



Church of the Holy Apostles

1225 West Grand Parkway, Katy, Texas 77494, Phone 281-392-3310

Building/Property Use Agreement

Organization: _____

Phone: _____

Person in Charge: _____

Email: _____

Date(s) of Use: _____

Through (date/time): _____

Specifics of days/times:

Liability Insurance Forms (recurring groups)

Tax Exempts (forms included)

| ROOM(S) TO BE USED | |
|--|---------------|
| Great Room | \$200 per use |
| Classrooms (101, 103, 108, 109, 111/112, 115, 116, 117) | \$40 per use |
| Medium spaces (City Centre, the Hub, Nursery) | \$75 per use |
| Large Classroom (110, 102) | \$45 per use |
| Playhouse | \$125 per use |
| Technical/AV Set Up | \$50 per use |
| SERVICES | |
| Coffee/Hospitality | \$5 per day |
| Deposit | \$50 |
| TOTAL | |

We agree that all **Building/Property Use Fees** will reach Church of the Holy Apostles ("COTHA") at 1225 West Grand Parkway, Katy, Texas 77494 one week in advance of the use start date. If **Building/Property Use Fees** are not paid and cleared before the use start date, permission for the use of COTHA may be revoked.

COTHA agrees to provide the church facilities as is. **Building/Property Use Fees** will cover at least costs for air conditioning/heating, water, bathroom facilities, janitorial facilities and electricity. We agree to sign and abide by the **Building/Property Use Policy** and **Departure Check List**.

_____ (initial here) We also agree to hold COTHA, congregational members, Vestry and church employees harmless and free of any claims of liability which may result from any injury or loss of property. We agree to accept full responsibility for any such claims from persons in attendance of our event. We agree to be liable for any damages or incident that may occur in connection with our event.

The words "we" and "our" used in this document refer to:

Signed By: _____ Title: _____ Date: _____

Accepted by COTHA Facility Administrator

Signed By: _____ Title: _____ Date: _____

For Office Use Only

Amount charged _____ Approved by: _____

Calendar updated _____ Security system or key issued _____ Building/Property Use Policy signed _____



Church of the Holy Apostles ("COTHA") was built to the glory of God. The church building and surrounding property is a tool for the congregation of COTHA to minister to the people of God. Use of the building and surrounding property by the congregation and the people of the community will serve to spread the gospel, reveal God's love and the good news to all who visit our place of worship.

Building/Property Use Policy

We are delighted to be able to provide a facility that is a safe and comfortable for all who use it. Please enjoy these facilities and surrounding property in a safe and respectful manner. The Church of the Holy Apostles ("COTHA") congregation expects that you will treat our church home with the respect and dignity that a house of worship deserves. Therefore, it is expected that when you leave our church home it be in equal or better condition than you found it.

1. COTHA is a smoke free building.
3. Reservations are required for building and surrounding property use. See **Building/Property Use Statement** for an overview of the groups that COTHA can accommodate.
4. Parking is only permitted in the paved parking area.
5. The individual designated as the "Responsible Person" on this form is accountable for the church use and property, including arranging, cleaning, fixing damage, and doing whatever it takes to restore the facilities to the same or better condition than it was found. (COTHA will have cleaning supplies available for maintaining the church building.)
6. Any damage to the facility should be reported immediately to the Facility Administrator.
7. If your event has left the building damaged or dirty, the individual designated as the "Responsible Person" on this form will be contacted, and future use of the building will be revoked if the problem is not resolved.
8. Plan to bring and use your own kitchen towels so church towels are left clean for expected use.
9. If you find the facilities are in an unacceptable state when you arrive, please make a note and report your findings to the Facility Administrator.
10. Do not exceed your reserved time.
11. Others may be using another part the building at the same time your event is taking place. Please be respectful of their needs.
12. If decorating, use only non-permanent methods. Do not use tacks or nails or anything that will leave a mark. Do not tape anything to the walls.
13. The Facility Administrator must approve food and beverage serving and consumption locations.
14. Remove from church property all trash, leftover food, and supplies you brought with you.
15. There is no storage. Please remove all items brought for your event.

Responsible Person

Printed: _____

Signed: _____ Date: _____



Building/Property Use Statement

Use of the building facilities and surrounding property will be open to all persons and organizations that are willing to sign and abide by the **Building/Property Use Policy**. Church facilities and surrounding property will NOT be open to persons or organizations that engage in any type of illegal activity OR whose actions do not serve to advance the ministries of COTHA as determined by the Facility Administrator, COTHA Vestry or the Lead Pastor.

COTHA organizations, committees, teams, and groups can use the building facility and surrounding property free of charge by scheduling events through the church office.

All other organizations or individuals that wish to use the church facilities and surrounding property will be asked to pay a fee in keeping with the building/property use fee schedule. Facility Administrator, COTHA Vestry or the Lead Pastor must approve the organization's or person's use of the church facility and surrounding property.

The Facility Administrator will coordinate the building and surrounding property use schedule on a central calendar to assure that there are no conflicts with other activities at the Church. COTHA activities will have precedence over other building and surrounding property use. If a scheduled activity conflicts with a COTHA activity, the Church Office Administrator will notify the scheduled activity of the conflict. Otherwise, the building and surrounding property will be scheduled on a first come, first served basis.

To reserve the church facilities and surrounding property contact the Facility Administrator and give the following information:

- Name of responsible person/organization using building.
 - Telephone number/address of responsible person.
 - Date of building use with start & end time.
 - Area or rooms of the building that will be in use.
 - Approximate number of persons at gathering.
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- A signed **Building/Property Use Policy** and a **Building/Property Use Agreement** document must be on file in the Church Office.

Currently, COTHA does not have the ability to offer catering services to persons or organizations using the facilities. However, outside catering can be used considering all **Building/Property Use Policy** guidelines are met and the Facility Administrator has approved the serving locations.

COTHA reserves the right to restrict or revise the use of the church facilities at any time without notice.



Departure Check List

- Return all tables, chairs and items used to the arrangement and position on the Standard Set Up Document.**
- Clean tables used with disinfectant wipes.**
- Make sure that all lights are turned off. Check all rooms including bathrooms.**
- Pickup all trash from floors, including bathrooms.
- Remove from COTHA all trash generated by your group.** Dispose in the trash receptacle in the south side parking lot.
- Remove all items brought to the building, including leftover food.
- Check to see that all water has been turned off.
- If the kitchen was used make sure all appliances are turned off, the refrigerator is closed, dishes washed, and all items are put away.
- Close and lock all outside doors.
- Make calls for problems and emergencies, using contacts listed below.

Building/Property Use Contact List

For Health or Security emergencies
Dial 911

For problems with building systems
(e.g., heat, air conditioning, electricity, water),
Scott Donovan, Heating & A/C Coordinator, 832-803-7801
Polly Stratton, Facility Administrator, 832-443-3360

For scheduling and daytime messages,
Polly Stratton, Facility Administrator, 832-443-3360



Rules and Regulations

All persons and/or groups using our facilities are expected to exercise care and judgment in such use in order to prevent damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Room Setups

All rooms have been designated with a standard room setup. The Facility Administrator will provide each group with a diagram of this standard for the room. **Any setup changes must be made by the group requesting the room. The room must be set back up in the standard room set up upon completion of the event, or the deposit will not be returned.**

Alcohol/Smoking Policy

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future. The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

Supervision of Children and Students

Adults must be 18 or older and must be at least 5 years older than the children with whom they are working.

Nursery Use

The nursery is available by arrangement at least two weeks prior to the event by contacting the Facility Administrator. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a COTHA qualified caregiver; both must be adults over the age of 21.

Scheduling Conflicts

The church reserves the right to pre-empt any facility use for its own in cases of unforeseen scheduling conflicts, such as funerals. Notice will be provided as early as possible & every effort to accommodate and/or reschedule as necessary.

Storage

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

Security

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.