

REVISED POLICY FOR USE OF WILDFLOWER FACILITIES

All uses of the space on the Faith Presbyterian Church (FPC) campus that is reserved for Wildflower's use (the "Leased Premises") must be consistent with the terms of our lease (see below), FPC's other facility use policies, and Wildflower's mission and tax-exempt status. Determinations of whether a proposed use meets those conditions will be made, based on this policy as approved by the Wildflower Board of Trustees, by the Facilities Team. The Wildflower Board of Trustees has final authority to approve or disapprove the use of Wildflower Facilities.

Requests by Wildflower teams and affiliated groups, or requests explicitly approved by the Board of Trustees to use the Leased Premises are made by submitting a Wildflower Calendar Reservation Request form to the Facilities Team, in as timely a manner as possible. Scheduling conflicts should be resolved whenever possible in a way that allows both uses to take place. Only one form is submitted for regularly occurring events.

Requests by all other groups to use the Leased Premises may be approved if the following additional criteria are met:

1. The space is available; activities conducted by Wildflower members or groups, or by affiliated groups, have precedence over outside groups' activities.
2. A member representing a related Wildflower Church team or other properly established group acts as sponsor of the outside group. The sponsor will submit a Wildflower Calendar Reservation Request form to the Facilities Team, in as timely a manner as possible. The sponsor must ensure that a voting Wildflower team/group member is in attendance when the outside group is using the Leased Premises to provide access to the requested facilities, ensure that they are in good condition after the event, and set the HVAC and security systems upon leaving. If no voting Wildflower team/group member is acting in this capacity, permission to use the space is revoked.

"Affiliated groups" are those with which we as a congregation have relationships. These could be denominational (e.g., Texas Unitarian Universalist Justice Ministry), financial (e.g., as dues-paying members of Austin Interfaith, or as donors to our Second Offering recipients), or ones of collaboration (as with UT's University Leadership Initiative, to promote our DREAM scholarships). Affiliated groups must be sponsored as in 2.

All parties must understand and agree that:

1. No rent can be charged for use of the space, but donations will be gratefully accepted;
2. The outside group will be responsible for the repair and/or replacement of any damage caused by their group other than normal wear and tear.

RELEVANT LEASE PARAGRAPHS:

"B. Facility Usage

2. WUUC may not sublet the Leased Premises or allow the use of the Leased Premises to be used for profit. The Leased Premises may not be used for overnight occupation without the permission of FPC.

3. The leadership of WUUC will be given keys and security system codes to access the Leased Premises. WUUC is responsible for sharing such keys and codes discreetly among its staff and members with a need to know, and for securing the Leased Premises after their use, and will report to FPC any security issues that arise while WUUC is utilizing the Leased Premises."



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Calendar Reservation Request

Instructions: Please complete all sections of the calendar reservation request form and submit to the [Wildflower Church Office Administrator](#) by email. All requests will be coordinated by the Ministries Coordination Team.

- ❖ Please include a “Reservation Description” as it will be used to develop the calendar listing.
- ❖ Please factor in time you will need for setting up before and cleaning up after your activity.
- ❖ To “check” a box below, mouse over the box and click.

Committee or Person Requesting Reservation	
Reservation Description	
Date of Reservation	
<i>Start Time</i>	
<i>End Time</i>	

Please estimate the number of adults and/or children who will be attending regularly.

Estimated Number of Attendees (Adults)		
Estimated Number of Attendees (Children*)		
Space Requested	<input type="checkbox"/> Classroom 1 <input type="checkbox"/> Classroom 2	<input type="checkbox"/> Wildflower Community Room <input type="checkbox"/> Off Campus (calendar only)

*under 18 years of age

Please answer the following questions only if this is a repeating activity.

Recurrence	<input type="checkbox"/> Monthly (which day of the month?) <input type="checkbox"/> Weekly (which day of the week?)
Start Date	
End Date	

By submitting this form, you agree to the following general policies.

- Church emergencies (funerals or other unforeseen events) take precedence over all events, including this one, and may result in a revocation of this agreement.
- You and your group are responsible for leaving the premises in the same shape as you found them. Trash cans that are more than half full must be bagged and taken to the dumpster and new trash can liners put in place; countertops and tables wiped down; tables and chairs returned to their original places, etc.
- Children under 18 **must be** supervised by an adult at all times without exception. Children **may not** be left alone on any part of the church premises, including the playground.
- You and your group are responsible for any negligence of attendees or guests to your event.