



The Quarries Christian Life Center POLICIES AND GUIDELINES

INTRODUCTION

We are excited you've chosen The Quarries Christian Life Center (CLC) as the location for your upcoming event. We've prepared the following pages to assist you in making your event a wonderful and memorable experience. As you plan and consider how your event will unfold, these pages will serve as a guide for the policies and rules all groups adhere to.

The Quarries Christian Life Center is a ministry of Hyde Park Baptist and The Quarries Church. We are a privately held enterprise located on the Quarries Complex. All requests for rental of this property operate with the understanding that event plans do not compromise our loyalty to Jesus Christ in service or accountability. Your careful consideration of such obligation will ensure a smooth and successful event of which you will always be proud.

Additionally, the information in this document has been compiled and adopted by the Hospitality and Building and Grounds committees of Hyde Park Baptist and The Quarries Church.

RESERVATIONS

The reservation process requires several days and is initiated by contacting the Quarries CLC at (512) 241-0233. Our receptionists will use an inquiry questionnaire to capture your initial requests and will document this information on the inquiry sheet. Please communicate as much information as possible. The Events Director will use the inquiry sheet to research your organization, availability/capability, discuss your event with the Quarries Team for staffing schedules and availability, equipment rental and availability, and management of the building and resources.

After the research, the Events Director will call to schedule an on sight meeting with you. At that meeting, full disclosure and details should be provided and will be documented for further review. If approval is given, request for the security deposit of \$350.00 US dollars will be requested from the Event Director. Upon receipt of the security deposit a reservation number will be assigned and communicated. This reservation number will be used for invoicing the rental fee(s) and payments.

You should not announce any event date until the date is confirmed on the Quarries reservation system, and you have received a confirmation reservation number assigned to your event. Two weeks prior to the event you should make an appointment with the event director to discuss last minute changes and to ensure full payment of your rental fee was received.



Organized group events will require a “day event” liability insurance certificate listing Hyde Park Baptist church as the Certificate Holder, with the minimum limit of \$1,000,000 per occurrence for bodily injury and/or property damage.

HOLIDAYS

Due to seasonal demands, events are not scheduled on major holidays or holiday weekends such as New Year’s Eve or Day, Easter, Memorial Day, Independence Day July 4th, Labor Day, Thanksgiving and Christmas.

Rule: THE QUARRIES PROPERTY

- Responsibility for communicating to guests the area(s) rented by your organization or by your private party remains with you.
- No fireworks, alcoholic beverages, illegal drugs, marijuana, firearms or tobacco are to be brought onto or consumed on the Quarries campus by any participant or guest. Persons caught in these activities will be asked to leave and refund of the security deposit will be forfeited.
- The Quarries custodial staff is not on duty to assist your event except to clean after your event. **Designated staff will be onsite (on your behalf) for any needs that arise during the reservation time.
- Loud music, the use of megaphones, microphones, and sound systems are prohibited on the Quarries campus before 8 AM and prohibited after 10 PM. No exceptions.
- The Quarries CLC does not store decorations for group events. **When decorating; we do not allow nails, staples, scotch tape, duct tape, clear tape, thumbtacks, or items that cause permanent damage to the building or equipment.** We do allow Command Strips, fish wire, or painter’s type tape for use in decorating.
- The Quarries CLC does not store or hold overnight any equipment for group events. When renting vendor supplied equipment, coordination of pickup and delivery of all/any equipment must be planned and coordinated to be removed at the end of the event.
- Event Organizer agrees to conduct its activity at the facility so as not to endanger any person or property on the Quarries campus. Event Organizer shall conduct its activity at the facility as to allow Quarries Staff access to view activity.



Rule: THE PROPERTY and LOCKER ROOMS

The Quarries Christian Life Center assumes no responsibility for lost or stolen items left by members or guests on the Quarries premise. This includes the locker rooms and restrooms. Responsibility lies with you for all personal and guests belongings. Because the locker dressing rooms and restrooms are open and always in use, please do not leave personal belongings in those spaces. It is good practice to go back over the areas you've used to check for personal belongings before you leave.

No food or drinks are permitted in the locker dressing rooms, except for water.

Rule: CHILDREN AND EVENTS

Children must be supervised during your event. Babysitters are not possible at The Quarries Christian Life Center, nor do we allow any room to be used for the care of children. You are not permitted to bring in people for the purpose of caring for children during your scheduled event.

Rule: QUARRIES LAKE AND PONDS

No swimming allowed in the Quarries Lake or ponds. Fishing requires a purchased CLC license from the main front desk (\$30 per year). No gas boats allowed, only electric troll motors or paddles. Trout and jug lines are not permitted.

Rule: WEATHER & LIGHTNING PROCEDURE

The Hyde Park Quarries Complex is monitored by a **Thor Guard** lightning prediction and warning system. This system measures atmospheric conditions for the Quarries property and surrounding area. The Thor Guard system is located on top of the Pavilion/Wings building by the Quarries Lake. When conditions reach the set threshold for potential lightning, an alarm will sound (one long blast of the sirens) and the strobe lights will begin to flash.

1. **EVERYONE on The Quarries campus must take immediate shelter**, either in cars or in the Christian Life Center (CLC) building.
2. Only when the Thor Guard system gives the 'all clear' (3 short siren blasts and the amber lights go off), may outdoor activities resume.
3. It is the responsibility of every person (including children) to comply with these steps.
4. This is a Zero Tolerance safety condition for hosting your event at The Quarries. Failure to comply is to do so at your own safety risk, and with possible expulsion from the campus and future activities.



LOCATIONS

The **Lakeside Grill Café** is a main location for hosting events. This area seats approximately 130 people banquet style and has the beautiful Quarries Lake backdrop. This space rents at \$200.00 an hour.

The **Terrace Porch** is a beautiful sheltered area with a great view of the Quarries Lake. This porch is an excellent outdoor space for an intimate gathering and has been a cool location for many outdoor banquets. This rents at \$35.00 an hour (3 hour minimum).

The **Balcony** is a lovely outdoor space overlooking the Quarries Lake directly off the second floor. This location hosts up to 70 people and rents at \$35.00 per hour (3 hour minimum).

The **Gym** is the perfect location for sports and celebration events. This room accommodates up to 500 people in a banquet style setting and up to 800 in a theater style setup. All non-athletic events require the protective floor covering for the event. Sport events rent at \$150.00 an hour and non-sport events rent at \$300.00 an hour.

The **Pond** is a charming location across the Pavilion that can seat up to 75 people for a small ceremony or family fun. A water brook separates this site from the camp site on the north end of the property. This area rents at \$75.00 an hour.

The **Quarries Lake** is a natural spring-fed lake with a beach front area for easy access when canoeing or fishing. This space is great for picnics and birthday parties. The Quarries Lake rents for \$450.00 up to 6 hours, the beach front area rents at \$150 per hour. No swimming allowed.

The **Meeting Rooms** accommodate 25 to 40 guests each and are equipped with Digital TV's, and DVD accessibility. These rooms rent at \$35.00 an hour.

The **Game Room** is a great place for pool, fuse ball, air hockey, ping pong, and Wii station games. This great space rents at \$35.00 an hour.

The **Sports fields** are well maintained and host football, baseball, soccer, and recreational festivals. The Cavness, Upper, and the Austin Field each rent at \$150.00 an hour.

The **Tennis Courts** are up to the latest standards defined by USTA and has the latest boundary markings for children's tennis programs. Rental of a court(s) is \$4.00 per court hour per person.



GENERAL OVERVIEW OF ITEMS

1. To avoid errors, you should not announce any event until the reservation is confirmed on the Quarries reservation system, the security deposit has been paid, and you received the confirmation number from the events director.
2. It is your responsibility to make a 2-week appointment with the event coordinator before your event to discuss last minute details and to ensure full payment prior to your event.
3. If applicable, the Facility Arrangement Form, Reception Set-Up Form, and Rehearsal Form should be completed and returned to the event director at your two-week meeting.
4. Full payment fees are due in total two-weeks prior to your event.
5. It is your responsibility to communicate the rules and guidelines to guests and vendors.
6. There will be no fireworks, firearms, smoking, alcoholic beverages, or the use of marijuana or illegal drugs on any part of the Quarries property.
7. No swimming in the Lake or ponds.
8. All guests must seek shelter when the lightning warning system sounds its alarm.
9. In consideration of your guests and to those providing services to you and to the Quarries staff, please make adequate plans to stay on your time schedules for the event. An event that begins later than 30 minutes after the scheduled time will require additional fees to those who are providing services. An event that ends later than the scheduled time will result in the loss or partial loss of the security deposit.
10. The Quarries does not store any items for any event (rented or otherwise).
11. The Quarries does not allow any room to be used for babysitting during an event.
12. **All NSF returned checks will be charged a \$35.00 fee per occurrence.**



**Fees and Amenities*

Commercial Food Warmer in the Lakeside Grill	\$100.00 fee
The Lakeside Grill Café	\$200.00 per hour
The Terrace Porch or the Balcony	\$35.00 per hour
The Sports Fields	\$150.00 per hour
The Quarries Lake	\$450.00 6 hours
Meeting Rooms, Game Room	\$35.00 per hour
The Gym for athletic and non-athletic use	\$150/\$300 per hour
Sound System	\$50.00 fee
Rear-view Projection System & Screen	\$100.00 fee
**Event Staff required (1 staff per every 50 guests)	@ \$20.00 per hr each
After hours building fee	\$150.00
Belai Rock Wall Instructor:	\$25.00 per hour
Canoes (5) lifejackets must be worn (2 hour rental)	\$20.00 per canoe

Deposits

Security Deposit: \$350.00 The deposit is required at the time of request or at the on sight meeting with the the event director. All monies are deposited; no check or cash is held. The following five (5) reasons affect the refundable security deposit:

1. Cancellation of an event less than **30** days prior forfeits the security desposit
2. The Quarries Event Policies and Guidelines were not adhered to or followed
3. Excessive clean-up after your event by the Quarries staff
4. Damage occurred to the premises or equipment, or there is missing or lost property
5. The Event beginning and ending times were not respected and extended beyond the reservation and beyond Quarries staff approved hours

NOTE: Full payment for facility rental and services are due 2 weeks before the event. The security deposit is returned up to 30 days following the event based on the conditions listed above.

Mail payments to:

The Quarries, Hyde Park Baptist Church
Attention: Events Department
3901 Speedway
Austin, TX 78751
www.quarriesrec.com



Terms and Conditions

1. Event scheduling and use will be conducted through the events department at Hyde Park's Quarries Christian Life Center. The event organizer will provide its schedule with as much lead time as possible.
2. Cancellation(s): Vacation Bible School exclusion: Use of the Facility during Hyde Park's VBS program will be subject to change or cancellation.
3. Cancellations(s): Reservations during the regular school year are subject to change or cancellation for church-wide events or when the HP High School Athletic teams make playoffs, regionals, or championship games. Hyde Park will attempt to provide a minimum of two weeks' notice to any change in the schedule.
4. Sound Restriction: Loud music, use of megaphones, microphones, and sound systems are prohibited on the Quarries campus before 8 AM and prohibited after 10 PM.
5. Facility usage is exclusively restricted in the rented and assigned area(s).
6. The Quarries Campus has sole rights to concessions sold from the property.
7. Event Organizer will not allow alcoholic beverages, illegal drugs, marijuana, fireworks, firearms, or tobacco to be brought onto or consumed on the Quarries campus by any participant or guest of the activity conducted by the event organizer.
8. Event Organizer agrees to conduct its activity at the facility so as not to endanger any person or property on the Quarries campus.
9. Event Organizer shall conduct its activity at the facility as to allow Quarries staff access to view activity.
10. Event Organizer shall provide investigative background checks on its employees, representatives, leaders, and chaperones certifying staff are certified and cleared to work with students and children.
11. Organized groups will provide a copy of the Commercial General Liability policy with a minimum limit of \$1,000,000 per occurrence for bodily injury and/or property damage listing Hyde Park Baptist Church as the certificate holder.

I have read and I understand the Quarries policies and guidelines concerning events held at the Quarries Recreation Center. I agree to follow these policies as stated herein. I will ensure the guests of my event understand and follow these policies. I understand that breaking policy may and will result in the forfeit of the security deposit.

Event Organizer: _____ Date: _____

Name of Event _____

Date of Event _____