



# The Quarries Christian Life Center POLICIES AND GUIDELINES

## ***INTRODUCTION***

We are excited you've considered The Quarries Christian Life Center (CLC) as a possible location for your upcoming event. We've prepared the following pages to assist you in making your event a 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 CLC is a ministry of Hyde Park Baptist and The Quarries Church. We are a privately held enterprise with an obligation to adhere to the statement of faith of this Church and its leaders. All requests for rental/use of this facility or property operate with the understanding that the event does not compromise our loyalty to Jesus Christ in service, accountability, or religious practice, nor can this facility be used for any purpose that violates the statement of faith we hold. Your careful consideration of such obligation will ensure a smooth and successful event of which you will always be proud.

The statement of faith is located at [www.hpbc.org](http://www.hpbc.org), see the "Our Beliefs" tab. 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 up to two-weeks\*. Our receptionists will use an event questionnaire to capture your requests over the telephone. The event director will reply via email to share important documents and to gain further information about the type of event you've requested to host. *The Events Director will use your information to research our availability and capability, discuss your request with the Quarries Team for staffing schedules and availability, to check your previous reference(s), to research your organization if applicable, and to determine the buildings use, resources, and estimated costs.*

If approval is given the Events Director will email you to schedule an onsite meeting. At that meeting we'll discuss event expectations and the details. The security deposit of \$350.00 US dollars will be due. Upon receipt of the security deposit a reservation number will be assigned and communicated via email. And an invoice will be sent along with the pending balance and agreements. (See page 6 item #13 for forms of payment accepted)

\*dependent on references



You should not announce an event date until the date is confirmed on the Quarries reservation system, and you have received a reservation number from the events director. Two weeks prior to the event day you should make an appointment with the event director to discuss last minute changes and to ensure full payment of your rental fee has been 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 as signed on the Facility Usage Agreement.
- 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. Event staff will be assigned to your event 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 9 PM. No exceptions.
- The CLC **does not store** decorations for 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 CLC **does not store** or hold overnight any rented equipment. When renting vendor supplied equipment, coordination of pickup and delivery of all/any equipment must be planned and 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 for personal and guest belongings lies with you. The locker dressing rooms and restrooms are open and always in use, please do not leave personal belongings in the space(s). It is good practice to go back over the areas you've used before you leave.

No food or drinks are permitted in the locker dressing rooms, except for water. No glass beverage bottles are allowed on the property.

***Rule: CHILDREN AND EVENTS***

Children must be supervised during your event. Babysitters are not permissible 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, with prior approval. 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. The Thor Guard system is located on top of the Pavilion building by the Quarries Lake. This system measures atmospheric conditions for the Quarries property and surrounding area. 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 per 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 spaces rents at \$35 per hour (2 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 per hour (2 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 per hour and non-sport events rent at \$300 per 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 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 up to 6 hours, and the beach front only rents at \$150 per hour. No swimming.

The **Meeting Rooms** accommodate 25 to 40 guests each and are equipped with Digital TV's, and DVD accessibility. These rooms rent at \$35 per hour.

The **Game Room** is a great place for pool, fuse ball, air hockey, ping pong, cable TV and Wii station games. This great space rents at \$35 per 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 per 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 person per hour.

The **Rock Wall** is a great climbing challenge for the young and the young at heart! At 36 ft in height it's a fun excursion while on the property. For events \$25 per hour per belay instructor plus \$5 per climber. **Children must weigh 40 pounds or more in order to climb.** Supervision is a must.



## ***THE QUARRIES WALK-THROUGH PROCEDURE***

Below is the Quarries Walk-Through Checklist to be conducted at the end of the event. You will walk through the space rented with the Quarries Representative prior to your departure.

<b>Customer Rented Space(s)</b>				
<b>Checklist Items:</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Comments</b>
Customer Diagram Available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rented room or space(s) damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer guests kept to rented space(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer adhered to the setup time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer event ended at the agreed time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer and guests followed the Quarries CLC rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Audio/Visual equipment damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sports equipment returned in full and damage free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tables and chairs damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building decorating rules adhered too?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling and walls remain damage free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms are free of excess trash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rented space free of excess trash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer left rented equipment on premise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer left event decorations on premise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer and guests signed liability forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Table cloths or skirting excessively damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Game Room equipment returned in full?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was event excessively loud or beyond approved time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were Quarries supplies required to support event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did Customer Vendor(s) adhere to the Quarries rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## ***GENERAL OVERVIEW OF ITEMS***

1. Your event does not violate Hyde Park Baptist and the Quarries Church's statement of faith, nor expects the Quarries CLC to compromise its position or practice in this Church's statement of faith or its requirements.
2. 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.
3. It is your responsibility to make a 2-week appointment with the event director to discuss last minute details and to ensure full payment prior to your event.
4. If hosting a wedding or reception, 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.
5. Full payment fees are due in total two-weeks prior to your event.
6. It is your responsibility to communicate the rules and guidelines to guests and vendors.
7. There will be no fireworks, firearms, smoking, alcoholic beverages, or the use of marijuana or illegal drugs on any part of the Quarries property.
8. No swimming in the Lake or ponds.
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 schedule. 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 guests of your event must adhere to the Weather and Lightning procedures.
13. **All NSF returned checks will be charged a \$35.00 fee per occurrence.** Forms of payments accepted include cash, checks, Visa or MasterCard only.



## *\*Fees and Amenities*

Commercial Food Warmer in the Lakeside Grill	\$100 fee
The Lakeside Grill Café	\$200 per hour
The Terrace Porch or the Balcony	\$ 35 per hour
The Sports Fields	\$150 per hour
The Quarries Lake	\$450 6 hours
Meeting Rooms, Game Room	\$ 35 per hour
The Gym for athletic and non-athletic use	\$150/\$300 per hour
Sound System	\$ 50 fee
Rear-view Projection System & Screen	\$100 fee
Event Staff required (1 staff per every 50 guests)	@ \$ 20 per hr each
After hours building fee	\$150
Rock Wall Instructor: per belay instructor	\$ 25 per hour
Rock Wall Climbers	\$ 5 per climber
Canoes (2) lifejackets must be worn (2 hour rental)	\$ 20 per canoe

**\*Prices may change without prior notice.**

## *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](http://www.quarriesrec.com)





## ***Terms and Conditions***

1. Event does not violate Hyde Park Baptist and the Quarries Church's statement of faith, nor does it expect the Quarries CLC to compromise its position or practice in this Church's statement of faith and its requirements.
2. 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.
3. Cancellation(s): Vacation Bible School exclusion: Use of the Facility during Hyde Park's VBS program will be subject to change or cancellation.
4. 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.
5. Sound Restriction: Loud music, use of megaphones, microphones, and sound systems are prohibited on the Quarries campus before 8 AM and prohibited after 9 PM.
6. Facility usage is exclusively restricted in the rented and assigned area(s).
7. The Quarries Campus has sole rights to concessions sold from the property.
8. 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.
9. Event Organizer agrees to conduct its activity at the facility so as not to endanger any person or property on the Quarries campus.
10. Event Organizer shall conduct its activity at the facility as to allow Quarries staff access to view activity.
11. 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.
12. Event Organizer will communicate to guests the Weather and Lightning procedure(s) and ensure its procedure is followed.
13. 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 agree that I have read and understand the Quarries Policies and Guidelines, and Facility Usage Agreement. I agree to reimburse, indemnify and hold harmless, HPBC and its entities for any injury or loss to persons or property and expenses incurred due to same, including costs of defense and reasonable attorney's fees, resulting from claims of my negligence, or intentionally wrongful acts including defense and indemnification of claims that I am only partially negligent.

I agree that I will communicate to my guests the sole restricted and rented space(s), the expectation of seeking shelter during lightning storm events, that no allow alcoholic beverages, nor illegal drugs, nor marijuana, nor fireworks, nor firearms, nor tobacco can be brought to or consumed on the Quarries property. I agree to conduct a final walk-through with the Quarries representative after my event. I agree to pay the security deposit and rental fees as outlined in the policies guide.

Event Organizer (Customer): \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name of Event Organizer (Customer) \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Date of Event \_\_\_\_\_