

Facility Rental Policies
First United Methodist Church Austin
1201 Lavaca Street
Austin, TX 78701

Conditions

- FUMC Austin is a church and guests are expected to honor the church property appropriately. No smoking or alcoholic beverage use or possession is permitted on any church property.
- Activities must be confined to the portion of the building allotted for this rental agreement excluding restrooms which are available for all users. FUMC does not have parking lot space available.
- A copy of a certificate of liability insurance is required with application for rental. If one is not available, an authorized representative of the group must sign a waiver of indemnification stating that FUMC Austin is not liable for any costs or expenses of any kind related to any injuries or accidents that occur on the premises.
- The user is responsible for and agrees to reimburse the church for any damages or loss caused by any of the user's guests or persons or organizations contracted by the user to provide any service or goods before, during, and immediately after the event.
- If required, security personnel engagement and expenses are the responsibility of the user.
- Admittance to the event, room set-up and take down, and meeting arrivals and departures must coincide with the event times listed on the facility permit. Should any revisions be requested, the church will make every effort to accommodate the request, however, the church reserves the right to add additional room rental charges to the function should this occur.
- FUMC Austin assumes no responsibility for the damage or loss of any merchandise or articles brought into the church facilities.
- Changes to building use requests must be received 72 business hours prior to the event. If the change is not received by that time, the requested equipment may not be available. FUMC business office hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m.

Payment

A deposit of 50% of the total amount due is required at the signing of a rental agreement. Final payment in full is due no less than 10 days prior to the date of the event.

FUMC Austin Responsibilities

FUMC will provide clean, secure areas for our tenants.

FUMC will provide services, equipment, and space as detailed in the addendum.

FUMC Contact Information

Building and space coordinator is: Marilyn Good

1201 Lavaca, Austin, TX 78701

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Email: marilyn@fumcaustin.org