

STILL WATERS RETREAT CENTER POLICIES, COVENANTS, AND FEES



For Group Facilities Rental

Still Waters is managed and maintained predominantly by a team of volunteers. There is no custodial staff on the premises. You must provide your own set-up and cleanup and leave our facilities as you found them. In doing so, you become a sustaining part of this wonderful facility, which was gifted to First Baptist Church of Austin in the hope that all would find beauty, growth, and renewal here.

To learn more about who we are and our shared vision click [here](#).

The following policies, covenants, and fees are in effect and apply to all groups renting facilities or space from us. Any breach or failure to comply with any of our policies and covenants may result in the immediate cancellation of the rental agreement.

Policies and Covenants

Rental Process

- ★ For a date to be reserved, a down payment of 50% of the Total Rental Fee must be received by First Baptist Church of Austin on behalf of Still Waters Retreat Center.
- ★ The Authorized User is liable for payment of all fees.
- ★ Payments to First Baptist Church of Austin may be made via check, money order, online bill pay, or credit card.
- ★ All projected and remaining fees must be paid in full no later than 30 days before the rental date or the reservation is subject to cancellation.

Changes

- ★ Any changes to numbers of participants, dates, and/or times, must be communicated via email no fewer than 30 days in advance of the rental date and may require a new rental agreement to be signed. Please contact our Rental Agent to explore what will be required based on your changes.

Cancellations

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- ★ If a group cancels their use of the facilities, any payments made will be treated as follows:
 - Cancellation more than 30 days before the agreed-upon first rental date — Still Waters will fully refund all payments, less a processing fee equal to 10% of the total rental fee, to the Authorized User at the address listed in the Rental Agreement.
 - Cancellation fewer than 30 days before the agreed-upon first rental date — Still Waters will retain all payments made.
 - Groups with a Rental Agreement for multi-date events with dates reserved throughout the year — Each date is independently subject to the above cancellation time frames and associated refunds.
 - ★ If Still Waters cancels for any reason, any payments will be fully refunded to the Authorized User at the address listed in the Rental Agreement.

Access to Property

- ★ Our Rental Agent will provide you with an entry gate code and facility lockbox code seven business days before your rental date.
 - The entry gate code may be shared with participants.
 - The lockbox code should not be shared with anyone other than the Authorized User.
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Parking

- ★ Parking is restricted to mowed and marked parking areas only. There is no parking along or beside the driveway leading from the cul-de-sac to the Fellowship Center and Garage Barn area, as there are irrigation pipes located in this area. There is limited parking for people with disabilities between the Garage Barn and the Fellowship Center.
- ★ There is space for approximately 50 cars, when parked head in first.
- ★ There is no parking permitted in the cul-de-sac in front of the Still Waters entrance or on or in front of any of our neighbors' properties.

Facility Housekeeping

The facilities are to be left as they were found, other than normal wear and tear.

Outdoor Furniture and Accessories

- ★ Tables and chairs for outside use are located in the Garage Barn immediately across from the Fellowship Center. There are tables for 50 people. If used, this furniture is to be returned to the same area in the Garage Barn.
- ★ Any moved outdoor furniture and/or accessories must be returned to their original location.

Trash and Recycling

- ★ Indoor trash and recycling must be removed and placed in outdoor trash bins (green) and recycling bins (blue).
- ★ Outdoor trash bins (green) and recycling bins (blue) are located in the Garage Barn immediately across from the Fellowship Center. Trash should be securely bagged, while items being recycled should be placed unbagged into the recycling bins. Bin lids should be securely fastened to discourage foraging by raccoons, etc.

Septic System

- ★ The facilities use a septic system. Only toilet paper and human waste is to go into the toilets. Large groups (~40+) must rent port-a-potties for their event in consultation with the Still Waters Rental Agent.

General Use/Living Areas

- ★ Tables and chairs for indoor use within the Fellowship Center are located in the Fellowship Center closet. If used, they should be cleaned and returned to the closet in the order they were found. These chairs, which are gray in color with padded seats, are not for outdoor use.
- ★ The moving of furniture is discouraged. If you move the furniture, it must be returned to its original location.

Property and Facility Checkout

- ★ Per your Rental Agreement, you must vacate the property at the agreed-upon time and agree to complete our [Property and Facility Checkout List](#) process.

Property and Facility Damage

- ★ Authorized User takes full responsibility for any damage to the facilities or grounds, beyond normal wear and tear, and must report it immediately to the Rental Agent. Any repair and/or replacement costs will be the direct responsibility of the Authorized User and must be paid in full upon receipt of invoice.

Covenants

Alcoholic Beverages

- ★ Still Waters Retreat Center is a spiritual retreat center and, as such, limits the use of alcoholic beverages to sacramental purposes, such as communion.

Firearms and Fireworks

- ★ Firearms and fireworks are strictly prohibited.

Fires, Candles, and Smoking

- ★ Burning of candles is prohibited, with exception of unscented candles in the Felder House fireplace.
- ★ Burning of incense, sage bundles, or other aromatic substances is prohibited.
- ★ Smoking is prohibited.
- ★ Campfires are prohibited.

Noise Curfew and Speed Limits

- ★ There is a 10:00 p.m. noise curfew as we have several neighbors bordering our property. Violators may receive an unannounced visit from the Travis County Sheriff's Office.
- ★ Observe and abide by the posted speed limits (30–25 mph) as you travel through the Granada Hills Subdivision.

Pets

- ★ Pets are prohibited. Individuals with service animals must make arrangements with the Rental Agent prior to arrival.

Water Conservation

- ★ Please help us to conserve this resource by limiting your water use to internal activities. For example, do not wash your car at Still Waters.

IMPORTANT: Rentals That Will Include Participants Under 18

Like our parent, First Baptist Church of Austin, Still Waters requires that those who work with minors (e.g., schools, organizations, groups, individuals, etc.) and will have minors on the Still Waters property as part of their rental provide us with the following:

- ★ Proof of screening for those working with children. First Baptist does not do background checks for outside groups, but you must tell us (FBC) you have done all of the necessary checks on your workers/volunteers/sponsors. Please ask the Rental Agent for a Statement of Screening of Persons Working With Children form.
- ★ Proof of insurance for at least \$1,000,000 of liability coverage, each occurrence, indicating "First Baptist Church of Austin, TX, 901 Trinity Street, Austin, TX 78701" as an additional name insured.
 - Please include in the Description of Operations box the name and address of the retreat center: First Baptist Church of Austin / Still Waters Retreat Center / 9409 Granada Hills Drive / Austin, TX 78737. (FBC does not want the Still Waters venue confused with the building at 901 Trinity.)
 - Make sure the coverage for Abuse or Molestation is at least \$1,000,000. (While the lower coverage limitations may be standard in some cases, FBC and its insurer believe they are too low for a rental that includes minors.)

Rental Fees and Maximum Capacities

Facility	Max Cap.	Mon-Thurs	Fri-Sun
Felder House — Day Use	30	\$350	\$400
Felder House — ½ Day	30	\$245	\$280
Felder House — Overnight (noon to noon)	12	\$450	\$500
Fellowship Center — Day Use	40	\$300	\$350
Fellowship Center — ½ Day	40	\$210	\$245
Felder + Fellowship (combo) — Day Use	70	\$600	\$700
Hermitage — Day Use	4	\$35	\$45
Sunset Barn — Day	50	\$125	\$150
Sunset Barn — ½ Day	50	\$70	\$85