



Metropolitan United Methodist Church

3385 Metropolitan Church Road

Indian Head, Maryland 20640

301-375-9088 \* metroumc.ofc@gmail.com \* www.metroumcindianhead.com

**RENTAL OF FACILITY "TERMS AND CONDITIONS"**

Thank you for your interest in renting the facilities of Metropolitan United Methodist Church. It is our policy that the applicable costs incurred for administration, AV support, maintenance, cleaning, set-up, security, utilities and equipment are paid for by those renting our facility.

Please take note of the contract provisions. You are responsible for communicating all information/requirements to your party, family members, and service providers including florists, caterers, musicians, photographers, event planners, decorators. Be aware that the payment of fees for services rendered by any third parties associated with your activities should be made directly to those individuals and are not a component of this contract.

Any use or activity outside of the purpose stated in the Application shall constitute a breach of the Agreement and be cause for immediate termination of the space rental with no refund, and forfeiture of deposit. This Agreement may not be assigned, sublet or sub-rented. We encourage you to carefully read through all of the following guidelines and understand all the provisions prior to signing. Please do not hesitate to contact us on 301-375-9088 should you have any questions.

Again, we thank you for choosing Metropolitan United Methodist Church for your venue. We pray your experience here will prove to be a wonderful time of celebration and joy. Our goal is for you to have an enjoyable, safe and memorable event.

*Metropolitan United Methodist Church*

Rules and Regulations

**Initial each:**

- \_\_\_ Applicants must be 21 years of age.
- \_\_\_ An "active member" of Metropolitan UMC is defined as regular church attendance and financial support of the church.
- \_\_\_ Only food prepared by a licensed caterer is allowed. The name, contact information, and a copy of the caterer's current operating license from the health department must be provided before the start of the event. *(Please attach the license).*
- \_\_\_ Metropolitan UMC reserves the right to enter the premises during the event to inspect, terminate, or remedy problems. If damage is disclosed during an event, this will be considered a breach of contract. If this occurs, the use agreement may be terminated, and the applicant/guest will be required to vacate the premises and fees will not be refunded.
- \_\_\_ Metropolitan UMC reserves the right to waive all fees for members.
- \_\_\_ Funerals are considered priority and take precedence over other uses of the building. Arrangements and adjustments in at the discretion of the Pastor.
- \_\_\_ Metropolitan UMC is not liable for personal stolen or damaged property, or personal injuries sustained during pre-setup and rental hours, including vehicles or the contents thereof.
- \_\_\_ Everyone must follow fire and safety rules.
- \_\_\_ Metropolitan UMC is a smoke-free facility, including church grounds and parking lot. Use of tobacco products is strictly prohibited. You are responsible for conveying this information to your guests.
- \_\_\_ The consumption, sale, or display of alcoholic beverages or illegal drugs in the building, on church grounds, and parking lot is strictly prohibited. You are responsible for conveying this information to your guests.
- \_\_\_ Metropolitan UMC reserves the right to halt any function deemed out of control by the Trustees or the Fire Department/Sheriff Department.
- \_\_\_ If the facility fire alarm causes the Fire Authority to be summoned, and it is determined that the applicant and/or his/her guests were the cause, the full cost associated with the Fire Authority's services will be deducted from the security deposit. If this cost exceeds the amount of the security deposit, the applicant will be billed for the remaining cost of these services.
- \_\_\_ Rental Period: The rental period is a maximum of six (6) hours. This includes rehearsals, set-up, decorating, break-down, clean-up, including trash removal. All set-up requirements must be made at the time of the contract. Same day requests will not be honored.
- \_\_\_ Additional Fees: An additional fee of \$75 per hour rate will be charged for any hours exceeding six (6) hours. Any time after thirty (30) minutes past the hour constitutes one (1) hour.

- \_\_\_ Pre-Day Set-Up (1 Day): There is a three\_(3) hour limit at \$75/hour for pre-day set-ups. Requests must be made when the contract is submitted. The Party is responsible for all clean-up, including trash removal.
- \_\_\_ Wedding Rehearsals: There is a three\_(3) hour limit at \$75/hour for wedding rehearsals. Requests must be made when the contract is submitted. The Party is responsible for any clean-up after rehearsal, including trash removal.
- \_\_\_ Clean-up the ROOMS after events, rehearsals, meetings, etc., including trash and food disposed of in the dumpster outside or removed from the premises, materials, supplies, and other items.
- \_\_\_ Clean-up the PARKING LOT, including removal of balloons/balloon pieces and other trash and food outside on sidewalks, parking lot, and grassy areas. A \$75 fee may be charged and billed after review.
- \_\_\_ Clean-up the KITCHEN, including trash and food disposed of in the dumpster outside or removed from the premises, clean counter tops, clean floor, etc. A \$75 fee may be charged and billed after review.
- \_\_\_ Metropolitan UMC does not provide supplies (tape, stapler, markers/writing tools, flipcharts, easels, etc.).
- \_\_\_ Metropolitan UMC does not provide audio-visual equipment (VCR, DVD, projectors), extension cords, etc., unless authorized as part of the contract.
- \_\_\_ Metropolitan UMC does not provide personal cooking utensils, pots/pans, condiments, equipment, and other cooking supplies.
- \_\_\_ Use of refrigerators are on an “as available” basis only.
- \_\_\_ Supervision of Minors: Children are not allowed in unauthorized areas of the church or in the parking lot unsupervised. Minors must remain in the rented facility room and shall not be allowed to roam unsupervised throughout the facility and/or grounds. Parents/Guests are responsible for the behavior and activity of children at all times during the event. You are responsible for conveying this information to your guests.
- \_\_\_ Metropolitan UMC is not responsible for any items left after events, rehearsals, meetings, etc.
- \_\_\_ Stains from food and beverages that require professional cleaning, which result in additional expenses to Metropolitan UMC, will be charged directly to the applicant.
- \_\_\_ Nothing may be attached to walls, pews, ceilings, or floors that might damage them.
- \_\_\_ Applicant may not bring in any equipment that cannot be easily carried or rolled into the facility. Equipment cannot be dragged across the floor.
- \_\_\_ Metropolitan UMC staff are not allowed to accept or sign for any deliveries.
- \_\_\_ If a delivery is made, the Metropolitan UMC and staff are not responsible for delivered items. Items cannot be left in the facility at the conclusion of the event and must be removed prior to vacating the facility.
- \_\_\_ Caterers and/or other subcontractors hired by the applicant to work during facility rentals are required to follow all provisions of this agreement. The applicant is responsible for the conduct of caterers and other subcontractors.

Prohibited **Initial each:**

- \_\_\_ Weapons are not permitted on the premises, except for law enforcement personnel (with identification).
- \_\_\_ Helium balloons.
- \_\_\_ Fireworks, sparklers, bird seed, rose petals, rice, confetti, glitter, bubbles, red wine or red based beverages or similar items
- \_\_\_ Smoke/Fog machines.
- \_\_\_ Gum. If gum is found on the floor after an event an additional fee of \$75 will be assessed per occurrence
- \_\_\_ Open flames, including freestanding candles
- \_\_\_ Devices that might overload electrical circuits, or anything else that might be deemed a fire hazard.
- \_\_\_ Gambling
- \_\_\_ Alcoholic beverages, controlled substances or smoking on church property at any time.
- \_\_\_ Animals (except for companion or service dogs) inside the facilities or on the grounds.
- \_\_\_ Use of Metropolitan’s pantry, cooking utensils, pots/pans, condiments, equipment, and other cooking supplies.
- \_\_\_ Use of the copier, office telephone, office supplies, fax services, or office for storage without approval.
- \_\_\_ Food or beverages in the Sanctuary or the Fellowship Hall without prior approval.
- \_\_\_ Signage and wall decorations. You are responsible for damage to church property (walls, doors, etc.).
- \_\_\_ Decorations may not be affixed (nailed, taped, stapled, etc.) to the walls, doors, windows, window coverings, chairs, pews, carpet, brick, wood, painted surfaces or hung from the ceiling without approval from Metropolitan UMC.
- \_\_\_ Parking Spaces. Parking is not allowed in “Reserved Parking for Pastor” spaces, in front of the mailbox, fire lanes, handicap lanes, or at driveway entrances and exits. Please inform your guests accordingly.

Payment Terms

**Initial each:**

- This is a binding contract upon signature.
- Ten (10) business day cancellation notification is required prior to the event, or you will be held financially responsible for the event. Cancellations must be submitted by the applicant in writing. Date of the cancellation receipt is dependent upon when the notification arrives in the church office, not when it is sent by the applicant. The applicant should call the church office to confirm receipt of any cancellation.
- A deposit of 50% minimum of the total is due at the time contract; balance due seven (7) days prior to the event. Balances unpaid upon conclusion of the event are subject to a collection notice and fees.
- All deposits are non-refundable and non-transferable.
- A fee of \$50.00 will be charged for returned checks. All other payments should be made in the form of cash or certified.
- Final payment must be made by cash or certified check and is due seven (7) business days prior to the event. Personal checks will not be accepted for final payment.
- I/we hereby state as the *Individual/Organization* named in this agreement and as the responsible party, that I have read, understand, and will adhere to the rules and regulations.
- I/we agree to make all payments as scheduled.
- Changes to this contract will only be accepted in writing, seven (7) business days prior to the event upon reviewed.
- Changes received by email are not considered approved until your request has been received, reviewed, and the approval email has been transmitted to you.

Indemnification and Breach of Agreement

- Metropolitan UMC shall not be liable for any injury to persons or loss or damage of group or individual property which occurs during the use of a Metropolitan UMC facility or when travelling to/from the Metropolitan UMC as part of the event or event preparation.
- Applicants who rent the facility are financially responsible for any damage to property or loss of property, including Metropolitan UMC property. A fee equal to the total replacement cost for damaged items belonging to the Metropolitan UMC will be charged to the applicant, in addition to a charge for staff time incurred, and will be deducted from the security deposit. If such charges exceed the security deposit, the applicant will be billed.
- In addition, the Metropolitan UMC shall have the right to cancel any additional existing reservations by the applicant and to reject any further applications from the applicant until all charges have been paid. If the applicant does not cover the total cost for damages, Metropolitan UMC reserves the right to pursue legal action, and the applicant will also be responsible for fully reimbursing all legal fees and court costs associated with recovery of the associated damages.
- I/We understand and agree that Metropolitan UMC, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not; as part of the consideration for being allowed to use our facility, building and grounds, as well as all appliances and fixtures in the activity;
- I/We further release Metropolitan UMC and its trustees, representatives, employees, or agents for any damage which may occur while participating in the activity;
- I/We further agree to save and hold harmless Metropolitan UMC, and its trustees, representatives, employee, or agents from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity;
- I/We also authorize release Metropolitan UMC, its trustees, representatives, employees, or agents to render or obtain such emergency care or treatment as may be necessary should any injury, harm or accident occur while participating in the activity;
- I/We further state that I/We are authorized to sign this agreement that I/We understand the terms here are contractual and not mere recital, and that;
- I/We have signed this document of my/our own free act and volition;
- I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

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This application, affirmation, and release have been properly executed as of \_\_\_\_\_ (date).

Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Metropolitan United Methodist Church

3385 Metropolitan Church Road • Indian Head, MD 20640  
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## ◆◆ FACILITY RENTAL AGREEMENT APPLICATION ◆◆

- Individual     
  Organization/Business     
  Active Member of Metropolitan UMC

Party Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This Agreement is between Metropolitan United Methodist Church (Metropolitan UMC) and the Party. Metropolitan UMC agrees to allow the Party to use space within the church building located at 3385 Metropolitan Church Road, Indian Head, MD 20640, subject to the conditions set forth in the Metropolitan UMC's "Terms and Conditions", which are made part of this agreement by reference.

### GENERAL INFORMATION

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Type/Purpose of Event:

- Meeting:   
  One-time only   
  Weekly   
  Bi-weekly   
  Monthly  
 Party/Celebration   
 Service/Recognition   
 Wedding Rehearsal   
 Funeral   
 Repast   
 Concert  
 Other: \_\_\_\_\_

### SET-UP

★PRE-DAY SET-UP (Pre-day set-up is based on a 3-hour limit @ \$75.00/hour)★

(1) Pre-day Set-up Required? <input type="checkbox"/> Yes <input type="checkbox"/> No:	(3) End Time:
(2) Start Time:	

★EVENT DAY SET-UP (Rental fees are based on a six (6) hour maximum rate)★

(1) Set-up Time:	(3) Event End Time:
(2) Start Time:	(4) Breakdown Time:
<b>Total Number of Hours:</b>	

Space Request (Please submit a diagram or instructions for any special set-up)

Number of round tables: \_\_\_\_\_ Number of chairs per round table (7-8 chairs): \_\_\_\_\_ Number of long tables: \_\_\_\_\_

Items included at no charge (Notification when the contract is signed):

- Guest Book w/Stand   
 Podium   
 Table Numbers w/Stands   
 Reserve Signs

Requested Rental Space(s):

- Meeting Room   
 Parking Lot   
 Sanctuary   
 Fellowship Hall   
 Multipurpose Room  
 Multipurpose Room & Kitchen (no use of kitchen)  
 Multipurpose Room & Kitchen (Warming/Pre-prepared Food Only)  
 Multipurpose Room & Kitchen (Cooking Raw Food)  
 Sanctuary, Fellowship Hall, Multipurpose Room & Kitchen (no use of kitchen)  
 Sanctuary, Multipurpose Room & Kitchen (Warming/Pre-prepared Food Only)  
 Sanctuary, Multipurpose Center & Kitchen (Cooking Raw Food)

**NOTE:** Fire suppression switches in the kitchen on the wall **MUST** always be on during use of the kitchen for cooking and warming of food. A damage fee of \$1,000 will be assessed if switches are turned off by the party.

### AUDIO VISUAL SERVICES

- Sound System w/ (1) microphone (FREE)  
 Livestreaming Services   
 PowerPoint Presentation   
 Video   
 Music (MP4 file USB only/MP3 file USB only)

**Note:** Metropolitan UMC must be notified seven (7) days in advance of the event of these services. USB/MP3 or MP4 files must be received (3) days prior to the event time, or we will not be able to accommodate. Please email files to:

[metroumc@verizon.net](mailto:metroumc@verizon.net)

**FOR OFFICIAL METROPOLITAN UMC USE ONLY**

*(Subject to change to include additional rental fees and penalties)*

- Rental Fee: \$ \_\_\_\_\_
  - Pre-Day Set-up: \$ \_\_\_\_\_
  - AV Staff on Duty: \$ \_\_\_\_\_
  - Livestreaming Services: \$ \_\_\_\_\_
  - Other AV: \$ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

**LICENSED CATERER**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Copy of license provided?  Yes  No

- Full Payment: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  Cash  Check # \_\_\_\_\_
- 50% Minimum Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  Cash  Check # \_\_\_\_\_
- Balance Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Trustee/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

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