



## Metropolitan United Methodist Church

3385 Metropolitan Church Road  
Indian Head, Maryland 20640  
(301) 375-9088 – FAX (301) 375-9009

### FACILITY USE AND GENERAL INFORMATION

#### **CONTRACT TERMS AND CONDITIONS**

- Applicant must be 21 years of age.
- MUMC reserves the right to enter the premises during the event to inspect, terminate, or remedy problems. If damages are 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 use fees will not be refunded.
- **Rental period is for a maximum six (6) hours. This includes rehearsals, set-up/decorating, break-down, and clean-up on the day of event, including trash removal. All set-up requirements must be made at time of contract. Same day requests will not be honored.**
- Pre-day Set-up (1 day) – Two (2) hour limit. **Request must be made when contract is submitted; additional fee is required.** Party is responsible for all clean-up, including trash removal.
- Wedding Rehearsals – Two (2) hour limit. **Requests must be made when contract is submitted; additional fee is required.** Party is responsible for any clean-up after rehearsal, including trash removal.
- An additional per hour rate will be charged for any hours exceeding six (6) hours and is at the discretion of MUMC. Any time after thirty (30) minutes past the hour constitutes one (1) hour.
- **Party is responsible for general clean-up after use of both the building and parking lot area.**
- **Party is responsible for removing all leftover foods and items at the conclusion of the event (if the trash cans are full, trash removal to the dumpster).**
- MUMC is a smoke-free facility, including the 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 or on church grounds is prohibited.
- **Parents/guests are responsible for the behavior and activity of your children at all times during the event. Children are not allowed in unauthorized areas of the church or on the parking lot unsupervised.**
- **Party is responsible for providing their own supplies (tape, stapler, markers/writing tools, flipcharts, easels; linens and table cloths (unless authorized as part of the contract), audio visual equipment, TVs, VCR, DVD, projectors, etc. (unless authorized as part of the contract).**
- **Copying, telephone or fax services, and administrative office use are not available.**
- **Party is responsible for providing their own cooking utensils, pots/pans, condiments, equipment, and other cooking supplies. Use of the pantry and kitchen supplies is prohibited.**
- Event signage and wall decorations must be approved by the Event Coordinator or Trustee of the Month. All materials must be removed at the conclusion of the event (taping of signs/decorations on the walls).
- Party is responsible for damage to walls and doors.
- All persons must adhere to fire and safety regulations.
- Party is responsible for damages to property and injuries to persons.
- Applicant must sign a waiver that will hold Metropolitan United Methodist Church harmless from all injury and/or damage.
- Active Member is defined as regular church attendance and financial support of the church through your service, time, talents and contributions.

The following items are included in our package at no charge:

- Guest Book Stand
- Table Numbers w/stands, Reserve Signs
- Podium