



Metropolitan United Methodist Church  
 3385 Metropolitan Church Road • Indian Head, Maryland 20640  
 Office: (301) 375-9088 – Fax: (301) 375-9009 – Email: metroumc.ofc@gmail.com  
 Reverend Darryl K. Mason, Sr., Pastor

## ◆◆ Facility Rental Agreement ◆◆

### Organization/Individual Reserving Use of Facility

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

★★ Are you an active member of Metropolitan UMC and attend regularly? [ ] Yes [ ] No

This facility use agreement is between Metropolitan United Methodist Church (MUMC) and the party, (Name of Individual/Organization) \_\_\_\_\_, Metropolitan UMC agrees to allow the named Individual/Organization to use space within the church building located at 3385 Metropolitan Church Road, Indian Head, Maryland, subject to the conditions set forth in the Metropolitan UMC's "Contract Terms and Conditions", which are made part of this agreement by reference.

### Part I – GENERAL INFORMATION

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

Purpose of Event: \_\_\_\_\_

• Meetings:  One time only  Weekly  Bi-weekly  Monthly  Other \_\_\_\_\_

#### (Rental fees based on a six (6) hour minimum rate)

| EVENT SET-UP                                                                      |             |                     |
|-----------------------------------------------------------------------------------|-------------|---------------------|
| (1) Set-up Time:                                                                  |             | (3) Event End Time: |
| (2) Start Time:                                                                   |             | (4) Breakdown Time: |
| <b>Total Number of Hours:</b>                                                     |             |                     |
| <b>PRE-DAY SET-UP (2 hour limit @ \$35.00/hour)</b>                               |             |                     |
| Pre-day Set-up Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | Start Time: | End Time:           |
| Drop Off Items Only? Yes <input type="checkbox"/> No <input type="checkbox"/>     |             |                     |

### Part II – SPACE REQUEST

- See "Contract Terms and Conditions" information provided with this agreement.
- Party is responsible for leaving kitchen clean (removing food, trash removal, dishes, clean counter tops and floor).
- No food or beverages are allowed in the Sanctuary.
- No food or beverages are allowed in the Fellowship Hall without prior approval.

• **Please submit a diagram or instructions for set-up.**

Number of tables needed: \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_

- Sanctuary  Fellowship Hall  Banquet Hall
- Kitchen – for cooking of raw food; May use:  Stove  Oven
- Banquet Hall/Kitchen > Serving pre-prepared food; **may use stove/oven for warming food**  
 ★ **No cooking of raw food; may use serving counters, ice machine, and refrigerator**
- Banquet Hall/Kitchen > Serving pre-prepared food; **NO use of stove/oven to cook/warm food**  
 ★ **Only use of serving counters for food preparation/storage, ice machine, and refrigerator**
- Sanctuary/ Banquet Hall /Kitchen > Serving pre-prepared food; **may use stove/oven for warming food**  
 ★ **No cooking of raw food; may use serving counters, ice machine, and refrigerator**
- Sanctuary/ Banquet Hall /Kitchen > Serving pre-prepared food; **NO use of stove/oven to cook/warm food**  
 ★ **Only use of serving counters for food preparation/storage, ice machine, and refrigerator**

Other Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Part III – AUDIO VISUAL**

- AV Staff - **\$25.00 Fee**
- Sound System w/ (1) microphone - **(Free)**  
**Additional microphones: \$25.00**
- \$50.00 Fee** for the following:
  - PowerPoint Presentation on:     DVD                     Flash drive
  - Music on:                                     CD                         Flash drive                     Mp3
  - Video Presentation on:                 DVD                     Flash drive                     Mp4

**Note:** 1) PowerPoint slide presentations must be in **.jpeg** format on a flash drive (for use in Banquet Hall)  
 2) MUMC must be notified **seven (7) days in advance** of event.  
 3) We must receive the CD/Mp3/Mp4/DVD/Flash drive **three (3) hours prior** to the event time for set-up or we will not be able to accommodate.

Other \_\_\_\_\_

**Part IV – OTHER**

The following items are included in our package at no charge. MUMC must be notified **at time contract is signed** of request:

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

**Part IV – RESPONSIBLE PARTY**

- Ten (10) business day cancellation notification is required prior to the event or you will be held financially responsible for the event. A fee of \$35.00 will be charged for any returned checks. All other payments should be made in the form of cash, a certified check or money order.
- This is a binding contract upon signature.
- Changes to this contract will only be accepted seven (7) business days prior to the event upon review. Changes will only be accepted in writing.
- Changes received by email, are not considered approved until your request has been received, reviewed, and the approval email has been transmitted to you.
- Final payment must be made by cashier’s check, cash or money and is due seven (7) business days prior to event. **PERSONAL CHECKS WILL NOT BE ACCEPTED** for final payment.
- All deposits are non-refundable and non-transferable.

\_\_\_\_ 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 outlined in MUMC’s “General Information”.

\_\_\_\_ I/we have read and signed the “Church Usage and Hold Harmless Agreement” provided as an attachment to this agreement.

\_\_\_\_ I/we agree to make all payments as scheduled.

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.

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

**FOR OFFICIAL USE ONLY**

Total Fees: \$\_\_\_\_\_ (Subject to change to include additional rental fees and penalties)

- |                       |          |                  |                                              |
|-----------------------|----------|------------------|----------------------------------------------|
| • Full Payment        | \$ _____ | Date Paid: _____ | <input type="checkbox"/> Cash Check #: _____ |
| • 50% Minimum Deposit | \$ _____ | Date Paid: _____ | <input type="checkbox"/> Cash Check #: _____ |
| • Balance Due         | \$ _____ | Date Paid: _____ | <input type="checkbox"/> Cash Check #: _____ |

Trustee or Representative’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_