



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

Rental Contract Terms and Conditions

(Please keep for your records)

- ★ Applicant must be 21 years of age.
 - ★ An “active member” is defined as regular church attendance and financial support of the church through your service, time, talents and contributions.
 - ★ Applicant must sign a waiver that will hold Metropolitan UMC harmless from all injury and/or damage.
 - ★ Metropolitan UMC 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 fees will not be refunded.
 - ★ All persons must adhere to fire and safety regulations.
 - ★ 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.
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- Rental period is 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.
 - An additional per hour rate will be charged for any hours exceeding six (6) hours and is at the discretion of Metropolitan UMC. **Any time after thirty (30) minutes past the hour constitutes one (1) hour.**
 - **Pre-day Set-up (1 day) – two (2) hour limit (\$35/hour).** Requests 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.
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- ★ **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, extension cords, etc. (unless authorized as part of the contract).
 - ★ **PARTY IS RESPONSIBLE** for: providing their own extension cords, cooking utensils, pots/pans, condiments, equipment, and other cooking supplies. Use of the pantry and kitchen supplies is prohibited.
 - ★ **PARTY IS RESPONSIBLE** for: general clean-up after use of both the building and parking lot area. This includes removal of balloons (and balloon pieces) inside and outside on sidewalks and parking lot, and other trash. **A \$25 fee will be charged and billed.**
 - ★ **PARTY IS RESPONSIBLE** for: removing all leftover foods and items at the conclusion of the event (if the trash cans are full, party is responsible for trash removal to the dumpster).
 - ★ **PARTY IS RESPONSIBLE** for: damage to walls and doors.
 - ★ **PARTY IS RESPONSIBLE** for: damages to property and injuries to persons.
 - ★ **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.
 - ★ **Copying, office telephone, fax services, and administrative office use are not available.**
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- Parking in the “Reserved Parking for Pastor” parking spaces is **prohibited**. You are responsible for conveying this information to your guests.
 - MUMC is **NOT** responsible for any items left after an event (cooking utensils, bowl, extension cords, etc.)
 - Event signage and wall decorations must be pre-approved by the Event Coordinator or Trustee Chair prior to display.
 - All materials must be removed at the conclusion of the event (taping of signs/decorations on the walls).