

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.
-
- 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.
-
- ★ **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.**
-
- 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).

◆◆ 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:
Total Number of Hours:		
PRE-DAY SET-UP (2 hour limit @ \$35.00/hour)		
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: _____

Church Usage and Hold Harmless Agreement

I/We the undersigned representative(s) of _____
Name of Individual or Organization

of the _____,
Mailing address *City, State, Zip*

shall be using the building and grounds of Metropolitan United Methodist Church, from _____, 20 ____
date

to _____, 20 _____, for the purpose of _____
date *herein referred to as "the activity"*

Party, please initial:

____ I/We understand and agree that Metropolitan United Methodist Church, 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 United Methodist Church 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 United Methodist Church, 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 United Methodist Church, 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.

I/We have executed this affirmation and release on this _____ day of _____, 20____.

Signature: _____ Date: _____

Trustee's Signature: _____ Date: _____

Church Administrator's Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____