

Facility Rental Agreement Terms and Conditions

- ★ Applicant must be 21 years of age.
- ★ An “active member” is defined as regular church attendance and financial support of the church.
- ★ Only food prepared by a licensed caterer is allowed in the MUMC facility. Individuals/Organizations must provide the name, contact information and a copy of the caterer’s current operating license from the health department before the start of the event.
- ★ 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.
- ★ 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.
- ★ **The rental period is a minimum of six (6) hours.** This includes rehearsals, set-up, decorating, break-down, and 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.
- ★ **Pre-day set-up (1 day) – two (2) hour limit (\$50/hour).** Requests must be made when the contract is submitted. The Party is responsible for all clean-up, including trash removal.
- ★ **Wedding rehearsals – two (2) hour limit (\$50/hour).** Requests must be made when the contract is submitted. The Party is responsible for any clean-up after rehearsal, including trash removal.
- ★ An additional \$35 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.**

PARTY IS RESPONSIBLE for: *(Please initial)*

- _____ clean-up of the building after events, rehearsals, meetings, etc., including trash and food removal, materials, supplies, and other items.
- _____ clean-up of the parking lot, including removal of balloons/balloon pieces and other trash and food outside on sidewalks, parking lot, and grassy areas. A \$35 fee may be charged and billed after review.
- _____ clean-up of the kitchen, including trash and food removal, clean counter tops, clean floor, etc. A \$35 fee may be charged and billed after review.
- _____ providing office supplies: tape, stapler, markers/writing tools, flipcharts, easels, etc., unless authorized as part of the contract.
- _____ providing audio-visual equipment (VCR, DVD, projectors), extension cords, etc., unless authorized as part of the contract.
- _____ providing personal cooking utensils, pots/pans, condiments, equipment, and other cooking supplies.
- _____ damage to Metropolitan UMC property (walls, doors, etc.).
- _____ Use of the Metropolitan UMC pantry, condiments, and kitchen supplies/equipment is prohibited.
- _____ 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.*
- _____ Children are not allowed in unauthorized areas of the church or in the parking lot unsupervised.
- _____ Copier, office telephone, office supplies, fax services, and administrative office storage 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.*
- _____ Metropolitan UMC is not responsible for any items left after events, rehearsals, meetings, etc.
- _____ Event signage and wall decorations must be pre-approved by the Event Coordinator prior to display.
- _____ No food or beverages are allowed in the Sanctuary or the Fellowship Hall without prior approval.

Signature _____

Date _____

Metropolitan United Methodist Church
 3385 Metropolitan Church Road • Indian Head, MD 20640
 Office: (301) 375-9088 • (301) 344-7742 ❖ Fax: (301) 375-9009 ❖ Email: metroumc.ofc@gmail.com
 Reverend Darryl K. Mason, Sr., Pastor

◆◆ Facility Rental Agreement ◆◆

Individual Organization Active member of Metropolitan UMC

Name: _____ Date of Application: _____
 Address: _____
 Phone: _____ Email: _____

This agreement is between Metropolitan United Methodist Church (MUMC) and the party, (Name) _____
 _____ . Metropolitan UMC agrees to allow the
 named Individual/Organization to use space within the church building located at 3385 Metropolitan Church Road, Indian
 Head, MD, subject to the conditions set forth in the Metropolitan UMC’s “*Terms and Conditions*” (*Page 1*), which are
 made part of this agreement by reference.

PART I – GENERAL INFORMATION

Day of Event: _____ Date of Event: _____ Expected Attendance: _____
 Type/Purpose of Event:
 Meeting: One-time only Weekly Bi-weekly Monthly
 Party/Celebration Service/Recognition Wedding Rehearsal
 Description: _____

★ PRE-DAY SET-UP (2-hour limit @ \$50.00/hour) ★

(1) Pre-day Set-up Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	(3) Start Time:
(2) Date/Date:	(4) End Time:

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

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

PART II – SPACE REQUEST (Please submit a diagram or instructions for special set-up)

★Number of round tables: _____ ★Number of long tables: _____ ★Number of chairs/table: _____

Requested Space(s):

Multipurpose Room Fellowship Hall Sanctuary Meeting Room Kitchen Only Parking Lot

Multipurpose Room & Kitchen (Serving pre-prepared food only)

- ★ No use of stove or oven for warming food
 - ★ No cooking of raw food
 - ★ Use of the counters for food storage, ice machine, and refrigerator only
- Note: An additional fee of \$100 for use of the stove and/or oven to warm food

Multipurpose Room & Kitchen (Cooking raw food). Will use: Stove Oven

- ★ Use of stove and/or oven for cooking and warming food
 - ★ Use of counters for food preparation/storage, ice machine, and refrigerator
- Note: Fire suppression switches on the wall **MUST** be on at all times during use of the kitchen for cooking and warming food. A damage fee of \$1,000 will be assessed if switches are turn off by party.

PART III – AUDIO VISUAL

- AV Staff on Duty – \$250.00 (at the discretion of MUMC)
- Sound System w/ (1) microphone – (FREE) Additional microphones – \$25.00
- \$50.00 each for the following:

- PowerPoint presentation: DVD Flash drive
- Video presentation: DVD Flash drive MP4
- Music: CD Flash drive MP3

Note: 1) PowerPoint presentations must be in .jpeg format on a flash drive (for use in the Multipurpose Room)
 2) AV Staff must be notified seven (7) days in advance of the event.
 3) AV Staff 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.
 4) Email to Mp4 and Mp3 files to: metroumc@verizon.net

Other _____

PART IV – OTHER

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

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

PART V – 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"*

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 or Representative Signature: _____ Date: _____
 Church Administrator Signature: _____ Date: _____
 Event Coordinator Signature: _____ Date: _____

Part VI – RESPONSIBLE PARTY

Please initial:

- ___ 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.
- ___ 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.
- ___ 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 “*Contract Terms and Conditions*”.

___ 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

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

Rental:	\$ _____
Pre-Day Set-up:	\$ _____
AV Staff on Duty:	\$ _____
AV:	\$ _____
Other:	\$ _____
Total Fees:	\$ _____
<u>CATERER</u>	
Name:	_____
Phone:	_____
Email:	_____
Copy of license provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Trustee or Representative Signature: _____ Date: _____

Church Administrator Signature: _____ Date: _____

Event Coordinator Signature: _____ Date: _____