

**EPWORTH UNITED METHODIST CHURCH
BUILDING USE – GENERAL USE POLICY**

Event date(s) _____

Number of persons expected:

Event Name _____

Adults _____

Person Responsible _____

Youth _____

Phone _____ Email _____

Type of event _____

FACILITIES

Sanctuary times to be used _____ x rate _____ or flat rate Fee \$ _____

Fellowship Hall times to be used _____ x rate _____ or flat rate Fee \$ _____

Chapel times to be used _____ x rate _____ or flat rate Fee \$ _____

Kitchen times to be used _____ x rate _____ or flat rate Fee \$ _____

Additional Room(s)

_____ times to be used _____ x rate _____ or flat rate Fee \$ _____

_____ times to be used _____ x rate _____ or flat rate Fee \$ _____

_____ times to be used _____ x rate _____ or flat rate Fee \$ _____

OTHER

Chairs (included in Fellowship Hall rental) Fee \$ _____

Tables (included in Fellowship Hall rental) Fee \$ _____

Pew Torch Candles (10 or 16?) Fee \$ _____

TOTAL PAYABLE TO EPWORTH UNITED METHODIST CHURCH

\$

ALL FEES ARE DUE 7 DAYS PRIOR TO THE EVENT

\$200 CASH DEPOSIT IS DUE FOR ALL RENTALS AND WILL BE RETURNED AFTER YOUR EVENT

IF THE BUILDING IS VACATED PER THIS CONTRACT.

EPWORTH STAFF *if available* (Please make separate checks payable to the following):

Sound Manager Name _____ \$ _____

Organist Name _____ \$ _____

Soloist/Harp Name _____ \$ _____

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For Office Use Only

Event Approval _____ Coordinator _____

Key issued? Yes No # or type _____

Renter Signature _____ Date Received _____

Office Staff Signature _____ Date Received _____

Total due EUMC \$ _____

Payment(s) received \$ _____ Date _____ Payment type _____ Initials _____

 \$ _____ Date _____ Payment type _____ Initials _____

Cash deposit received \$ _____ Date _____ Initials _____

Cash deposit returned \$ _____ Date _____ Initials _____

NOTES: _____

In case of emergency, please contact:

EPWORTH UNITED METHODIST CHURCH BUILDING USE – GENERAL USE POLICY

The below guidelines are required to be followed by any group requesting use of the building. All groups must sign the policy acknowledging that you have read and agree to the terms outlined below. Any group found not in compliance with the policy below is subject to a meeting with a representative from the Board of Trustees to determine the best possible course or action to remedy the situation. All long term rentals will be negotiated separately, using this policy as a guideline.

ALL RENTALS ARE TO BE OUT OF THE BUILDING BY 9:00PM

Any group with children present is required to have adult supervision in accordance with Epworth's Safe Sanctuary Policy.

Additional costs may be incurred to cover damage to tables, chairs, rooms, etc. during your event

NO ALCOHOLIC BEVERAGES ARE ALLOWED ANYWHERE ON CHURCH PROPERTY

Before your group leaves a room:

- All trash needs to be disposed of in the trash cans or the dumpster.
- All recycling is your group's responsibility to take home and dispose of.
- All tables and chairs need to be returned to their proper locations.
- All windows need to be closed and locked.
- Thermostats need to be set to their appropriate temperatures.
 - 60 degrees in the winter and 80 degrees in the summer
- Turn off all lights.
- If someone in your group has keys, lock all doors when you leave.

Specific Room Usage Requirements:

Sanctuary

- No one is allowed to make adjustments to the sound board unless the sound manager is present.
- **Arrangements for sound need to be made a minimum of 2 weeks in advance.**
- Speakers, instruments, baptismal font, etc. may not be moved. Check with Trustees before making any changes to the altar area.
- All papers need to be cleaned up from the pews.
- Turn off all lights when you leave.

Fellowship Hall

- All groups that use the fellowship hall are responsible for their own table and chair setup.
- At the end of your use of the space please place all table and chairs back as you found them, stacked underneath the cubbies on the left side of the fellowship hall and all chairs hanging on the chair racks.
- Arrangements for sounds equipment need to be made a minimum of 2 weeks in advance.
- **NO ALCOHOL IS PERMITTED ON PREMISES.**

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Kitchen

- Groups using the kitchen must have a Certified Food Manager License per Montgomery County regulations.
- **NO ALCOHOL IS PERMITTED ON PREMISES.**
- All kitchen cookware that is used needs to be washed and left to dry on the drying rack per Maryland Health Department Regulations.
- All trash needs to be taken outside to the dumpster.
- Prep surfaces need to be cleaned off and left as they were found.

Upstairs Meeting Rooms

- All tables and chairs need to be returned to their proper locations before your group leaves.
- All trash needs to be placed in the trash cans. If the trash can contains food, seal the trash bag and place it outside in the dumpster.

Education Wing Classrooms

- Your groups' specific designated areas are for your group only. Please respect other groups' supplies and space.
- Toys that are put away by other groups are not allowed to be used, unless specific arrangements have been made.
- Each individual group is responsible for providing their own supplies (crayons, markers, paper, etc.). Keep supplies in your designated areas.
- Replace items when you use the last one (paper towels, soap, tissues, etc.)
- Wash off tables when you are finished using them.
- Place chairs on top of the tables if you are the last group using the room for the night.

Maintenance or Damage to a Room?

The person responsible for this event, as listed on the cover page, will be financially responsible for any damages to furniture, equipment or facilities during your event. Report any needed maintenance or damage to the Trustees at the end of your event and it will be repaired/fixed. Thank you for your assistance.

Insurance Coverage: Any group renting space shall supply a Certificate of Insurance prior to the beginning of the term of this rental agreement in which Epworth United Methodist Church shall be named as an "additional insured" and shall supply renewals of the Certificate of Insurance if it expires over the time of the rental agreement. If you do not provide a certificate of insurance you are hereby waiving the liability of the Epworth United Methodist Church.

By signing below your group agrees to the policy outlined above. Any group found not in compliance with the policy below is subject to a meeting with a representative from the Board of Trustees to determine the best possible course of action to remedy the situation. Thank you for your cooperation.

Signature: _____

Date: _____

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ALL RENTALS ARE TO BE OUT OF THE BUILDING BY 9:00PM

NO ALCOHOLIC BEVERAGES ARE ALLOWED ANYWHERE ON CHURCH PROPERTY

Room Usage:	Member	Regular Attendee	General Public
_____Sanctuary	\$75/hr	\$80/hr	\$85/hr
_____Fellowship Hall (includes the use of tables and chairs)	\$75/hr	\$80/hr	\$85/hr
<i>Note: require minimum 1 hour setup and 1 hour cleanup</i>			
_____Kitchen	\$100/hr	\$125/hr	\$150/hr
_____Upstairs Lounge and Kitchenette (2 hours minimum)	\$40/hr	\$45/hr	\$50/hr
<i>Note: please add a minimum 1 hour for set up and cleanup</i>			
_____Upstairs Meeting Rooms (1 hour minimum)	\$40/hr	\$45/hr	\$50/hr
_____Education Wing Classrooms (per classroom, 1 hour min)	\$40/hr	\$45/hr	\$50/hr
Equipment Rental:			
_____Chairs*	Donation	\$5ea	\$5ea
_____Tables* (wooden tables only).....	Donation	\$5ea	\$5ea
Epworth Staff:			
_____Sound Manager (Sanctuary or Fellowship Hall, <i>if available</i>).....	\$400	\$400	\$400
_____Organist (Epworth organist, Sanctuary, <i>if available</i>)	\$300	\$350	\$375
_____Pianist (Epworth pianist, Sanctuary, <i>if available</i>)	\$250	\$300	\$325
_____Soloist.....	\$225	\$225	\$225
_____Harp	\$325	\$325	\$325

- ⇒ *Members are considered those who are confirmed members of Epworth*
- ⇒ *Regular Attendees are those who attend Epworth but have not formally become members*
- ⇒ *The General Public are those who have no connection to Epworth but wish to use our facilities*

Note: Pastoral discretion is allowed for those with extreme financial need.

***For Table and Chair Rental Only (Additional \$200 Deposit Required)**

- If not returned within a week of the date of pickup, your deposit will be non-refundable.
- Any damage to tables and chairs after their return and your deposit will not be refunded.

Number of Tables: _____ Number of Chairs: _____

Pickup

Date: _____/_____/_____

Time: _____

Deposit Received: _____

Staff Initials: _____

Return

Date: _____/_____/_____

Time: _____

Deposit Returned: _____

Staff Initials: _____

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RENTAL INSPECTION LOCKUP CHECKLIST

Fellowship Hall:

_____ Tables and chairs put away in their proper location

_____ Trash is placed in the trash cans or dumpster

_____ Decorations are taken down

_____ Sound system is turned off and locked

Kitchen:

_____ Food items are cleaned up

_____ Dishes are washed and left to air dry

_____ Gas is turned off

_____ Ovens are turned off

Meeting Rooms:

_____ All furnishings are returned to their proper location

Was cleanup completed and renters out of the building on time? Yes No

NOTE: Renter is responsible for any damage incurred while they are renting the facility or furnishings.

Sample replacement costs: 60" round tables = \$120-150; 8' rectangular tables = \$80-100; folding chairs = \$20-30

Date: _____

Time: _____

EPWORTH TRUSTEE OR STAFF

Name (please print) _____

Signature _____

PERSON RESPONSIBLE FOR RENTAL

Name (please print) _____

Signature _____

This form must be signed and returned to the church office by Trustee or Staff to receive your deposit back.