

**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 \$ \_\_\_\_\_

Mini Sound System      Fee \$ \_\_\_\_\_

**TOTAL PAYABLE TO EPWORTH UNITED METHODIST CHURCH**

\$  

ALL FEES ARE DUE 7 DAYS PRIOR TO THE EVENT

**\$100 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/Instrumentalist      Name \_\_\_\_\_      \$ \_\_\_\_\_

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For Office Use Only

Event Approval \_\_\_\_\_ Coordinator \_\_\_\_\_

Key issued?     Yes     No    # or type \_\_\_\_\_    Date Returned \_\_\_\_\_

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: \_\_\_\_\_

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## 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.**

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

### 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: \_\_\_\_\_

**EPWORTH UNITED METHODIST CHURCH  
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**GENERAL USAGE FEES**

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

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ANYWHERE ON CHURCH PROPERTY**

<b>Room Usage:</b>	<b>Member</b>	<b>Regular Attendee</b>	<b>General Public</b>
_____ Sanctuary .....	\$15/hr	\$25/hr	\$30/hr
_____ Fellowship Hall (includes the use of tables and chairs) .....	\$15/hr	\$25/hr	\$30/hr
_____ Kitchen .....	\$15/hr	\$25/hr	\$30/hr
_____ Upstairs Meeting Rooms (1 hour minimum) .....	\$10/hr	\$20/hr	\$25/hr
_____ Education Wing Classrooms (per classroom, 1 hour min) .....	\$10/hr	\$20/hr	\$25/hr
<b>Equipment Rental:</b>			
_____ Chairs* .....	Donation	\$3ea	\$3ea
_____ Tables* (wooden tables only) .....	Donation	\$3ea	\$3ea
_____ Small Sound System (single speaker with mic) .....	\$20	\$25	\$30
<b>Epworth Staff:</b>			
_____ Sound Manager (Sanctuary or Fellowship Hall, <i>if available</i> ) .....	\$150	\$150	\$150

- ⇒ *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 and Keys Only (\$50 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: _____	Keys Issued: _____
<u>Pickup</u>	<u>Return</u>	
Date: ____/____/____	Date: ____/____/____	
Time: _____	Time: _____	
Deposit Received: _____	Deposit Returned: _____	
Staff Initials: _____	Staff Initials: _____	

**EPWORTH UNITED METHODIST CHURCH  
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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.*