

POOLESVILLE MEMORIAL UNITED METHODIST CHURCH REQUEST FOR FACILITY USE

Poolesville Memorial United Methodist Church (PMUMC) is pleased to allow the use of our facilities by individuals, non-profit, civic, business, and fellowship groups for meetings, training sessions, and social events. In order to ensure that our building is properly enjoyed and maintained, PMUMC has a **FACILITIES USE AGREEMENT**, and requires that all private events be sponsored by a responsible individual who is at least 21 years of age or older. We are a private facility and reserve the absolute right in our sole discretion to decline to grant use of the facility to any individual or group.

PMUMC has initiated the following STEPS in order to enjoy our facility properly and ensure the Church is prepared for your use of the facility.

STEP 1 – INQUIRE ABOUT AVAILABILITY (possibly already completed)

- Call or email the Church to see if your desired date(s) are available for your event.
- As a courtesy to “hold” the date and time, the event is typically placed on the calendar as “PENDING.” This DOES NOT mean that your event has been approved.

STEP 2 – FEE SCHEDULE, RESERVATION REQUEST AND SET-UP, and FACILITY USE AGREEMENT

- The paperwork will be provided to you via email or a hard copy may be picked up.
- Complete the paperwork and submit back to the Church Office:
 - ELECTRONICALLY – Email document to events@pmumc.org.
 - IN-PERSON - Place in a sealed envelope with “Request for Facility Use” and the date(s) requested written on the front of the envelope and hand deliver to church office – if no one is there, please place in secured mailbox to the left of the main doors (from the road, it is on the left side of the church).
 - USPS MAIL - Mail to Poolesville Memorial United Methodist Church, ATTN: Facility Use Request, PO Box 358, Poolesville, MD 20837.

STEP 3 – YOUR REQUEST WILL BE REVIEWED

- You will be informed if your event was approved or denied.

STEP 4 – SUBMIT PAYMENT

- Deposit (1/4 of total due, \$100 max)
- **Full amount due 2 weeks prior to event**
- Payment accepted as cash, check or money order

STEP 5 – ENJOY EVENT

- The Church doors will be electronically opened at the appointed time.
- Follow the guidelines for set up and take down as discussed within paragraph 5- Equipment setup/take down” of the “FACILITY USE AGREEMENT”.

FEE SCHEDULE

Although requests for space will continue to be coordinated through the Church Administrator, approval will be the responsibility of a designated Trustee(s).

ROOM	FEES	ADDITIONAL INFORMATION
Fellowship Hall – includes tables/chairs and Kitchen - prep onsite or catered	\$75 per our, includes set-up through clean-up	Same for everyone, except PMUMC members - \$100 per use
Fellowship Hall – includes tables/chairs and Kitchen – warming, refrigerator, ice	\$60 per hour, includes set-up through clean-up	Same for everyone, except PMUMC members - \$75 per use
Fellowship Hall – includes tables/chairs, no kitchen	\$50 per hour, includes set-up through clean-up	Same for everyone, except PMUMC members - \$50 per use
Fellowship Hall – only (empty)	\$40 per hour	Same for everyone
Kitchen only	Price negotiated per use	
Classroom (Rm 1, 2, 3, 4, 5, or 7)	\$25 per hour	Same for everyone
Conference Room (Rm 6)	\$45 per our	Same for everyone
Sanctuary – weddings, funerals, etc.	\$50 per hour	Same for everyone, except PMUMC members
Entrance Foyer	\$25 per hour	Same for everyone
Spurrier Hall	\$35 per hour	Same for everyone
FEES FOR LONG-TERM REPEATED USE	To be negotiated	Contact the Church Office for details, approved by Trustees

USAGE FEE PAYMENTS

- Single Event Usage:** Deposit required with all reservations: 1/4 total amount (\$100 max). Balance is due 2 weeks before scheduled event. Deposit is fully refundable if cancelled two weeks prior to the event. If notice of cancellation is received less than two weeks but no later than a week before the event, the Renter will receive a refund of 50% of the full rental fee.
- Ongoing-Continual Basis:** Payments may be made monthly or quarterly and are due at the beginning of either one. **Circle one on the Use Request Sheet.** This agreement is valid for 6 months from the date of signing and must be renewed semi-annually. Include any changes, monthly or quarterly, in your schedule at the time of payment.

FACILITIES USE RESERVATION REQUEST AND SET UP

Contact information

Today's Date ___/___/___

Group to use the Facility: _____

Contact Person: _____ Telephone: _____

Address: _____ City: _____ Zip: _____

E-Mail: _____ FAX: _____

Purpose of Use: -- _____

Date(s) and Time(s)

Date Requested: ___/___/___ Hours of Use: ___:___ AM/PM to ___:___ AM/PM *

Date Requested: ___/___/___ Hours of Use: ___:___ AM/PM to ___:___ AM/PM *

Date Requested: ___/___/___ Hours of Use: ___:___ AM/PM to ___:___ AM/PM *

Date Requested: ___/___/___ Hours of Use: ___:___ AM/PM to ___:___ AM/PM *

*Please be advised that fees apply for ENTIRE time you are expected to be in the facility. Time needed for set-up, clean-up and for your participants to vacate the facility must be included in the hours you request. If you would like your actual event time to be posted on our electronic calendar, please indicate here the times of your event: _____.

Room(s) Desired

- Fellowship Hall Classroom Spurrier Hall Parking Lot
- Kitchen Conference Room Sanctuary Entrance Foyer

Cost Analysis

Area hour(s) ___ x price \$ _____ and/or fee _____ = \$ _____

Area hour(s) ___ x price \$ _____ and/or fee _____ = \$ _____

Area hour(s) ___ x price \$ _____ and/or fee _____ = \$ _____

Area hour(s) ___ x price \$ _____ and/or fee _____ = \$ _____

Total \$ _____

Deposit \$ _____

Balance \$ _____

Office Use Only:

Application/Agreement Received: ___/___/___ by _____

Request Approved: ___/___/___ by _____

Applicant Notified/Copy of Agreement Sent: ___/___/___ by _____

Deposit Received: Cash/Check # _____ Amount \$ _____ on ___/___/___ by _____

Electronic Calendar Updated: ___/___/___ by _____

Remaining Balance Received: Cash/Check # _____ Amount \$ _____ on ___/___/___ by _____

Net deposit returned: Amount \$ _____ on ___/___/___ by _____

Amt returned upon cancellation: Amount \$ _____ on ___/___/___ Check # _____ by _____

FACILITIES USE AGREEMENT

This Facilities Use Agreement is made and entered into this ____ day of _____, 20____, by and between Poolesville Memorial United Methodist Church, hereinafter called the “Church” and _____, herein after called the “Renter”. This Agreement is for the use of Church Facilities.

NOW, therefore, it is agreed by and between the parties as follows:

- FEES:** All rental fees must be paid by cash, check or money order payable to Poolesville Memorial United Methodist Church (PMUMC). Submit one-fourth of the total rental fees (\$100 max) as down payment with the request to secure your reservation. Two weeks prior to the event, the remainder of the rental fee is due. A return check fee of \$35.00 will be assessed for all returned checks plus all bank fees associated with a returned check. In the event of a returned check, the original rental fee must be paid by money order. All fees are based on the current fee schedule. Total fees will be established with a Church representative at the time of the reservation request.
- RULES FOR FACILITY AND PROPERTY:** **The following will not be permitted in the Facility or its parking lot: alcoholic beverages, smoking, gambling, cursing or profanity, loud noise/music, littering, and unauthorized parking.** Parking is permitted in defined areas only. Users of facility space shall not conduct or permit any activity in or about the Church or its facilities in violation of Federal, State, or Local laws; shall not violate fire codes; and shall not use devices involving smoke or open flames. Use of nails, tape, staples or anything that will damage or mar walls is not permitted in the Church facilities. Fireworks are prohibited. Any open flames are to be controlled at all times, i.e. glass globes over candles, Sterno cans in appropriate holders. A church representative must approve all materials used for decorative purposes. Loading and unloading of rental equipment, catering and other items brought to the Facility must be approved by a church representative. Vehicles must be parked in the Church parking lot. Renter may not move or rearrange Church property except tables and chairs without prior request and approval via the FACILITIES USE RESERVATION REQUEST AND SET UP. After the event, the Facility must be returned to its original condition prior to your event.
- SECURITY:** A designated Church representative will open and close the building electronically and be on site or on-call for any issues which may arise during the event. Please contact the following people in this order if assistance is needed.
 - Church Coordinator-301-349-2010
 - Trustee-301-252-8172
- SAFETY:** It will be the responsibility of the Renter to follow all applicable local, state and general safety rules and regulations and to maintain safe working conditions. Persons under 16 years of age are not to be left unattended or unsupervised during any event. If the use is for youth, a responsible adult leader shall be on hand at all times and at least 15 minutes prior to the event to control conduct of attendees awaiting entry and stay on the premises after the event’s

conclusion to assure the safe departure of all children. For large events, parties (20 or more children) one adult of the same sex for every 10 youth is recommended. Renter, its guests, agents, performers or employees are not permitted to enter any other space within the Facility other than what is covered by this Agreement. Rental includes the use of the restrooms, which should be respected as Church property and used as such.

ALL RENTERS ARE RESPONSIBLE FOR FOLLOWING ALL STATE AND COUNTY GUIDELINES AND ADHERING TO ALL COVID19 RULES AND REGULATIONS.

5. **EQUIPMENT SETUP/ TAKE DOWN:** Tables and chairs are included in the rental fee. They will be set up, taken down and returned to their original location by the Renter.
6. **CATERING:** Arrangement for food, beverages, and related equipment is the responsibility of the Renter. Goods may be stored briefly in the refrigerator or freezer. See paragraph 7 below for use of Church kitchen.
7. **USE OF CHURCH KITCHEN:** Renter may have access to the Church kitchen for an additional fee. Kitchen includes refrigerator, freezer, sinks, counters, tables, and microwave ovens. The Renter and Caterer agree to return all equipment(clean) to its original place and in their original condition. The Renter agrees to take the utmost care not to damage any of the kitchen equipment. There must be a church representative on duty to supervise the kitchen use.
8. **CLEAN-UP REQUIREMENTS:** The renter is responsible for cleaning the space being rented. If the condition of the premises after the scheduled event requires janitorial services above that which is normal and customary, the Renter agrees to pay an hourly rate of \$20 per hour (minimum of one hour) for the additional janitorial services. After the event, the Facility must be returned to its original condition prior to your event.
9. **DAMAGES:** Any damage resulting from the use of the Church facilities or equipment shall be paid for by the Renter. The Renter agrees to take the utmost care not to damage any of the facilities or equipment. In addition, the Church will not be liable to the Renter, its guests, agents, performers or employees for any loss of personal property. The Renter is responsible for the behavior of all guests while they are on the premises. The Renter (as described above) assumes the full responsibility for any damages sustained to the facility during rental use. Damages to the building or equipment shall be reported to a Church representative (as described above), and arrangements made for reimbursement or replacement.
10. **STORAGE:** The Church is not liable for any loss or damage to property or equipment delivered to its facilities for use during your event. Notify rental businesses and/or caterers of your contracted times to set up delivery and pick-up times. Please make every effort to remove all materials and equipment on the same day the event takes place or by 12 noon the next day. Arrangements must be made with a Church representative if equipment is to be left overnight.
11. **CANCELLATION:** If Renter cancels the agreement prior to two weeks before the event, the deposit and any rental fee that has been paid will be refunded to Renter. If notice of cancellation is received less than two weeks but no later than a week before the event, the

Renter will receive a refund of 50% of the full rental fee. There will be no refund to the Renter if cancellation is received less than one week before the event. Contact the Church if there is a question about access to the church if there are weather issues.

12. TERMINATION OF AGREEMENT: The premises are not to be used for any purpose that is inconsistent with the mission of the Church or its standing as a Christian organization. With prior notice, PMUMC reserves the right to terminate the use of the facility by any group, for any reason, provided a full refund is made on any deposit or prepayment. Violation of the terms of the agreement or the regulations for use as described herein may result in the immediate termination of the contract, with revocation of all deposit or prepayment monies.

13. LIABILITY: The Poolesville Memorial United Methodist Church will not be responsible for personal injury, disability or loss. PMUMC assumes no liability for any injuries sustained during rental use of the facilities. Renter agrees to indemnify, defend and hold PMUMC, its employees, its representative, and clergy harmless from all liability, damages, costs and expenses in connections with all claims, actions or causes of action for injury, death or property damage arising from or out of the use and occupancy of the Church facilities. Poolesville Memorial United Methodist Church, its employees, representatives, and clergy are not responsible for any injuries that may occur either during or after the event. **PMUMC must be identified as a covered entity under the Renter's insurance.**

The Renter states that he/she has read and understood this Agreement.

Renter's Signature

Date

Do not return.
Please keep this CLEAN-UP CHECKLIST for your use.

Poolesville Memorial United Methodist Church CLEANUP CHECKLIST

The following is a list to assist you in cleaning after your event.

Thank you for your cooperation.

ALL ROOMS:

- All garbage is removed and placed in dumpster.
- Place new garbage can liners in garbage cans.
- All tables and chairs are returned to original locations (unless instructed otherwise]
- Bathrooms checked and lights turned off
- All outside windows are locked and doors are closed
- Building left in the same condition as found

FELLOWSHIP HALL & KITCHEN

- All items listed above
- Kitchen counters cleaned
- Dishes/utensils washed and put away
- All leftover food is removed or labeled for future use
- Floor area used has been completely swept and spot cleaned if a spill happened (dust mop, dust pan, broom are located in the Janitor Closet outside of Women's Bathroom – or in large closet inside Fellowship Hall)

EMERGENCY NUMBERS

- Trustee-301-252-8172
- Church Coordinator-301-349-2010