

## Space Reservation Agreement

**Long-term users are required to submit a Certificate of Liability Insurance. You or your insurer must submit an active Certificate annually, stating that we are listed as a certificate holder and are included as an Additional Insured Agent.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Address: \_\_\_\_\_

List **ALL** Spaces to be used (list of rooms & fees on page 2): \_\_\_\_\_

Purpose(s): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Frequency:  One Time  Weekly  Monthly  Other - Explain:

Kitchen Use (use of appliances, dishes, etc.):  No  Yes - Explain:

Anticipated # of Attendees: \_\_\_\_\_

**Space Usage Regulations:** All persons using the buildings or grounds of EUMC shall:

1. Be liable to the Trustees of EUMC for any damage to the buildings or grounds caused by the negligence of the organization, individual members, or guests; and hold harmless and indemnify the Trustees and/or the governing body of EUMC from and of all liability arising out of or in any way brought about by its negligent use of the buildings, facilities, and grounds; and
2. Conduct themselves in a manner so as not to disturb those who live in the vicinity of the church and remain in the designated area assigned to them and/or their group at all times. Forfeiture of security deposit will result if unauthorized rooms are used; and
3. Keep the area clean - sweep floors, mop up any spills, deposit all trash in trash containers and all recyclables in blue recycling containers. Trash containing food must be taken outside and placed in the dumpster (in wooden-fenced area.) See back of this form for more details under "Clean-Up of Facilities".
4. **The use of alcoholic beverages, drugs, and gambling is prohibited; and**
5. **Smoking is prohibited inside the buildings;** and
6. Setting up the Fellowship Hall is the responsibility of the user. All rooms must be restored to their original set-up and condition. When storing tables, lay them down gently on top of each other.
7. Under no circumstances is the Choir Room adjacent to the Fellowship Hall to be used for storage or other purposes.
8. Band instruments and amplification equipment in the Sanctuary are not to be touched, moved, or altered in any way.
9. If making crafts, protection (such as plastic sheeting or newspaper) must be used on tables and on the floor under and around the tables. No glitter, please.
10. The entire lower floor of the preschool is nut-free. No snacks or foods that contain nuts are permitted downstairs. On the upper level, nuts are permitted.
11. Before leaving the building, all windows and doors are to be locked, all lights are to be turned off (check the bathrooms), and all thermostats should be set to "Run" by pushing the "Run" button.
12. Bring any problems to the attention of the Trustees immediately by contacting the church office at 301-725-5200. In case of emergencies after office hours, contact our Church Administrator at 443-996-6880.

**Events Involving Children:** When activities occur that involve children, **Questionnaires** must be completed in full by all adults involved with event (any adult in any type of leadership role), and submitted along with the Space Reservation Agreement and monies owed.

## Space Usage Fees (for up to 4 hours use)

	<u>Fees for Active Participants</u>	<u>Fees for Non-Profits</u>	<u>Fees for Non-Participants</u>	<u>Fees for Weekly On-Going Classes/Renters</u>
Fellowship Hall (up to 159/299 people)	\$300	\$350	\$400	\$35 per hour
Sanctuary* (up to 241 people)	\$200	\$250	\$300	
Youth Room (up to 65 people)	\$200	\$250	\$300	
Kitchen (** See Dishwashing Policy)	\$75	\$100	\$150	***See below.
Room 1 (~15 people)	\$55	\$55	\$65	
Rooms 2 or 4-9 (~20 people)	\$55	\$55	\$65	
Room 3 (~35 people)	\$75	\$75	\$85	
Rooms 11-12 (~30 people)	\$65	\$65	\$75	
Ministry Center (~ 14 people)	\$70	\$70	\$80	
Narthex	\$80	\$80	\$100	\$20 per hour
Security Deposit (Refundable)	\$300	\$300	\$300	
Cleaning Fee	\$100	\$100	\$100	

EUMC reserves the right to collect a higher usage fee and security deposit for events when a large portion of the facility is to be used, for large groups, or for all day events.

\*The Sanctuary will be used only for special occasions such as weddings (via the EUMC Wedding Coordinator), funerals, Scout ceremonies, or recitals by those affiliated with EUMC.

All monies owed (refundable security deposit, usage fee(s), and kitchen fee, if applicable) are due upon submission of the Space Reservation Agreement. These items must be submitted at least one month prior to the event, whenever possible. Please submit a separate check for the security deposit. All checks are to be made payable to EUMC and on the memo line, write "security deposit" and "space usage fee" respectively. The security deposit will be returned when keys (if any) have been returned, and inspection of premises has been conducted and approved by the Trustees Chair. The user may contact the church office if the security deposit hasn't been returned within five business days. See below for on-going kitchen renters.

### EUMC Equipment:

Fellowship Hall: 16 rectangular tables & approximately 170 folding chairs in FH #1 closet.

Kitchen: Refrigerator & freezer / stove & ovens / microwave / chafing dishes / coffee percolators / ice machine/dishware.

\*\*Dishwashing Policy: EUMC is a Green Church; no disposable dishware is to be brought in. You may wash your own dishes or request dishwashers for your event (fee based on number of people, starting at \$200 for up to 100 people).

**User(s) Equipment:** Equipment is to be brought into the Fellowship Hall through the outside doors leading directly into the Fellowship Hall, through the outside kitchen back door, or through the front Preschool doors if the elevator is needed. If dollies are used once equipment is inside, protection, such as tarps, must be laid down to protect the flooring. No equipment may be unloaded and brought in via the Narthex.

**No Peanuts:** No peanuts or foods with nuts are allowed on the lower level of the church.

**Clean-Up of Facilities:** Clean-up is the responsibility of the person or group using the facilities. The security deposit will be forfeited for failure to properly clean up when finished using the facilities and/or if damage occurs. Squeegee mop/bucket and brooms are in the closet on the right in the foyer just before entering the Fellowship Hall and in the kitchen to the left of the refrigerator in the corner. Blue recycling containers are provided throughout the buildings for items such as paper, cardboard, poster board, plastic, glass, and cans. Do not throw these items in the trash. The recycling containers do not need to be emptied and can be left as they are. Trash bags used during the event must be removed from the trash cans and taken to the trash bin located out the back door of the kitchen. Go down the stairs and turn to the left, down those stairs past the playground to the parking lot, turn right, and go past the storage shed. The trash bin is behind wooden fencing just beyond the shed.

\*\*\***On-Going Rental of Kitchen:** A fee of \$400 will be deposited into EUMC's bank account and will be used in case of damage or failure to leave facility in acceptable condition. Balance will be returned to renter at end of rental use. The renter will pay \$50 for the first 2 hours per use (2 hour per use minimum), and \$20 for each additional hour per use. Renters will be charged an additional fee if kitchen storage space is requested, and space will be assigned based on availability. Other rules above apply. EUMC reserves the right to change these terms at any time.

**User's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature indicates complete form has been read and understood, and all participants are agreeing to abide by all rules, regulations and policies as stated herein.

**User's Printed Name:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature/Printed Name of EUMC Representative

**Church Use Only: Space usage fee(s) owed: \$ \_\_\_\_\_ Kitchen fee owed: \$ \_\_\_\_\_ Cleaning fee owed \$ \_\_\_\_\_**

**Total Fees owed \$ \_\_\_\_\_ Date of receipt for monies owed \_\_\_\_\_**

**Security deposit owed: \$ \_\_\_\_\_ Date of receipt \_\_\_\_\_ Date returned \_\_\_\_\_**

**If forfeited, explain: \_\_\_\_\_**