

REQUEST FOR FACILITY USE

Poolesville Baptist Church 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, Poolesville Baptist Church 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. Poolesville Baptist Church is a private Facility and reserves the absolute right in its sole discretion to decline to grant use of the Facility to any individual or group.

Poolesville Baptist Church has a 4-step process in order to enjoy facilities properly.

Step 1. Submit Request

- Schedule requests are submitted to the Church office by filling out the FACILITIES USE RESERVATION REQUEST.
- This form is available on the website (poolesvillebaptist.com) or the Church office. It can be either delivered or emailed to the Church office at pbcoffice1@verizon.net.
- At this point, you have only submitted a request for approval.

Step 2. Submit the “FACILITY USE AGREEMENT and deposit

- Once your event has been approved, submit the “FACILITY USE AGREEMENT” and the deposit (or whole amount) to the Church office.
- The event time will be officially reserved and placed on the Church calendar.

Step 3. Submit full amount

- Full amount agreed upon for facility use is due 2 weeks prior to actual event.
- Payment accepted as cash, check, or money order.

Step 4. Enjoy event

- The Church will be opened by a Church representative 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

| Room | Fees | Additional Information |
|---|------------------|---|
| Gym/Multipurpose Room – <i>includes chairs and tables</i> | \$50 Per hour | \$200 set up/clean up fee for groups of 50 or more. \$100.00 for smaller groups |
| Gym use for athletic events: | \$30 per hour | |
| Café Eating/Meeting Area (Will seat 55 to 60 people for a meeting) | \$30 per hour | Set up/clean up fee \$50.00 |
| Kitchen | \$100 per use | Church representative must be present during kitchen use. |
| Class Room | \$25 per hour | |
| Conference Room | \$25 per hour | |
| Fellowship Hall Church building | \$50 per hour | Set up and clean up \$150 |
| FEES FOR LONG TERM REPEATED USE | To be negotiated | Please contact the church office for details. |

Usage Fee Payments

Single Event Usage:

Deposit required with all reservations: $\frac{1}{4}$ 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.

Fees for Gym use (athletic activities) are due at the signing of reservation form unless other arrangements are made and noted on the form.

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.

Gym use ongoing-continual basis athletic events:

Fees are due at signing of Request Form unless other arrangements are made.

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: _____

Dates and Times

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

Multiple use

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.

Additional information about dates or times:

Rooms and Equipment

Areas Desired

Gym/Multipurpose room

Kitchen

Café Eating Area

Class Room

Foyer

Conference Room

Parking Lot

Sanctuary

Fellowship Hall

Equipment needed

Number of tables needed _____

Number of Chairs needed _____

Sound System*

Microphone*

LCD projector and screen*

Wedding Decorations

*This equipment is included in gym or sanctuary hourly rate. Equipment will be set up by PBC representative.

FACILITIES USE AGREEMENT

This Facilities Use Agreement is made and entered into this _____ day of _____, 20____, by and between Poolesville Baptist 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:

1. FEES: All rental fees must be paid by cash, check or money order payable to Poolesville Baptist Church. 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.

2. RULES FOR FACILITY AND PROPERTY

GYM USE RULES

- Groups are to enter and leave as a group, and no one is allowed in the gym area until the group leader arrives. Coaches and group leaders please be early.
- No equipment other than balls may be used in the gym without specific permission. All balls will be furnished by the user.
- No food or drinks in the gym during athletic activities. (Water bottles are permitted, please wipe up any spills.)
- The stage area is off limits at all times.
- No hanging from basketball rims.
- Athletic shoes are to be worn by all participants.
- Do *not* change the height of baskets.
- Heating and AC settings will be done by church representative.
- Activities that result in damage to ceiling tiles are prohibited.

OTHER IMPORTANT RULES

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.

3. SECURITY: A designated Church representative will open and close the building 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.

1. Judy McKenney cell 240-793-4586
2. Carl M. Adema cell 240-566-2946
3. Jace Broadhurst cell 301-204-4242
4. Kyle Broady cell 301-300-7806

4. 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.

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 Church. Renter must complete the FACILITIES USE RESERVATION REQUEST AND SET UP attached to this Agreement outlining how they would like the room to be set-up for their event.

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 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 rental fee includes a cleaning fee for our custodian to clean the building. 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. If extraordinary cleaning is required, the additional fees for the custodian at the rate of \$20 per hour (minimum of one hour) will be charged.

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. Typical damages include:

| | |
|--------------------------|---------------------------|
| Ceiling Tile Replacement | \$10.00 |
| White Board Replacement | from \$150.00 to \$500.00 |
| Red Chairs Replacement | \$65.95 |
| Black Chairs Replacement | \$35.00 |
| Table Replacement | \$89.00 |

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. The church maintains a lost and found for personal items for one month only.

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. If Montgomery County Public Schools are closed because of inclement weather all ongoing continual basis rentals are cancelled. Please contact the Church Office to reschedule.

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, Poolesville Baptist Church 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 Baptist Church will not be responsible for personal injury, disability or loss. Poolesville Baptist Church assumes no liability for any injuries sustained during rental use of the facilities. Renter agrees to indemnify, defend and hold Poolesville Baptist Church, 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 Baptist Church, its employees, representatives, and clergy are not responsible for any injuries that may occur either during or after the event.

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

Church Representative

Renter