



St. Margaret's Church

1601 Pleasant Plains Rd.
Annapolis, Maryland 21409
(410) 974-0200 FAX: (410)757-5334
info@st-margarets.org
www.st-margarets.org

Facility Rental Agreement Request Form

Date Requested:	Time Requested:	
Purpose of Event:		
Name of Requesting Organization:		
Contact Name:	Member: _____?	
Phone:	Email:	
Address:		
No. of Persons to be at event:		
Event Setup Time:	Event Time:	Event Cleanup Time:
Facility Requested:		
(1) User Fee Requested or (2) Donation to be paid:		
.		

_____ Approved _____ Not Approved _____ Church Rep. Sig.

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Guidelines for Facility Rental

- *Use of the facility is restricted to those areas for which permission has been approved by the Rector.
- *Use of any other part of the facility is prohibited unless specifically requested and approved in advance.
- *All areas requested must be left in the same condition as they were found.
- *All trash bags should be replaced.
- *All spills should be wiped up, floors cleaned, and table surfaces wiped clean.
- *Turn off all lights and lock doors when leaving.
- *No nails, tack, glue, or tape may be used to secure decorations on the walls.
- *Children and teenagers are not allowed to be unsupervised in any area of the grounds or buildings.
- *All decorations must be taken down.
- *No smoking is permitted on the church grounds.
- *Paper products, coffee, coffee supplies, etc., that are found on the premises are not to be used by private groups.
- *No tablecloths are provided.
- *All food should be removed from the kitchen. All leftovers must be taken or thrown out.
- *Any use of the church building must be approved by the Rector.
- *Alcohol use must be approved and requires a liquor license. All federal, state, and local laws and ordinances must be observed.
- *Requester accepts financial responsibility for all expenses due to damages during facility use.
- *Use of the P.A. system or piano requires prior written approval from a church representative.
- *Key is available by church staff on the day of the event and must be returned upon completion of use.

Maximum number of persons in each facility space:

- 1) Parish Hall: 275 Meeting; 152 Banquet
- 2) Parish Library: 20
- 3) Church Sanctuary: 350
- 4) Temporary Classrooms: 30

_____Initial Requestor

St. Margaret's Facility Use - Letter of Understanding

Should a function of St. Margaret's Church preclude use of the aforementioned space by the User during the time stated above, the User will be notified on the first working day after such Church event is scheduled. If an alternate date cannot be scheduled to the satisfaction of the User, any deposit or donation previously paid will be refunded in full.

The User hereby agrees to exercise due care and good judgment whilst occupying aforesaid space(s), to leave them tidy and with furnishings in their customary places. Should this condition of use not be complied with, St. Margaret's Church will bill the User in the amount required for correcting the discrepancy. No food will be left on Church premises overnight except with prior specific authorization evidenced by an attachment to this document signed by a responsible person representing St. Margaret's Church and by the person requesting the authorization.

The User will not do, suffer, or permit anything to be done, in or about the space agreed upon herein which will contravene the Church's policy of insurance or the laws of the State of Maryland or Anne Arundel County.

The User agrees to inform St. Margaret's Church promptly, both verbally and in writing, of any accident on the premises caused by or affecting any person engaged in the activity described herein, and of any breakage or malfunction of any furnishings or equipment. The User further agrees to hold harmless St. Margaret's Church and officials thereof from any liability deriving from use of Church property relating to this agreement.

Specific responsibilities of St. Margaret's Church and of the User under this agreement shall be detailed below.

Set Up and Restoration of Spaces

****Note: The Church does not set up or clean up for outside groups.**

Chairs and tables (see below)	___ Church	___ User
Other Equipment (AV, etc.)	___ Church	___ User
Other Requirements	___ Specifications attached	

Cleanup

**If User does not provide full adequate cleaning, an additional payment to the Church of \$200 for a cleaning fee will be due.

Floor (sweep, mop, vacuum, clean up spills)	___ Church	___ User
Restrooms cleaned	___ Church	___ User
Kitchen cleaned	___ Church	___ User
Other:		

Parish Hall Information:

15 round tables (5' in diameter); 7 rectangle tables (30" X 72"); 120 Chairs
Hand truck to move rectangular tables

Signature of Requestor: _____

Signature of Church Representative: _____