



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 Update 6/2016

Date Requested:	Time Requested:	until
Purpose of Event:		
Name of Requesting Organization:		
Contact Name:		
Phone:	Email:	
Address:		
No. of Persons to be at event:		
Event Setup Time:	Event Time:	Event Cleanup Time:
Facility Requested:		
For regularly scheduled meetings throughout the year:		
Day of the Week/Times	Weekly or Monthly:	Date of Last Use:

_____ Approved _____ Not Approved _____ Office 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/Senior Administrator.
- *No alcohol will be consumed on the premises.
- *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.
- *Alcohol use must be approved by the Rector 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.
- *Key is available by church staff on the day of the event (or before if arranged in advance) and must be returned upon completion of use. **Payment must be received prior to key being issued.**
- ***Weekday use of the parish hall is limited to after 4:30 p.m. Groups using the parish hall in the evening may not go in early to prepare until after 4:30 p.m.**

Maximum number of persons in each facility space:

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

_____Requestor Initials

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 – a “no trace” policy. 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.

Additional Cleanup Fee

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

Parish Hall Information:

15 round tables (5' in diameter);

7 rectangle tables (30" X 72");

120 Chairs;

Hand truck to move rectangular tables

All tables and chairs are located in the closet that is on the right after you enter the main hall. They need to be put back as they were found unless there are other directions from the Rector.

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Audio Visual Use Policy

A member of our audio/visual staff must be available to be present at least half an hour preceding and during an event if the AV system in the parish hall is requested. If a member is available on the date and time of your event, the cost is \$50 for the first three hours and then \$25 per hour after that. This fee will include turning on and off the equipment, a sound check, and connection of computer or external music sources.

Please check what available equipment you will need for your event:

___ Sound system (with jack for iPod or other music source)

___ Handheld mic

___ Screen and Projector

___ DVD player/TV monitor

___ Cords for computer, DVD, microphone

Fees for Facility Use - Please circle all that apply and total at the bottom.

For groups needing space on a regular basis \$50 per event

For groups requesting space for one event (& SMC non-pledgers) \$250

For SMC pledgers requesting space for one event \$100

Audio/Visual Needs \$50 for 3 hours, \$25 X ___ additional hours Total: _____

For Sexton/Custodian to be on site for help with set up/clean up \$125

Entire Payment Amount: _____

Please make checks payable to "St. Margaret's Church" and add "facility rental" with the date of the event in the memo line.

_____ I agree to all conditions and fees of St. Margaret's Church for facility rental.

_____ Signature of Requestor

_____ Signature of Church Representative