



Govans Boundary United Methodist Church
 5210 York Road, Baltimore, MD 21212
 Tel: (410) 435-1550
 E-Mail: govansboundryumc@gmail.com

ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Today's Date: _____

Name of Organization: _____

Responsible Person: _____

Non-Profit Status: Yes _____ No _____ Federal ID# _____

Address: _____

Organization Direct Telephone #: _____

E-mail: _____

Organization's Purpose: _____

Event Name and Description: _____

Date of Request: _____

Contact Person's Name: _____

Date(s) Requested Start Time End Time: _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be recurring? : YES NO

Which day of the week? : *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

___ **Conference Room (Max. 25 people) - \$100.00 Hourly**

___ **Parlor (Max. 25 people) - \$100.00 Hourly**

___ **Chapel (Max. 60 people) - \$100.00 Hourly**

___ **Multi-Purpose Room (Max 200 people) – \$150.00 Hourly**

___ **Sanctuary (Max. 400 people) - \$150 Hourly**

___ **Fellowship Hall (Max. 200 people) - \$150.00 Hourly**

___ **Kitchen - \$150 Hourly**

___ **Academy Room (Max. 75 People) - \$100.00 Hourly**

___ **Front Lawn – (Call Office for Pricing)**

___ **Parking Lot - (Call Office for Pricing)**

To reserve a room, a \$50 security deposit is required. Our space rentals operate on a first-come, first-served basis.

Anticipated Number of Participants: _____

Will a participant fee be charged for the event? ___ Yes ___ No

Will food or drink be consumed? ___ Yes ___ No

Special Needs or Requests: _____

Set Up Instructions: _____

Release and Indemnity

This **Release and Indemnity Agreement** is between the above-named organization(s) ("Organization") and Govans-Boundary UMC ("church").

The church is the owner of the real property and improvements located at:
5210 York Road, Baltimore, MD 21212

The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising

out of the Organization's use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization's use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization's general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

**I agree to provide an initial deposit of \$_____ to reserve the _____ Room on (date of event) _____.

I understand that this deposit is non-refundable should I cancel my reservation before:

(60 days prior to event) _____.

I understand my reservation will cancel if my remaining payment of \$ _____

If not received 15 days prior to my event (date of cancellation): _____.

Signature: _____

Print Name: _____

Title: _____

FOR OFFICE USE ONLY

ROOM USE CATEGORY:

Request Approved by:

Request Denied by:

Agreed Upon Rental Fee:

\$ _____

Agreed Upon Reservation Deposit:

\$ _____

Deposit Received: _____ Cash/Check # _____

Rental Fee Received: _____ Cash/Check# _____