

Event Application

Metropolitan Community Church of Washington, DC

474 Ridge Street, N.W., Washington, D.C. 20001

Phone: 202-638-7373 — Email: Churchoffice@Mccdc.com

*This form must be completed by any group or person
applying to use MCCDC space for an event.*

We welcome your interest in using our space for your event. As a Christian church with a special ministry to Gays, Lesbians, Bisexuals, and Transgendered persons, we strive to provide a safe worship space where all are welcomed. To ensure that you receive a timely response to your request, we ask that you complete Part I and read and sign Part II of this form. Once it has been processed, you will be notified whether your request has been approved. If approved, you will also receive a point of contact for the church to facilitate your use of the space. You will be notified of any fees associated with the use of the church facility.

Part I to be completed by the requestor for the proposed event.

Date: _____

Requesting Person or Organization for the Event: _____

Contact Person for Event:

Name: _____

Address: _____

Phone Numbers: Work: _____ Cell: _____

Email Address: _____

Proposed Date(s) of Event: _____

Proposed time(s) of Event: _____

Purpose of Proposed Event: _____

Description of Event (Please provide a brief explanation. More detail is preferred, as MCCDC reserves the right to request further information.):

Estimated Number of Attendees: _____

Proposed MCCDC Space(s) to be used (i.e., Sanctuary/Welcome Hall, Kitchen, Chapel, Conference Room, Music Room, Large or Small Meeting Room,, or combination of these:

Do you intend to raise funds or exchange money at this event (either by charging for attendance or during the event)? Yes ___ or No ___. If yes, please explain, including who or what entity will be the beneficiary. _____

PLEASE READ AND SIGN THE FOLLOWING

Part II Rules, Terms and Conditions for Use of MCCDC Space

The entity or person requesting to use MCCDC property for an event should understand that MCCDC is a Christian church with a special outreach to the Gay, Lesbian, Bisexual, and Transgendered community and, as such, the rules are intended to ensure respect for the church as our worship space and as a safe space in which all people are welcomed.

Rules:

1. No physical or verbal threats of any kind.
2. No harassment of any person in any way.
3. No sexually explicit language or obscene gestures.
4. No racial, religious, ethnic, or gender-based slurs.
5. No running, skating, rollerblading, skateboarding, bicycling, etc.
6. No inappropriate and/or sexually explicit attire.
7. No smoking indoors.
8. No use of fire.
9. No use or allowance of amplified or disruptive sounds that may disturb the neighborhood.
10. No sleeping on premises.
11. No photography or videotaping without the express permission of individual(s) being photographed or videotaped.

No use or movement of MCCDC sound, technical, or musical equipment, or of the altar or other worship items, without explicit permission of church staff.

12. No use of space(s) other than those approved.
13. No alcohol on premises.
14. No gambling on premises.

Terms and Conditions

The organizing person or entity (“Requestor”) agrees to the following terms and conditions:

1. Requestor agrees to abide by all rules of the church as stated above and those posted in the church.
2. Requestor agrees to indemnify and hold harmless MCCDC for any liability that may arise from the event and the Requestor’s use of church property.
3. Requestor agrees that MCCDC will not be responsible for any damaged or loss of property brought to the premises by the Requestor or any participant or attendee of the Requestor’s event.
4. Requestor agrees to be responsible for any damages that result from the event or the actions of those attending or participating in the event.
5. Requestor agrees to use only those spaces within the church that have been approved for use.
6. Requestor warrants that its event and any activities by those attending or participating in the event are legal and in accordance with the laws of the United States and the District of Columbia. Unlawful acts, include, but are not limited to:
 - Defacing, damaging or destroying property.
 - Possession, use or sale of illegal drugs, alcohol, weapons or contraband.
 - Inebriation
 - Solicitation
 - Public disturbance.
 - Fighting
 - Gambling.
 - Littering
7. Requestor agrees that MCCDC shall have the right to take appropriate action, including withdrawing its approval, even after the event has commenced, should any rule, contained herein, posted at the church, or any law be violated.
8. Requestor agrees not to use any unauthorized images of the church building or facilities in any advertisement or other material printed or circulated by or on behalf of the Requestor.
9. Requestor agrees not to use MCCDC’s name in any advertisement or other material printed or circulated by or on behalf of the Requestor, other than to identify the location of the event, unless such use of the name is reviewed and approved by MCCEDC.
10. Requestor agrees to be responsible for all necessary set-up and clean-up for the event and agrees to restore the space to its original condition.
11. Requestor warrants that its description of the event and other information about the event and organizer are accurate and agrees that MCCDC has the right to withdraw its approval, even during the event, should any information be found to be inaccurate.

12. Requestor agrees that, should MCCDC withdraw any approval(s), MCCDC shall not be responsible or liable for any damages associated with the withdrawal of an approval, even during the scheduled event.
13. The undersigned also warrants that (s)he is the responsible person for the event and/or a duly authorized agent of the entity organizing the event.

Signed,

Requestor: _____

Name of Entity Organizing Event (if applicable).

Signature

Date

One half (1/2) deposit is enclosed in the amount of \$_____. The deposit guarantees the rental space and can be refunded minus 10 percent, if a written cancelation notice is received by MCCDC at least thirty (30) days prior to the event. The balance of the total cost is due three (3) business days prior to the date of the event.

There is a mandatory \$50.00 cleaning fee to be added to all bookings and cannot be refunded.

Event Fee Schedule

Metropolitan Community Church of Washington, DC

474 Ridge Street, N.W., Washington, D.C. 20001

Phone: 202-638-7373 — Fax 202-638-4048

Please check all spaces you wish to rent:

	SPACE REQUESTED	DATE	HOURS	FEE
<input type="checkbox"/>	Sanctuary/Welcome Hall (Auditorium)	_____	4	\$400.00
	Additional Hours at \$50 per hour		___	_____
<input type="checkbox"/>	Sanctuary/Welcome Hall (Banquet) *	_____	4	\$500.00
	Additional Hours at \$50 per hour		___	_____
<input type="checkbox"/>	Kitchen during the event	_____		\$75.00
<input type="checkbox"/>	Welcome Hall only	_____	4	\$100.00
	Additional Hours at \$20 per hour		___	_____
<input type="checkbox"/>	Chapel	_____	4	\$100.00
	Additional Hours at \$20 per hour		___	_____
<input type="checkbox"/>	Conference Room	_____	4	\$100.00
	Additional Hours at \$20 per hour		___	_____
<input type="checkbox"/>	Music Room	_____	4	\$75.00
	Additional Hours at \$15 per hour		___	_____
<input checked="" type="checkbox"/>	Required \$50.00 Janitorial Fee	_____	4	\$50.00

Continued on next page.

OTHER REQUESTS

___	* Table seating setup:- \$5/table		_____
___	* Removal of used plates, cups, etc. during a banquet - \$3 / table		_____
___	Sound Technician	3	\$100
	Additional Hours at \$25 per hour	_____	_____
___	Electric Piano usage	3	\$40
___	Organ or Drums usage (must arrange with Minister of Music)	3	_____
	TOTAL		_____

NOTE:
ONE-HALF OF PAYMENT MUST ACCOMPANY THE SIGNED APPLICATION FORM. THE PAYMENT IN FULL IS DUE 3 WORKING DAYS PRIOR TO THE EVENT.

I have read this contract and agree to abide by all the stipulations listed in the application and in this agreement. I understand that this contract is valid only when accompanied with the appropriate fees.

Renter's Signature or Authorized Agent	Dat
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