The Metropolitan Community Church of Washington DC

474 Ridge Street, N.W., Washington, D.C. 20001
202-638-7373 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 1 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. **ONLY**

WRITTEN REQUESTS ARE DEEMED VALID. UNLESS EARLY ACCESS IS REQUESTED, SETUP TIME WILL IMPACT YOUR CONTRACTED TIME.

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 Setup Time: _____

Proposed time(s) of Event: _____

Purpose of Proposed Event: _____

_____

_____

Initial_____ Date_____

Description of Event (Please provide a detailed description. Only requests made on this application are deemed valid. Feel free to add an attachment.):

_____

_____

_____

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. _____

_____

Will an invoice be necessary? _____

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.

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.

11. No use of space(s) other than those approved.
12. No gambling on premises.
13. Alcohol is permitted under certain conditions. ***See Alcohol Addendum***

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
    - Solictation
    - Public disturbance.
    - Fighting

Initial_____ Date_____

- 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:
_____Print_____

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 25 percent, if a written cancelation notice is received by MCCDC at least thirty (30) days prior to the event. If the remaining balance isn't received no less than five (5) BUSINESS days before the event, it will be cancelled. If the fee for a cancelled event has been paid in full, it, too, will be refunded minus 25 percent. Additional information and items must be negotiated during a mandatory telephone interview. A $200 security deposit is required to rent the sanctuary.

This agreement has Addendum A through F and the requestor agrees to follow the addendums as outlined

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MCCDC Alcohol Addendum A to Facility Rental Contract

1. The purpose of this policy is to establish procedures for after-hours and private events where alcohol will be served. Alcohol may only be served with food and done so in accordance with all applicable laws. Further, no keg beer or straight alcohol "shots" are permitted to be served at any rental event, AND the maximum length of any bar service for any event is 5 hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event. Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate cancelation of event. Alcoholic beverages are allowed in the rental rooms only.

2. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during hours listed on the rental agreement Alcohol may not be served to minors. Any violation of alcohol use policies may result in the closure of event. Any event at which alcohol is served requires an additional fee. Consumption of alcohol during an event without it being listed in the rental agreement will result in the forfeiture of deposit and possible early closure of the event. Security will be required and paid for in advance.

3. No drinking of alcohol is permitted during clean-up. Any alcohol-related problems or disturbances, which are not satisfactorily resolved, will cause the immediate forfeiture of the entire deposit and possible early closure of the event. Otherwise, this deposit will be refunded in accordance with the guidelines stated in the Refund of Deposit. All guests are required to be able to provide a valid ID to be served. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately. Beverages containing alcohol are not allowed to leave the premises and must stay inside the building.

4. A separate SECURITY DEPOSIT of $100 will also be required at the time this Agreement is signed. Renter will be responsible for any and all costs associated with repairing any damage done to Church Property caused by Renter. This SECURITY DEPOSIT will be used to offset the cost to repair any damage caused by Renter and Renter will be liable for any such costs that exceed the Security Deposit. The Security Deposit or balance thereof, will be refunded within two weeks following the event or if the event is cancelled.

Number of Attendees _____Hours that alcohol will be served _____

Renter's Signature: _____ Date: _____

Print Name _____

Initial_____ Date_____

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MCCDC Addendum B -Event Fee Schedule

Please check all spaces you wish to rent:

	SPACE REQUESTED	DATE	HOURS	FEE
___	Sanctuary/Welcome Hall (Auditorium)	_____	4	$800.00
	Additional Hours at $50/hour ($75/hour after 10 p.m.)		___	_____
___	Sanctuary/Welcome Hall (Banquet) *	_____	4	$925.00
	Additional Hours at $75 per hour ($100/hour after 10 p.m.)		___	_____
___	Kitchen during the event	_____		$100.00
___	Welcome Hall only	_____	4	$200.00
	Additional Hours at $40 per hour ($60/hour after 10 p.m.)		___	_____
___	Chapel	_____	4	$200.00
	Additional Hours at $40 per hour ($60/hour after 10 p.m.)		___	_____
___	Conference Room	_____	4	$200.00
	Additional Hours at $40per hour ($60/hour after 10 p.m.)		___	_____
___	Music Room	_____	4	$150.00
	Additional Hours at $30per hour ($50/hour after 10 p.m.)		___	_____
__X_	Required $75.00 Janitorial Fee *	_____	4	$75.00

An additional setup fee is required

$100 fee, if event goes past 10 p.m.

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MCCDC Alcohol Addendum C - Event Support Fees

*** Setup Fee: $75**

___	* Table seating setup:- $7/table		_____
___	* Removal of used plates, cups, etc. during a banquet - $5/ table		_____
___	Sound Technician	3	$200
	Additional Hours at $50per hour	___	_____
___	Electric Piano usage	3	$60
___	Organ or Drums usage (**must** arrange with Minister of Music)	3	_____

___	Removal or movement of Church Fixtures (Communion table, rugs, flags, etc.)	$50
___	Removal of items from public space (ie., bathrooms)	$20
___	Early Access Fee (Up to two (2) hours early. Depending space availability)	$100

$75

TOTAL

NOTE:
ONE-HALF OF PAYMENT MUST ACCOMPANY THE SIGNED APPLICATION FORM. THE PAYMENT IN FULL IS DUE FIVE (5) BUSINESS DAYS PRIOR TO THE EVENT. IF INVOICES ARE NECESSARY, THAT MUST BE NOTED ON THE APPLICATION.

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

_____ _____
Renter's Signature or Authorized Agent Date

_____ _____
MCCDC Authorized Agent Date

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MCCDC Addendum D – Kitchen Rental Agreement

ALL PERSONS RENTING THE KITCHEN ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS:

1. All kitchen equipment, including pots, pans, bowls, bus pans, utensils, etc., must remain in the building at all times. Any equipment checked out that is not accounted for will be billed at cost plus a $20.00 admin fee.

2. The kitchen being left in an uncleanly state will result in the loss of your deposit. Please make appropriate arrangements for removal of leftover food.

3. The person in charge of the kitchen shall be responsible for the actions of all other persons working in the kitchen

4. Cost of the deposit and any missing equipment is the responsibility of the church renter shall be responsible for appointing a "kitchen boss" to oversee activities in the kitchen.

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MCCDC Kitchen User - Closing Responsibilities Check list
Addendum D

Before leaving our facility, please sign off on each closing task for completion. For a full deposit, refund please ensure everything on this list has been completed

Mandatory Closing Task	Sign For Completion
Check the fridge before you leave, remove all your supplies	
Wipe out the fridge of any spill during your use	
CLEAN - Please clean stove, ovens, counters, sinks & anything else you use.	
Last one out of the kitchen please ensure stove and ovens are off -	
Users are responsible to take out all garbage, compost & recycling	
Make sure you turn off, drain and clean out the sink	
Wipe down the counters	
Sweep and Mop floors	
Garbage(s) and recycling are taken out to dumpsters	

I have read and understood my responsibilities under this kitchen rental agreement.

_____

Pint name of Signature of Requester Date

_____

Signature of Requester Date

MCCDC Addendum E- EQUIPMENT Use AGREEMENT –

All persons borrowing equipment from MCCDC are subject to the following terms & conditions

Item	Initial
Equipment Type:	
Serial Number	
Equipment Value	
Picture should be taken of equipment and Printed with this agreement	

Borrow will return MCCDC Equipment at the completion of the event

Borrow is responsible for the condition of the equipment and any repair or replacement of borrow equipment

Borrow will ensure the equipment is return to only to authorized MCCDC staff.

I have read and understood my responsibilities under this borrow agreement.

_____

Pint name of Signature of Requester Date

_____

Signature of Requester Date

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MCCDC Addendum F – SOUND BOARD REQUIREMENTS

All persons REQUESTING MCCDC Sound board tech are subject to the following terms & conditions

1. **Requestor will provided the sound board tech number of microphones need for their events NLT 1 day prior**
2. **Requestor will provide sound board tech outline of event sequence/ funeral program NLT 1 day prior**
3. **Requestor shall provide sound board tech any music they would like to be provided at this event NLT 1 day prior**
4. **If no music is provided the sound board tech can play music from You Tube (Free) for the event.**

Initial_____ Date_____