



Millian Memorial United Methodist Church

A Stephen Ministry Congregation

13016 Parkland Drive, Rockville, MD 20853 Phone (301) 946-2500 FAX (301) 946-9357

MillianChurch@verizon.net

- Fees are for use of building and grounds only. Separate arrangements must be made with the Minister, or any other church staff if their services are to be requested.
- Charges are as specified on the Event Information Sheet. If the event extends beyond the time requested, payment for the additional time will be charged at the specified hourly rate.
- There will be a \$25.00 fee for loss of church key.
- Use of the nursery and classrooms is allowed with advanced permission. Adequate adult supervision must be supplied for each room. No permission is given to use dispensable materials (paint, paper, glue, etc.) including in classrooms and closets. All toys are to be carefully returned to their proper location.

LEGAL AGE

- Millian Memorial United Methodist Church has established a Safe Sanctuary Policy for the protection of children and youth in attendance at Millian Church. In accordance with the requirements of the Baltimore-Washington Conference of the United Methodist Church, this policy applies to the outside groups who provide services to children and youth in the church building.
- Each such group must certify that all persons working with children and youth have completed and signed the equivalent (at least) of the BWCUMC questionnaire and response form. If the group cannot provide a general certification to this effect, then each individual working for that organization must sign the form and submit it to Millian church.
- All persons applying for the use of the facility must be at least 21 years of age. In considering Millan's Safe Sanctuary Policy, a group/individual may be asked to furnish references or credentials from which the Minister, Board, or designated staff will determine its financial, legal, social responsibility, and/or adherence to the ideals of MMUMC.
- All users of the facility are expected to follow the guidelines of this policy including the following:
 - a. No fewer than two adults must be present at all times during any program or event involving children.
 - b. These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- Any questions regarding this policy should be directed to the Pastor or Board of Trustees.

AGREEMENT REVIEW

Long-term activity agreements are to be reviewed in eight (8) months by the Pastor and the Chairman of Trustees. 30 days after the review the renter will meet with the Pastor and Chairman of Trustees or its designee to discuss contract renewal.

AGREEMENT TERMINATION

For long term re-occurring events, this Agreement may be terminated without cause by either party with 60 days advance notice.



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BUILDING SECURITY

Our church works to maintain a safe and secure environment within the facility and outside church property including the parking lots. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for injuries to persons, theft or damage to personal property. Millian shall not be responsible for any claim, regardless of kind, related to activities undertaken to this agreement. For additional information, please review and execute attachment 3 on page 7 of this contract.

EMERGENCIES:

Any and all problems must be reported to church personnel. That person will call the church office the next business day to report the incident at 301.946.2500.

DISORDERLY GUESTS:

If anyone attending an event seems to be intoxicated or under the influence of drugs, it must be brought to the renter's attention. It is the renter's responsibility to take proper actions to ensure a safe and secure environment for the event. If at any time there is a disturbance or a fight at a function, it is the renter's responsibility to call the police if necessary and then contact the Pastor, Building Use Coordinator, or the Chairman of Trustees immediately to make a judgment as to whether to end the function immediately.

HOLD HARMLESS:

The (renter's name): _____, in consideration of the opportunity to use Millian, agrees to assume sole responsibility for any risk resulting from its use of the facility and further agrees to indemnify and hold harmless Millian, its officials, officers, employees, agents and representatives, from and against all claims causes of action, demands and expenses of any kind, including attorney's fees and costs, resulting from the use of the facility, including, but not limited to any such claim by any member, employee, client or family member of the (renter's name): _____ arising out of participation in the (renter's name): _____ activity at Millian.

USE OF THE KITCHEN.

Please refer to Attachment 4 on page 8 on this contract for "Kitchen Use Agreement Form".

FEE

Name of renter/organization: _____ shall give a monthly donation of \$ _____. Donations are requested by the first Sunday of each month.

VIOLATION OF THE TERMS

In the event the Church determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.



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CONFIRMATION & SIGNATURE:

I have read and understand the Rental Contract as stated. As the person, taking responsibility for the Millian Memorial United Methodist Church facilities on the dates indicated I agree to abide by the conditions put forth. Both representative parties have signed this agreement below on the dates indicated.

Millian Memorial United Methodist Church

Senior Pastor

Date: _____

Chairman – Board of Trustees

Date: _____

Building Use Coordinator

Date: _____

Renter's Name

Authorized Person's Name

Signature

Date:

Phone Number

E-mail

Official Coordinator/Contact Name

Signature

Date:

Phone Number

E-mail

Note: Additional Contact Names Information are Found on Attachment 5, page 13 of this contract.



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ATTACHMENT 1

CHURCH PROPERTY USE POLICY

ORGAN AND PIANO USE

Permission to use the organ or a piano must be granted by the Millian UMC Director of Music who then will notify the Pastor and the Chairman of Trustees. If the user wishes to have instruments tuned, a craftsman approved by the Millian UMC Director of Music or Organist will tune them at the user's expense. Pianos cannot be moved except by permission from the Director of Music or the Board of Trustees.

SANCTUARY FURNITURE

Sanctuary furniture will not be moved except by permission of the Board of Trustees (this also applies to the chancel furniture or equipment.)

SANCTUARY SOUND AND/OR VIDEO SYSTEM

The Sanctuary sound systems are only available for church members and the Baltimore Washington Conference. The systems may only be operated by the Millian UMC communications team or by any other person pre-approved by the communications team.

SMOKING POLICY

All members of all groups using our facilities shall abide at all times by a "no smoking" policy on church property.

CONTROL SUBSTANCES POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

FOOD AND DRINK

No food or drink is allowed in the Sanctuary except for water.

DECORATIONS

All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim, and wooden doors with masking tape ONLY. All such decorations must be removed immediately and completely following the event.

PARKING

- Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility.
- The handicap parking is ONLY for cars with handicap license plates or displaying a handicap card inside the car.
- Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

MUSIC & DANCING

MMUMC is located in a residential neighborhood so we ask that noise from music or speakers be minimized. All music must be terminated by 10:00 PM.

USE OF THE NAME

- You may make no use of the name of the MMUMC in connection with notices of this function without the express written permission of the pastor.
- No signs may be posted on the building or grounds without the express written permission by the pastor.

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ATTACHMENT 2 (F1)

WEEKLY SCHEDULE

[illegible][illegible][illegible]



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ATTACHMENT 3

Building Security Arrangements

It is the responsibility of the host and its member(s), to assure that the Building Use Policy and Addendum are observed. The host or one of its members is responsible for closing the facility. The duties involved are as follows:

1. That the Church property is secured, which shall include the closing of the building after the building usage locking all doors. Doors must be checked from the outside since they may appear locked, and in fact, be open.
2. Turning off all lights
3. Securing all windows

Note: Sanctuary windows are to remain closed at all times and shall not be opened.

4. Returning all furniture and equipment to the original area and arrangements
5. That local ordinances are enforced, which shall include compliance with the fire codes
6. That the Church facilities are properly cleaned and that trash is placed in the proper receptacles.



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ATTACHMENT 4

Kitchen Use Agreement Form

*NOTE: The Church considers the person who books the kitchen space to be the **Event Kitchen Leader** and holds that person responsible for completing this Agreement and other required paperwork. The Event Kitchen Leader should read the following Agreement, sign it, and return the Agreement to the Church Office prior to booking kitchen space.*

I understand the following:

The kitchen at this church is used by many people, including members of the congregation.

I am responsible to be present during the entire event, and to enforce the safety and sanitation standards as described in this document. If my group does not complete the required paperwork, and practice these standards, we may be required to pay a cleaning fee. In the future, we may be required to pay a user fee or may be denied use of the kitchen.

(Completed by Event Kitchen Leader)

Group Name _____

Name of Event Kitchen Leader _____

Phone Numbers for Event Kitchen Leader _____

Signature of the Event Kitchen Leader _____

Date signed _____

(Completed by Church Staff)

Kitchen checked by _____

Date checked _____

Recommendations for future use _____



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Kitchen Check List

The *Event Kitchen Leader* must check each item on this list throughout or after the event and must leave it on the kitchen counter or return this checklist to the Church Office within 24 hours following the event.

- Kitchen staff washes their hands before working in the kitchen, after using the bathroom, and often during preparation and serving.
- Kitchen staff wears a clean apron at all times.
- Kitchen staff uses disposable gloves when touching ready-to-eat food, mixing food, serving food, or clearing tables.
- Kitchen staff stores coats, purses and other belongings away from food preparation areas.
- Clean kitchen counters and tables before the group begins to cook, and again before the group leaves the kitchen area.
- Scrape and empty plates and pans in the trashcans.
- Empty cups and glasses in the dishwashing area.
- Do not pour grease or scrape leftover food down sink drains. Pour grease in a container and place it in the pantry refrigerator. (A trustee member will be responsible for proper disposal).
- Do not leave food leftovers on kitchen counters, or in cupboards, refrigerators or freezers.
- Wash all dishes, utensils, pots and pitchers, trays and cookware.
- Hand wash coffee maker and coffee ground holder.
- Check all drawers before leaving: handles of utensils and silverware should all face the same direction and be placed in the correct drawers, as marked.
- Outside groups will provide their own towels and soap.
- A member of the Board of Trustees will be present at the beginning of the event whenever an outside group uses kitchen equipment.



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Before the group leaves:

- Turn off oven and all burners on gas stove.
- Turn gas supply off
- Clean all counters of leftovers and personal belongings.
- Clean oven and remove any spills.
- Turn off ventilator fans.
- Make sure each refrigerator is free of spills.
- Wipe stove burners clean.
- Empty and clean drip pans below burners.
- Clean all surfaces of microwave if used.
- Make sure a person has been assigned to wash and bleach towels, dish cloths, and aprons and to return them within 24 hours. (Applies to Millian Church Members ONLY).
- Wash, dry, neatly fold and replace in the tablecloth closet all tablecloths that have been placed on tables. Assign people to do this and return within 24 hours following the event (Applies to Millian Church Members ONLY).
- Remove all food debris from sinks, wash with cleanser and dry.
- Make sure water faucets are completely turned off.
- All garbage and trash must be bagged and put into outside trash containers, which is located across from the playground area and right behind the Sanctuary building.
- Rinse all recyclables plastic containers and removed to outside recycle bins.
- Sweep and mop the kitchen floor.
- Complete Kitchen Condition Report to document breakage, pests, equipment problems and supplies needed.
- All items listed have been checked before leaving

Signature of the *Event Kitchen Leader* _____

Date signed _____



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Kitchen Condition Report

Describe the condition of the kitchen when you arrived for your event.

Describe any breakage, repairs or replacements that need to be made.

Did you notice any insects or pests? If so, please describe.

Describe any drain that needs attention.....consider leaks or drain flow.

Describe any oven condition that needs attention.



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Describe any refrigerator or freezer condition that needs attention.

Describe any other equipment or fixture that needs repair or replacement.

Do you have any other comments about the kitchen, its equipment, kitchen standards, or other topics that could be useful to us or to others using the church kitchen?



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ATTACHMENT 5

The names below are additional contact persons representing the group under this contract.

1. Name _____ Phone _____

2. Name _____ Phone _____

3. Name _____ Phone _____



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Operating Guidelines - Revised Board of Trustees, February 2006

APPLICATION FOR USE OF CHURCH FACILITIES

This form is to be prepared by the applicant and forwarded to Millian Memorial United Methodist Church at the above address. ***Please print clearly in ink, or type this form.*** Contributions and Certificate of Liability Insurance, if required, must be forwarded to the Church office no later than ten (10) working days prior to the requested date for building use. Make check payable to "Millian Memorial UMC." A copy of the application will be returned to the organization or individual requesting use of the facilities, indicating approval or disapproval of the application. **It is important that all persons or groups requesting the use of Fellowship Hall, Social Hall, Chapel Room, or any other area of the church, understand that requests cannot always be granted.**

Name: _____ Date of Application: _____

Sponsor: _____

General purpose of organization: _____

Purpose of your meeting or activity: _____

APPLICATION BEING MADE FOR THE FOLLOWING:

Date(s): _____ Hours: From _____ To: _____

Day(s): _____ Week(s): _____

Building(s): _____ Room(s): _____

Use of Kitchen desired? _____ For what purpose? _____ Approximately how many persons attending? _____

PERSON MAKING REQUEST:

Name: _____

Address: _____

Telephone: home _____ work _____

E-mail address: _____

PERSON TO BE IN CHARGE:

Name: _____

Address: _____

Telephone: home _____ work _____

E-mail address: _____

Name/Telephone number of Millian Church member connected with this activity: _____

If this request is approved, it is understood that the accompanying regulations will be observed and that the requesting organization or individual assumes all responsibility:

SIGNED: _____

FOR TRUSTEES ONLY:

Contribution of \$ _____ required for use of room/space for Fellowship Hall

Contribution of \$ _____ required for use of kitchen

Contribution of \$ _____ required for janitorial service

TOTAL \$ _____

APPROVED

DISAPPROVED

Certificate of insurance required for organizations.

Pastor _____

Date _____

Trustees _____

Date _____

Original: Trustees cc: Applicant, Church Office File

F3



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WEEKLY SCHEDULE

F1



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Event Sign-Up Form for Ministries of Millian

~Name of Event: _____

~ Date(s) of Event: _____

~Team/Committee/Board Responsible: _____

~Contact Person: _____

~Phone Number: _____

~Time of Event (include any time that may be needed in preparing the space for event by you): _____

~Where, room(s) desired: _____

~Equipment needed, that is available from Church (example, TV, VCR, DVD, Projector, Laptop, Furniture, Kitchen Appliances, etc.):

~Is training needed for use of any equipment? _____

~Set-up of space for event, chairs/tables etc. _____

(Please attach a diagram of set-up for custodian).

Signature _____

Date _____

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**For Church Office Use:**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

LC101515



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## Kitchen Use Agreement Form

*NOTE: The Church considers the person who books the kitchen space to be the **Event Kitchen Leader** and holds that person responsible for completing this Agreement and other required paperwork. The Event Kitchen Leader should read the following Agreement, sign it, and return the Agreement to the Church Office prior to booking kitchen space.*

### **I understand the following:**

The kitchen at this church is used by many people, including members of the congregation.

I am responsible to be present during the entire event, and to enforce the safety and sanitation standards as described in this document. If my group does not complete the required paperwork, and practice these standards, we may be required to pay a cleaning fee. In the future, we may be required to pay a user fee or may be denied use of the kitchen.

*(Completed by Event Kitchen Leader)*

Group Name \_\_\_\_\_

Name of Event Kitchen Leader \_\_\_\_\_

Phone Numbers for Event Kitchen Leader \_\_\_\_\_

Signature of the Event Kitchen Leader \_\_\_\_\_

Date signed \_\_\_\_\_

*(Completed by Church Staff)*

Kitchen checked by \_\_\_\_\_

Date checked \_\_\_\_\_

Recommendations for future use \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





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## **Before the group leaves:**

- Turn off oven and all burners on gas stove.
- Clean all counters of leftovers and personal belongings.
- Clean oven and remove any spills.
- Turn off ventilator fans.
- Make sure each refrigerator is free of spills.
- Wipe stove burners clean.
- Empty and clean drip pans below burners.
- Clean all surfaces of microwave if used.
- Make sure a person has been assigned to wash and bleach towels, dish cloths, and aprons and to return them within 24 hours. (Applies to Millian Church Members ONLY).
- Wash, dry, neatly fold and replace in the tablecloth closet all tablecloths that have been placed on tables. Assign people to do this and return within 24 hours following the event (Applies to Millian Church Members ONLY).
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- Make sure water faucets are completely turned off.
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- Sweep and mop the kitchen floor.
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Signature of the *Event Kitchen Leader* \_\_\_\_\_

Date signed \_\_\_\_\_



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## Kitchen Condition Report

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Describe any breakage, repairs or replacements that need to be made.

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Did you notice any insects or pests? If so, please describe.

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Describe any drain that needs attention.....consider leaks or drain flow.

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Describe any oven condition that needs attention.

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Describe any other equipment or fixture that needs repair or replacement.

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