

RENTAL POLICY & GUIDELINES

MT. MORIAH BAPTIST CHURCH
1636 East Capitol Street, N.E.
Washington, DC 20003
O: 202.544.5588
F: 202.544.2964
www.mtmoriah@mountmoriahchurch.org

RENTAL PACKET

1. Policy Statement
2. Facility Regulations
3. Fee Schedule
4. Application/User Information Form
5. Insurance Indemnity Form

Please review the policy statement, the facility regulations, and the fee schedule. If you wish to use our facilities, complete the Application Form and Insurance Waiver. Mail them to Mt. Moriah Baptist Church, Attention: Rentals. If you wish to look at our facilities, please contact the Office of the Senior Pastor at (202) 544-5588, ext. 13 and speak with the Executive Assistant or email us at mtmoriah@mountmoriahchurch.org for an appointment. If you e-mail, please place the words “Rental Request” in the subject line.

Effective Policy Date: January 2016

Mt. Moriah Baptist Church Rental Policy Statement

1. MMBC functions and activities have priority over other renters. Rental applications are considered in the order received.
2. In the case of ongoing use, such as weekly or monthly rental of facilities, MMBC reserves the right to preempt the use of the facilities. In such cases at least two weeks' advance notice will be sent to the contact person for the group.
3. You must sign our Hold Harmless Waiver. A Certificate of Insurance, if available, should be submitted with your application.
4. Freestanding candles with open flames, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
5. Nothing may be attached to walls, pews, ceilings, or floors that might damage same. All decorations must be removed.

MMBC Facility Regulations

- 1) We prohibit smoking on anywhere on MMBC property. Smoking is only allowed outside the building. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may result in cleaning surcharge.
- 2) All MMBC posted traffic and parking directions and signs must be strictly observed on the public streets and MMBC Parking lot.
- 3) MMBC musical instruments, including, but not limited to the organ and piano in the sanctuary and the piano in the chapel, may not be used for any purpose by anyone other than the Minister of Worship and Arts without the express written permission of the Minister of Worship and Arts or the Office of the Senior Pastor. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc. Do not use piano or organ benches for anything other than their intended purpose. Tenants may be assessed a fee to repair any marks, nicks, scratches, or damage of any kind inflicted during tenant use of the building.
- 4) The use of alcoholic beverages anywhere on MMBC property is prohibited.
- 5) Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.
- 6) MMBC is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, books, etc. unattended.

- 7) In the interests of security, the church staff, may, at their discretion, politely question those on the premises. Renters are also requested to politely question anyone who arouses their suspicions and to alert a church staff member and/or call 911 for the Washington Metropolitan Police if they feel at all uncomfortable.
- 8) Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
- 9) No food or gum are allowed in the Sanctuary and Prayer Room except for sacraments.
- 10) At the conclusion of each event, upon leaving the building, you must make certain that:
 - ❖ All lights and appliances are off.
 - ❖ All doors are locked.
 - ❖ Garbage and trash is disposed of properly in trash bins on the parsonage side of the church.
 - ❖ The room is returned to its condition before the meeting – including the arrangement of tables and chairs.
 - ❖ The floor is swept.
 - ❖ If the kitchen is used:
 - ✓ All eating and preparation surfaces are washed clean.
 - ✓ Coffee grounds are disposed of in the trash, not in the sink.
 - ✓ All grease is to be disposed of in a proper container, placed in the trash and not poured down the drain.
 - ✓ All dishes or other kitchen items are washed, dried, and put away.
 - ✓ No food items are left on the premises or in the refrigerator or freezer.
 - ✓ Garbage disposal must be clean.
- 11) Failure to comply with any of these provisions will void the rental agreement and result in a possible cleaning fee.
- 12) Renter shall abide by all written policies.

FEE SCHEDULE Year 2016

One time Use (up to 4 hours)

TBD = To Be Determined

RENTAL AREAS	Church Member	Inactive/Non-Church Member
Sanctuary*	\$0.00	\$600.00
Prayer Room	\$0.00	\$ TBD
Lower Auditorium/Kitchen	\$0.00	\$400.00
3 rd Floor Large Classroom	\$0.00	\$ TBD
Back Basement Area (1 ST floor)	\$0.00	\$ TBD
Children's Area/Nursery	\$0.00	\$ TBD
Choir Room (1 st floor)	\$0.00	\$ TBD
Deacon/Trustee Room	\$0.00	\$ TBD
Women's Lounge	\$0.00	\$ TBD
Parking Lot	\$0.00	\$ TBD
Sexton	\$ TBD per hour <i>(after 9pm M-F and after 2pm Sat/Sun)</i>	\$ TBD per hour <i>(after 9pm M-F and after 2pm Sat/Sun)</i>

Required Church Staff/Gathering Reception for Funeral Services

REQUIRED CHURCH STAFF	Church Member	Inactive/Non-Church Member
Eulogist or Minister*	\$0.00	\$200.00
Musician (pianist/organist)	\$0.00	\$150.00
Choir Director	\$0.00	\$100.00
A/V Staff Person	\$0.00	\$100.00
Culinary Coordinator/Representative	\$0.00	\$100.00
Gathering Reception	\$0.00	\$50.00

SEE WEDDING POLICY FOR OTHER CHURCH FEES.

*Requires Pastor's Approval

Mt. Moriah Baptist Church

Rental Application Form & User Information Sheet

Date: _____

1. Principal contact name: _____
2. Principal contact phone: _____
3. Principal contact address: _____
1. _____
4. Principal contact Fax No.: _____
5. Principal Contact E-mail: _____
6. Secondary contact name: _____
7. Secondary contact phone: _____
8. Secondary contact address: _____
2. If you are a non-profit organization, provide your tax-exempt number:

9. How did you hear about MMBC? _____
10. Which space(s) are you interested in renting?
 - a. Sanctuary ____ Prayer Room ____ Kitchen ____ Lower Auditorium ____
3rd Floor Classroom ____ Back Basement Area ____
11. What date/dates do you need the space? _____
12. What hours will you need access, from start to finish?
 3. Start: _____ Finish: _____
13. Are you insured? Yes/No (circle one)
4. Insurance Agent: _____
5. Insurance(Name/Address/Phone)
14. How many people do you expect to attend your function? _____
15. Will children be attending? Yes/No (indicate one)
16. Will you need Elevator access (for handicap accessibility)? Yes/No (indicate one)
17. Will you be bringing in food?* Yes/No (indicate one) If so, do you need access to our kitchen? Yes/No (indicate one) Would you need to use the stove or oven? Yes/No (indicate one)
18. Will you be using any MMBC musical instruments?*** Yes/No (indicate one)

New – January 2016

19. Do you require Audio/Visual equipment?*** Yes/No (indicate one)

*Catered events require the caterer to provide a copy of their license and insurance bond.

**Organ or Pianos - Use of any MMBC musical instruments requires special permission from MMBC.

*** A/V may only be operated by an authorized MMBC A/V technician.

Please return agreement to:

MT. MORIAH BAPTIST CHURCH
1636 East Capitol Street, N.E.
Washington, DC 20003

For further information:

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Mt. Moriah Baptist Church

Space Rental Agreement

I agree that I represent the individual, group, organization, or entity (“Applicant”),
_____ with which I am affiliated, with respect to all matters concerning use by the
stated Applicant of the facilities owned by Mt. Moriah Baptist Church, 1636 East Capitol Street,
N.E., Washington, DC 20003.

I further guarantee the deposit and/or payment to Mt. Moriah Baptist Church for use of space
according to the following:

I have read the **Mt. Moriah Baptist Church Rental Policy and Guidelines** and agree to
observe these police and guidelines. I agree to sign a Waiver and Release of Liability.

Mt. Moriah Baptist Church reserves the right to cancel any scheduled activity with 48 hours
notice given in order to accommodate any parish activity. Mt. Moriah Baptist Church also
reserves the right to cancel any scheduled group for non-compliance with established guidelines
and/or this agreement.

I further agree to be responsible for any damages incurred to Mt. Moriah Baptist Church
premises and furnishings and agree that the church will not be held responsible for property,
personal or otherwise, left on the premises.

Applicant’s Name

Applicant’s Signature*

Date Signed

**If signed on behalf of Applicant, then Applicant and Signer acknowledge that Signer is authorized to
sign on behalf of Applicant.*

Authorized Signer’s Name

Authorized Signer’s Title

WAIVER OF INSURANCE, INDEMNIFICATION, DEFENSE, AND HOLD HARMLESS AGREEMENT

The below indicated individual, group, organization, or entity (“Applicant”) makes application to use the Mt. Moriah Baptist Church’s (the “Church”) Premises (also termed as facility, space, property or specified area) as identified in the attached rental application for an activity or event (“Event”), and hereby recognizes and accepts the following provisions that will be applicable to Applicant’s planned use of the Premises for the Event:

1. A Security Deposit in the amount of \$_____. The Church makes no representation regarding the suitability, safety, or security during use of the premises.

2. Applicant agrees to indemnify, defend, and hold harmless the Church, its directors, officers, agents, and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the Church for damages resulting from bodily injury, including death, and damage or destruction of real or personal property, arising out of or in consequence of use of the Premises by the below named Applicant or its officers, agents, employees, guests, or invitees.

(Please print)

Applicant Name: _____

Individual Contact Name: _____

Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Event Description: _____

Date of Event: _____ Event Hours: _____

Applicant’s Name	Applicant’s Signature*	Date Signed

**If signed on behalf of Applicant, then Applicant and Signer acknowledge that Signer is authorized to sign on behalf of Applicant.*

Authorized Signer’s Name	Authorized Signer’s Title	