



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

BUILDING RENTAL CONTRACT

This Agreement is entered into as of _____, 20____ by and between _____
_____(Renter), whose address and telephone number are _____

and Millian Memorial United Methodist Church (MMUMC).

This agreement will continue for a period of _____.

GENERAL RULES

- All persons wishing to reserve the use of the building must sign this contract. Please remember that your signature on this contract constitutes responsibility for the attendees of your function, as well as any other parties you might engage to service your function.
- Sunday Church Services, Church School, Funerals, Weddings and associated Millian activities will at all times take precedence over any other activities. MMUMC reserves the right to cancel at any time in advance of the event.
- All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage.
- The persons signing the Application/Contract for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Millian UMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
- No permission is given to use any Millian materials or supplies, including any existing materials in classrooms and closets.
 - Users will not use Millian's name as a sponsoring organization in any advertising or promotional literature for an event.
 - Users will not publish Millian's phone number as the number to call for information or leave messages.

Please refer to Attachment 1 on page 5 of this contract for "Church Property Use Policy".

ROOMS AND FEES POLICY

- Rentals are for rooms specified on the Event Information Sheet only. For Rooms Approved, please refer to the Weekly Schedule Form "F1" on page 6(Attachment2). Users will only use the areas of the church specified in the agreement. Use of non-authorized areas will result in an additional charge to the user.
- If other groups are scheduled elsewhere in the building, renters shall make every effort to avoid disturbing their activities.
- All rooms have been designated with a standard room setup. Any room setup changes are to be handled by the person/group requested and it is their responsibility to rearrange the room to its normal standard room setup as it was found. Failure to comply may result in an additional fee.
- Use of space requests not included in this contract must be made with a minimum of 14 days prior to the event/activity. Based on space availability, a request may be declined and not approved.