

APPLICATION FOR BUILDING USE
MARVIN MEMORIAL UNITED METHODIST CHURCH
33 University Blvd East, Silver Spring, MD

DATE _____

NAME OF ORGANIZATION _____

ADDRESS _____

TELEPHONE _____

PURPOSE OF EVENT _____

CONTACT PERSON _____ PHONE _____

ON SITE CONTACT PERSON _____ PHONE _____

EMAIL ADDRESS _____

DATE(S) OF USE _____ DAYS OF WEEK _____

ROOM(S) REQUESTED _____

NUMBER OF PARTICIPANTS _____

HOURS: FROM _____ TO _____

I have read and received a copy of the building use regulations and further agree to observe the regulations and that our group or organization will assume all responsibility.

Signature of Authorized Representative _____

Upon approval and acceptance, full room charges and any other applicable charges (i.e key deposit or custodial fee will be PAID IN FULL along with any security deposits. Key and or security deposits will be returned at the end of the event ONLY if room and equipment are found to be in satisfactory condition and keys are returned.

FOR OFFICE USE ONLY

Church calendar cleared _____ Approved by _____ Disapproved _____

Room Selection

- | | | |
|-----------------------|--------------------------|--------------------------------------------------|
| Small Room | <input type="checkbox"/> | Security Deposit Received _____ Cash/Check _____ |
| Large Room (204, 111) | <input type="checkbox"/> | Room rental Fee _____ |
| Chapel | <input type="checkbox"/> | Set up fee received _____ |
| Hamilton Hall | <input type="checkbox"/> | Cleaning Fee received _____ |
| Sanctuary | <input type="checkbox"/> | Key Deposit Received _____ |

Additional Fees

- | | | |
|--------------|--------------------------|-------------------------------------------------|
| Room Set up | <input type="checkbox"/> | Total Amount Received _____ Date received _____ |
| Key Deposit | | |
| Cleaning Fee | | |

Rooms Occupancy Limits and fees

Please note each room usage is limited to 4 hours and any additional hours will have a charge.

Room & Occupancy	Rental Fees	Deposit Fees	Additional Hour fee	Cleaning fees	Room Setup Fee	Key Deposit per key
Chapel → 57	\$350/\$175*	\$150	\$100/50*	\$50	N/A	\$10
Fellowship Hall 423 → Chairs 197 → Chrs & Tbls	\$500/\$250*	\$250	\$125/55*	\$75	\$75	\$10
Sanctuary Lower → 434 Loft → 60	\$700/\$350*	\$250	\$150/75*	\$75/50	N/A	\$10
Large Room 204 → 140 Chrs 111- → 192 Chrs	\$200/\$100*	\$100	\$55/25*	\$50	\$50	\$10
Small Room → 25	75.00	\$75	\$50/25*	\$50	N/A	\$10

**Indicates fees for non related church activities for church members*

Marvin Memorial United Methodist Church
33 University Blvd, East, Silver Spring, Maryland 20901
(301) 593-5100

The facilities of Marvin Church are dedicated to the worship of God and service to the community. Requests for use of the property by outside organizations such as religious, educational, cultural and civic groups are considered by the Board of Trustees. An organization granted use of the church facilities is expected to treat the property with the utmost care and must abide by the regulations stated in this application.

REGULATIONS FOR BUILDING USE

1. Chairs, tables, and other equipment moved must be replaced as originally found.
2. All windows and doors must be closed and locked and all lights, including restrooms, must be turned off before leaving the premises.
3. Trash shall be placed in containers provided. When taking trash to the dumpster, **PLEASE** do not use a path through the church that is carpeted to take the trash out as leaking trash ruins the carpets.
4. No smoking, no use of alcoholic beverages, no gambling, no profane language use or loud noises will be permitted.
5. Any damages to building property and/or equipment shall be reported to the church office at 301-593-5100. Damages not reported will be charged to the group who last uses a room before damages are reported.
6. Use of space other than that authorized is not permitted.
7. Meetings must be kept within the timeframe permitted on your application. Unauthorized or additional use will be charged to your group accordingly.
8. Whenever children and or youth are in the building, we expect a ratio of 1 Adult to groups of no more than 10 youth. Youth must be monitored **AT ALL** times while in the building. Because safety is a major concern, children left unattended can and will result in the revocation of building use by the offending group or organization.
9. Signage, hanging pictures and other alterations must have the approval of the church staff. Decorations shall not mar walls or woodwork. Only masking tape may be used on walls and woodwork and must be removed promptly when no longer necessary.
10. In the event that your meeting or event is cancelled, please contact the church office at your earliest convenience to let us know.
11. No equipment or materials may be stored or left overnight without special permission and Marvin assumes no liability for materials or equipment belonging to outside groups.

The church charges for maintenance, heating, air-conditioning and lighting. The price schedule is per use. Upon approval, use charges should be paid in full. The key deposit, if charged, will be returned upon final inspection of the facilities used.

GROUPS USING FACILITIES ON FRIDAY NIGHT AND/OR SATURDAY WILL PAY A \$75.00 CUSTODIAL FEE (THIS FEE IS NON-REFUNDABLE) TO ENSURE THAT THE FACILITY WILL BE SUITABLE FOR SUNDAY USE.

THE BOARD OF TRUSTEES OF MARVIN CHURCH HAVE ESTABLISHED THE POLICY THAT WHEN MONTGOMERY COUNTY SCHOOLS ARE CLOSED DUE TO SNOW AND/OR ICE, THE CHURCH WILL BE CLOSED TO ALL MEETINGS AND ACTIVITIES.