



301 ROWE BOULEVARD  
ANNAPOLIS, MD 21401

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## **BUILDING USE APPLICATION AND CONTRACT**

The person signing this Application and Contract and the organization on whose behalf the Application is being made (collectively the "Applicant") are responsible for compliance with this Contract regarding use of specified portions of the facilities of Calvary United Methodist Church ("CC"). Please read carefully, fill out all sections, initial at the bottom of each page, and sign in the signature page at the end of this Contract.

1. ORGANIZATION, GROUP OR PERSONS SEEKING USE:

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2. RESPONSIBLE PARTY:

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3. ADDRESS:

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4. TELEPHONE: \_\_\_\_\_

5. EMAIL: \_\_\_\_\_

6. DATE OF USE AND TIME:

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7. FACILITY and ROOM DESIRED:

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8. TYPE OF ACTIVITY OR PROGRAM:

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Number of Persons Expected: \_\_\_\_\_

Children: \_\_\_\_\_

Adults: \_\_\_\_\_

## CONTRACT TERMS:

1. The responsible party listed on the application shall be present at all times whenever the group is using the facilities of CC, and shall be responsible for the proper care and use of the CC facilities and conduct of those attending.
2. If approved, a signed copy of the application will be returned to the responsible party named on the application, upon payment of the applicable fee.
3. Applications will be approved based upon the times designated on the applications, for no longer than one year. Applications for on-going programs must be re-submitted and accepted annually.
4. Area of use is limited to that designated on the signed application. Storage is not available.
5. CC will attempt to provide you with a specific room, if so requested, but CC will be finally responsible for assigning available rooms. CC reserves the right to withdraw the use of the facilities or to assign a different room from the one requested, at its sole discretion. As much advance notice as possible will be given to the group involved and, if necessary, all fees will be refunded in a timely manner.
6. The use of the specified CC rooms shall be limited to the purpose stated in this contract and no other use will be permitted. The applicant's use of CC must comply with the Building Use Policies and Procedures, attached and made a part of this contract.
7. Permission to use CC facilities is non-transferrable from both the group and the responsible party.
8. It is understood that the contract can and will be immediately revoked should CC discover, either during or prior to an event, that the said group/organization has misrepresented its philosophy and/or reason for being, its purpose in requesting the use of the church's facilities, its plan for conducting the event, or has violated one of more of the policies and procedures listed herein.
9. A Certificate of Insurance providing general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property, arising at any time during and/or out of the applicant's use or occupancy of CC's facilities, must be submitted with the application.
10. Applicant shall indemnify, defend, and hold harmless CC, its officers, employees, and agents, from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising out of or in any way connected with Applicant's use or occupancy of CC facilities.

11. Applicant shall report any personal injuries or property damage arising out of or in any way connected with applicant's use or occupancy of CC facilities to CC's Administrative Assistant, in writing as soon as possible.
12. In the event the CC facilities are left damaged by applicant, applicant shall be charged for any and all janitorial and/or repair fees incurred by CC.
13. If any provision of this contract is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

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**I am an authorized agent of the Applicant submitting this application and contract. The information provided in this document is true and correct. I have read and understand this document and agree to all of the terms of this contract and the applicable policies and procedures.**

Applicant Signature \_\_\_\_\_

Print name \_\_\_\_\_

Organization \_\_\_\_\_

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Approved       Denied

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*Administrative Assistant, Calvary United Methodist Church*

Date: \_\_\_\_\_

Donation: \_\_\_\_\_

# BUILDING USE POLICIES AND PROCEDURES

## I. General Policy

The use of the Calvary United Methodist Church (CC) building and grounds is under the control of the Board of Trustees and the Lead Pastor. Its primary purpose is for use by CC members and groups, and other church-affiliated groups and organizations, for worship and other church purposes. The secondary purpose for its use is to benefit the general Annapolis community. The CC facilities shall be available to not-for-profit community organizations and groups whose philosophies of operations and reasons for being are in harmony with the Social Principles of The United Methodist Church (as set forth in *The Book of Discipline of The United Methodist Church*). The CC facilities available for use include: Fellowship Hall, parlor, library, large and small classrooms, and sanctuary. The gymnasium and kitchen are not available for non-church groups at any time.

## II. Application and Approval Procedure

- a. Calvary Church groups shall coordinate the use of the church facilities by contacting the Director of Administration to be placed on the church calendar for scheduling purposes.
- b. Non-Calvary Church groups shall submit the Building Use Application and Contact form to the Director of Administration with a Certificate of Insurance as specified in the application form. Those applications requesting one-time use shall be determined by the Director of Administration based on calendar availability; those applications requesting on-going use shall be determined by the Director of Administration and Executive Pastor; all other applications will be determined in consultation with the Director of Administration, the Executive Pastor, and the Chair of the Board of Trustees. All decisions will be based upon the current physical condition of the facilities being requested, the nature of the group and function of their use of the facility, and calendar availability. The Director of Administration shall be responsible for the scheduling, room usage, and coordination of the use of the CC building and grounds. A signed copy of the approved Application and Contract will be provided to the applicant.

### III. General building use policies

- a. No temporary pictures, posters, etc. are to be taped to the walls using tape, tacks, nails, etc.- only the use of “sticky putty”, painter’s tape, Command hooks, or comparable materials is permitted.
- b. The sale of any items on Sunday mornings, 8:30 am – 12:30 pm. is forbidden in the Main Lobby of the church.
- c. Smoking/tobacco products/E-cigarettes and/or use of alcohol/drugs is not permitted anywhere on the church property.
- d. Gambling of any sort for the purpose of gambling or fundraising is not permitted on the church property. This includes use of raffles, lotteries, bingo, door prizes, other drawing schemes, and games of chance.
- e. No helium balloons are allowed at any time in the sanctuary or fellowship hall.
- f. No one over the age of 8 is allowed to use the equipment on the church playground. All children present on the playground must be supervised by a person over the age of 18.
- g. All other children and youth activities shall be adequately supervised by adults at all times in accordance with our Safe Sanctuary policies and procedures. Minimum requirements are at least two adults for any room where there are children or youth.

### IV. Procedures for Use by Non-church Groups.

- a. Except for tables and chairs, no other equipment or supplies are provided by the church for the use of non-church groups. This includes cups, napkins, coffee, and trash bags.
- b. The use of the church audio/media systems and equipment is available only by prior arrangements. A fee for their use and a staff liaison may be required.
- c. The group is responsible for setting up for their event and for returning the room(s) to the original condition, as follows:
  - Clean tabletops if necessary
  - Replace chairs, tables, and equipment as originally found
  - Broom sweep/mop floors or vacuum carpets, if necessary. Spills on carpet and tables/countertops are to be cleaned and dried immediately.  
*(Custodial closets are located across from lower level bathrooms and at the foot of stairway going up to the eastern end of the sanctuary.)*
  - All left-over food is to be removed from the church.
  - Garbage is to be bagged, tied, and deposited in the larger, blue dumpster on the southern end of the lower parking lot. Recyclable materials are to be put in the smaller, blue recycle bin next to the larger garbage dumpster on the southern end of the lower parking lot.
  - Close and lock all windows.
  - Turn out all lights in rooms, hallways, and restrooms.
  - Close all doors.

- d. A staff liaison may be assigned to your group event, for which a fee may apply.
- e. Access to the facilities during normal business hours M-F, 8:30 am – 3:30 pm will be through the Main Lobby. Access during weekends and other times will be determined on a case-by-case basis.
- f. If a key is provided for groups meeting on a long-term repeating basis, a \$150 cash deposit will be collected, to be refunded when the key is returned on an agreed-upon date. The key is to be kept in the possession of and used only by the responsible party listed on the application.

V. Donations for use of church facilities.

Donations for the use of CC facilities shall be established by the Lead Pastor and the Chair of the Board of Trustees, with input by the Director of Administration. Donations are due in advance of the use of the facilities.

a. (non members):

Fellowship Hall:	\$250.00	4 hours
	\$400.00	Over 4 hours
Parlor:	\$ 75.00	4 hours
Large classrooms	\$100.00	4 hours
Small classrooms	\$ 75.00	4 hours
Sanctuary	\$500.00	4 hours

Events that meet weekly and/or all day may be negotiated separately.

b. (members for personal use):

Fellowship Hall	\$125.00	4 hours
	\$200.00	Over 4 hours
Parlor:	\$ 40.00	4 hours
Large classrooms	\$ 50.00	4 hours
Small classrooms	\$ 40.00	4 hours
Sanctuary	(case by case)	

VI. Exceptions to the above stated policies and procedures may be made by the Board of Trustees and the Lead Pastor of CC on a case-by-case basis at CC's sole discretion.

These policies were adopted by the Board of Trustees of Calvary United Methodist Church, Annapolis, MD as of March 12, 2015.