

# Rental Application For Gaithersburg Campus

Date of Application: \_\_\_/\_\_\_/\_\_\_

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone # \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address of Applicant/Organization: \_\_\_\_\_

Person(s) Responsible For Event: \_\_\_\_\_ Telephone # \_\_\_\_\_ Cellphone # \_\_\_\_\_

**NATURE OF EVENT:**    Wedding    Recital    Others \_\_\_\_\_

**RENTAL FEES:**

|  | <b>Member<br/>(Non-profit Activities)</b> | <b>Non-Member OR<br/>Member (For-profit Activities)</b> |
|--|---|---|
| <input type="checkbox"/> Sanctuary                   | \$150.00                                  | \$250.00  |
| <input type="checkbox"/> Chapel (2 <sup>nd</sup> Fl) | \$100.00                                  | \$200.00  |
| <input type="checkbox"/> Fellowship Hall             | \$100.00/hour                             | \$200.00/hour (2 hr. min)                               |
| <input type="checkbox"/> Conference Room _____       | \$ 50.00 each                             | \$ 75.00 each   |
| <input type="checkbox"/> Classroom _____             | \$ 25.00 each                             | \$ 50.00 each   |
| <input type="checkbox"/> Kitchen                     | \$ 50.00                                  | \$100.00  |

**UTILITY CHARGES:**

|  |                             |  |                             |
|--|-----------------------------|--|-----------------------------|
| <input type="checkbox"/> Sanctuary       | \$50/hr.   \$150 daily max. | <input type="checkbox"/> Chapel          | \$50/hr.   \$150 daily max. |
| <input type="checkbox"/> Fellowship Hall | \$50/hr.   \$150 daily max. | <input type="checkbox"/> Conference Room | \$25/hr.   \$ 75 daily max. |
| <input type="checkbox"/> Classroom       | \$25/hr.   \$ 50 daily max. |  |                             |

**MISC FEES:**

|                                   |                            |  |
|-----------------------------------|----------------------------|--|
| Audio/Video Equip:                | <input type="checkbox"/>   | \$ 75 per event (If Required)                                |
| Audio/Video Tech:                 | <input type="checkbox"/>   | \$100 per day (Required if A/V Equip..box is checked)        |
| Custodian Fees: ( <b>A or B</b> ) | <input type="checkbox"/> A | \$ 75 (Set-up, tear down, trash removal, sweep & mop floors) |
| Required for F.H. rental          | <input type="checkbox"/> B | \$ 75 (Sweep & mop floors)                                   |
| Pianist: (Optional)               | <input type="checkbox"/>   | \$100 per hour (Min. 2 hours)                                |
| Event Coordinator:                | <input type="checkbox"/>   | \$200 (Required for non-office hour rental)                  |

**EQUIPMENT REQUEST:**

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Audio                         | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Projection Screen |
| <input type="checkbox"/> Chairs (#)_____               | <input type="checkbox"/> Tables (#)_____    | <input type="checkbox"/> Teapots (#) _____ |
| <input type="checkbox"/> Others (Please specify) _____ |   |  |

Date of Event \_\_\_\_\_ Hours: \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Hours: \_\_\_\_\_

No. of Guests: \_\_\_\_\_

Food:       None     Full Meal     Refreshment     Coffee/Tea

*If this application is approved, the conditions on the reverse side of this application will be observed. The above named applicant/ Organization agrees to assume all responsibilities for damages, loss, or other liabilities arising from the use of the Church facilities. A \$500.0 refundable deposit and rental related fees (two checks) are required at the time of application.*

Signed: \_\_\_\_\_

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FOR OFFICIAL USE ONLY

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Supervising Elder                      Date                      Deacon, Physical Facilities Dept.                      Date

Notified: (If applicable) \_\_\_\_\_ Assigned to: \_\_\_\_\_  
Deacon, Media Dept                      Date                      Event Coordinator                      Date

Rental Amount: \_\_\_\_\_

Remarks:

## Rental Policy

1. Events sponsored by the Chinese Bible Church of Maryland (hereinafter “Church”) have first priority for use of the Church facilities. Sponsorship is defined as events planned by a department, approved by the cognizant deacon-in-charge with the consent of the supervising elder, minister or pastoral staff. Church-wide events are those approved by Board of Elders (BOE) or regularly scheduled on the Church calendar.
2. When not in use by the groups defined above, facilities may be available for rental for Christian activities or activities that are not contrary to our Church mission and bylaws. An application shall be submitted to the Church office at least two (2) weeks in advance.
3. Upon approval of the application by the supervising Elder of the Physical Facilities Dept. (PFD) (in his absence, the alternate supervising Elder of PFD) and Deacon of the PFD, the applicant shall be notified of any relevant rental charges. Charges will vary and based on the nature of the activities, space requirements, use of utilities, usage of audio/video equipment and custodian services required.
4. A \$500.00 refundable deposit plus any rental fees (2 separate, post-dated checks) are required from each applicant, applicable to both member or nonmember, at the time of application. Deposit shall be returned to applicant within five (5) days upon a satisfactory inspection of the rented space for any damage by the Deacon or the designee of the PFD.
5. Church member renting the facilities for personal milestone events (ex: wedding, large-scale birthday or anniversary reception, etc.) shall incur no rental fees. However, a charge will be assessed for custodial service and related utility charges based on the published fee schedule. Utilities and cleaning cost are waived for memorial service of a Church member or an immediate family member of a Church member.
6. Members renting the church facilities must be the primary user or host. Members are prohibited from renting Church facilities on behalf of non-members in order to qualify for a reduced rate.
7. Church facilities will not be available for any activity that is secular in nature and contrary to Church mission and bylaws, nor will it be available for long-term rental of any for-profit activities. Occasionally, the BOE may authorize the rental for secular activity which either provides a needed service to the local community or as an out-reach apparatus. If the nature of a particular event cannot be readily categorized, the supervising elder for facilities, in consultation with the BOE, shall make the final decision.
8. On certain occasions, the facilities may be available to non-affiliated church(es) for worship service when its regular place of worship is interrupted by weather or natural disasters. Such one-time rental is available at the customary rate that is otherwise paid by the applicant for its regular place of assembly. However, continued rental of Church facilities under such circumstance will be treated as “non-member” rental and all applicable fees shall apply.
9. Rental for Christian event officially sponsored by the Church will be free of charge. All applicable fees shall apply to rental for Christian event not officially sponsored by the Church. (Exception may be considered by the PFD deacon and supervising elder)
10. Smoking and alcoholic beverages are not permitted on Church premises. Beverages or food is not permitted in the Sanctuary, Chapel or classrooms. Adhesive tape may not be used on walls, nor objects hung on the drapes or ceiling; nor may wall hangers be affixed to the walls of the rental facilities without prior approval of the Church. The removal of Church equipment (ex: chairs, tables, overhead projectors, etc.) from Church premises is prohibited. The Church organ, piano and audio equipment are to be used by special permission only. Decorations such as streamers, color ornaments, flowers and balloons are to be properly disposed of at the end of events.
11. Applicant must submit proof of liability coverage and/or sign a wavier of liability and consequential damage prior to the rental date of this application. Absence of this document will render the application null and void.
12. The signer of this application shall assume full responsibilities for damages or loss during his/her organization’s use of the Church facilities. A responsible individual representing the applicant/ organization shall be in the Church building 15 minutes before each event, and shall be responsible for seeing that the event is confined to the facilities made available.
13. When warranted and in consultation with the Supervising Elder, the Deacon of the PFD may adjust rental fees for certain non-profit organizations (such as Mom's Club) so that they may use CBCM facilities at a reduced rate. Rental/operational fees may also be adjusted annually by the Deacon of the PFD & the Supervising Elder.
14. Approved applications are not transferable and are subject to cancellation by the Church.

**Additional Rules For Rental Of Fellowship Hall**

1. Fellowship Hall is not available during the following hours:-
  - a) After 10:00pm (Except wedding rehearsal)
  - b) Before 2:00pm on Sundays
  - c) Friday evening (Except wedding rehearsal)
  - d) All Saturday events shall conclude no later than 9:00pm
2. No adhesive tape of any kind shall be applied by the applicant to the Fellowship Hall floor.
3. The applicant will be responsible for conduct of all participants, spectators and others connected with this rental.
4. The removal of furniture or equipment from Church premises is prohibited
5. All groups are responsible for policing the area and returning tables, folding chairs, etc. to designated areas after use
6. The person or persons signing the rental application will be held responsible for payment of rental and other charges, Such person or persons will also be financially responsible for any damage or loss to facilities and equipment.

**Wedding Rental Only**

1. Event coordinator (EC) is the point-of-contact between the Church and the wedding party. All matters relating to the rental must be brought to the attention of the EC who will then make necessary arrangements to ensure rehearsal and the wedding are not impeded in any ways by Church activities, facilities and/or equipment.
2. Wedding rehearsal is limited to a two-hour period. Sanctuary is available for decoration during or immediately after the rehearsal, but no later than 11:00pm. All decorations must be removed at the conclusion of the rental period.
3. If the Fellowship Hall is also reserved for a reception and/or banquet, it is available for decoration/set up only after the conclusion of its' regularly scheduled event (usually after 9:30pm). If the Fellowship Hall is not used by any Church group, then it is available for decoration/set up; but no later than 11:00pm.
4. If additional time is needed for decoration and set up, the church is open 9:00am on the day of the wedding.
5. Church facilities must be restored to its' prior conditions at the end of the rental period or the deposit will be reduced or forfeited. The EC will inspect the facilities and determine if additional work is required to ensure the facilities is ready for its' next scheduled event.

**Indemnification**

1. The signer of this application shall assume full responsibilities for damages or loss during his/her organization's use of the Church facilities. A responsible individual representing the applicant/organization shall be in the Church building 15 minutes before each event, and shall be responsible for seeing that the event is confined to the facilities made available.
2. The applicant will hold the Church harmless from claims arising out of the use of the Fellowship Hall for the function being sponsored, on the specified date or dates. The sponsoring groups may be required to furnish a bond or certificate of insurance to indemnify the groups and the Church against any and all suits for injury of loss sustained by attendance at the function. If insurance certificate is requested and not provided by the applicant at least 48 hours before the event, the approved application will be revoked.

Signed: \_\_\_\_\_

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