



**Hopkins United Methodist Church
13250 Highland Road, Highland, MD
20777 Facility Use & Rental
Agreement**

SECTION 1 – RENTER INFORMATION

Renter / Organization Name	
Primary Contact Name	
Mailing Address	
City, State, ZIP	
Phone Number	
Email Address	
Relationship to Church	

SECTION 2 – EVENT DETAILS

Event Name / Description	
Expected Number of Attendees	
Nature / Type of Event	
Event Date(s)	
Event Start Time	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
Event End Time	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
Building Access Begins	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM (setup / arrival time)
Required Vacate Time	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM (building must be locked & clear)

SECTION 3 – FACILITIES REQUESTED

Check all areas requested and note any specific rooms or spaces:

Church Sanctuary Educational Building Parking Lot

Specific Rooms / Areas Needed	
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Use of areas not listed above is prohibited without prior written approval from church leadership.



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SECTION 4 – USE LIMITATIONS & CONDITIONS

4A – Church Sanctuary

- The Sanctuary may be used only for worship services, religious ceremonies, memorial services, weddings, concerts, and other programs consistent with the mission of the church.
- No food or beverages are permitted in the Sanctuary except for approved communion or sacramental use.
- No rearrangement of pews, furniture, or audio/visual equipment without prior written consent. • Candles are permitted only with prior written approval and must be contained in appropriate holders. Open flames of any other kind are strictly prohibited.
- Decorations may not be affixed to walls, pews, or fixtures using nails, staples, tape, or adhesives without written approval.
- The Sanctuary sound system and projection equipment may be operated only by authorized church personnel or trained operators approved in advance.
- Photography and video recording must be non-disruptive. Any professional recording or broadcast must be approved in writing in advance.

4B – Educational Building

- The Educational Building may be used for meetings, classes, receptions, fellowship gatherings, and similar community events consistent with the values and mission of the church.
- Renter is responsible for setup and cleanup of all rooms used. Furniture must be returned to its original arrangement before vacating.
- Kitchen facilities, if approved for use, must be left clean. All food, beverages, and supplies brought by the Renter must be removed at the conclusion of the event.
- Renter must not prop open exterior doors or allow unsupervised access by non-participants. • Children and minors must be supervised by responsible adults at all times. The Renter is solely responsible for the supervision and safety of all minors attending the event.
- Alcohol, tobacco, illegal substances, and gambling are prohibited on church property at all times.

4C – Parking Lot

- Use of the parking lot is limited to parking of vehicles belonging to event attendees. No commercial activity, markets, vehicle sales, or drive-through events are permitted without prior written authorization. • Renter is responsible for orderly traffic flow and parking. The church assumes no liability for accidents, theft, or vehicle damage occurring in the parking lot.
- No overnight parking is permitted without prior written approval.
- Vehicles must remain within marked spaces. Blocking fire lanes, hydrants, or neighboring property is strictly prohibited.
- Temporary structures (tents, stages, trailers) may only be placed in the parking lot with prior written approval and may require additional permits.



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SECTION 5 – ACCESS, SECURITY & VACATE REQUIREMENTS

- The Renter may access the designated facility no earlier than the Building Access time specified in Section 2. Early access is not permitted without prior written approval.
- The Renter and all event attendees must vacate the premises no later than the Required Vacate Time specified in Section 2. This includes all cleanup, removal of personal items, and securing of the facility. • If the Renter fails to vacate by the required time, a late fee of \$_____ per hour (or portion thereof) will be assessed and deducted from the security deposit or billed separately.
- The Renter is responsible for ensuring all exterior doors and windows are locked, all lights are turned off, all thermostats are returned to their original settings, and all trash is bagged and placed in designated receptacles before vacating.
- Any keys, access codes, or security credentials provided to the Renter must be returned immediately upon conclusion of the event. Lost keys or unreturned credentials will result in re-keying costs charged to the Renter.
- The church reserves the right to have a church representative present at any time during the event.

SECTION 6 – FEES, DEPOSIT & CANCELLATION

Facility Use Fee	\$
Security / Damage Deposit	\$
Total Amount Due	\$
Deposit Due Date	N/A
Balance Due Date	
Payment Method	

- The security deposit is refundable within 14 days following the event, provided the facility is returned in its original condition, the event concludes on schedule, and no violations of this Agreement have occurred. • Cancellation with 30 or more days' notice: full refund of deposit. Cancellation with 15–29 days' notice: 50% of deposit forfeited. Cancellation with fewer than 14 days' notice: full deposit forfeited. • The church reserves the right to cancel this Agreement at any time due to unforeseen church needs, emergencies, or violations of this Agreement, with refund of all fees paid.

SECTION 7 – INSURANCE

The Renter is strongly encouraged to obtain event liability insurance in a minimum amount of \$1,000,000 per occurrence. Larger events (over 100 attendees), events involving minors, or events involving amplified music or cooking may be required to provide proof of liability insurance naming Hopkins United Methodist Church as an additional insured at least 14 days prior to the event. Failure to provide required insurance documentation may result in cancellation of the Agreement without refund.

Version 2.0 Hopkins United Methodist Church – Confidential and Proprietary Page 3 of 5



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SECTION 8 – LIMITATION OF LIABILITY & INDEMNIFICATION

THE RENTER AGREES TO THE FOLLOWING TERMS:

- **Assumption of Risk.** The Renter and all event attendees use church facilities entirely at their own risk. The Renter acknowledges that church facilities may have inherent risks and assumes full responsibility for any and all injuries, damages, losses, or claims arising from or in connection with the event.
- **Indemnification.** The Renter shall indemnify, defend, and hold harmless Hopkins United Methodist Church, its staff, volunteers, officers, directors, and agents from and against any and all claims, demands, causes of action, damages, losses, costs, or expenses (including reasonable attorneys' fees) arising out of or resulting from: (a) the Renter's use of church facilities; (b) the acts or omissions of the Renter, its guests, or attendees; (c) any violation of this Agreement; or (d) any damage to property or injury to persons occurring during the rental period.
- **No Liability for Property.** Hopkins United Methodist Church shall not be responsible or liable for the loss, theft, or damage to any personal property, equipment, decorations, or materials brought onto the premises by the Renter, attendees, or third parties.
- **No Liability for Vehicles.** Hopkins United Methodist Church assumes no responsibility or liability for loss, theft, damage to, or accidents involving vehicles parked on church property during the event.
- **Limitation of Damages.** In no event shall Hopkins United Methodist Church's liability to the Renter exceed the total facility use fee paid under this Agreement.
- **No Warranty.** Church facilities are provided 'as is.' Hopkins United Methodist Church makes no representations or warranties as to the fitness, suitability, or safety of the facilities for any particular purpose.

SECTION 9 – GENERAL CONDITIONS

- **Compliance with Laws.** The Renter shall comply with all applicable federal, state, and local laws, ordinances, and regulations, including fire codes, occupancy limits, and health regulations.
- **Non-Discrimination.** Church facilities are made available consistent with the church's religious beliefs and mission. The church reserves the right to decline rental requests for events that are inconsistent with its faith, values, or mission.
- **Prohibited Conduct.** Foul language, harassment, intimidation, illegal activity, or conduct unbecoming of a house of worship is strictly prohibited and may result in immediate termination of the event without refund.
- **Damage to Property.** The Renter shall be fully responsible for any damage to church property, facilities, furnishings, or equipment occurring during the rental period. The cost of repairs or replacement will be charged to the Renter and deducted from the deposit or billed separately if costs exceed the deposit amount.

- No Alterations. The Renter shall not make any permanent or temporary alterations to the facility without prior written consent from church leadership.
- Entire Agreement. This Agreement constitutes the entire understanding between the parties and supersedes any prior verbal or written representations. Any modifications must be made in writing and signed by an authorized representative of Hopkins United Methodist Church.
- Governing Law. This Agreement shall be governed by the laws of the State of Maryland. Any disputes shall be resolved in the courts of Howard County, Maryland.
- Severability. If any provision of this Agreement is found invalid or unenforceable, the remaining provisions shall continue in full force and effect.

Version 2.0 Hopkins United Methodist Church – Confidential and Proprietary Page 4 of 5



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SECTION 10 – AGREEMENT & SIGNATURES

By signing below, the Renter acknowledges that they have read, understand, and agree to all terms and conditions of this Facility Use & Rental Agreement, including the limitation of liability and indemnification provisions. The Renter certifies that the information provided herein is accurate and that they are authorized to enter into this Agreement on behalf of the organization named above.

Renter Signature Date

Renter Printed Name	
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Authorized Church Representative Signature Date

Printed Name & Title	
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This agreement is not binding until signed by an authorized representative of Hopkins United Methodist Church. A copy of this signed agreement will be provided to the Renter.