



Saint Michael and All Angels Episcopal Church  
2013 St. Paul Street  
Baltimore, MD 21218-5929  
(410) 685-3128

## Facility Rental Application/Agreement

This Rental Agreement is made by and between Saint Michael and All Angels Episcopal Church, hereinafter called “SMAA”, and \_\_\_\_\_, hereinafter called the “Lessee” in connection with space at SMAA to be rented to Lessee for a specified period of time, hereinafter called “SMAA Rental Space.”

### 1. RENTAL INFORMATION

Name of Lessee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_

Setup Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Setup Time: \_\_\_\_\_ to \_\_\_\_\_

Caterer(s): \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_ (may not exceed Fire Marshall Capacity)

Rental Deposit (Security Fee and 50% of the Rental Fee(s)) is due at the time of contract execution. The remaining balance is due not later than seven (7) days prior to the Event Date.

**2. RENTAL FEE SCHEDULE (Check all that apply)**

- Lower Guild Hall: \$100 per hour
- Upper Guild Hall: \$125 per hour
- Upper Guild Full Commercial Kitchen: \$100 per event
- Sanctuary: \$600 per event
- Sound System: \$150 per event (Sanctuary only)
- Organ: \$150 per event
- Piano: \$75 per event
- Education Center Classrooms:
  - Room #1 (large) \$100 per hour
  - Rooms #2 and/or #3 (small) \$75 per hour for each room
  - Rooms #1, #2 and #3 -\$200 per hour

<b>Sum of Rental Fee(s)</b>	
<b>Security Fee (\$75.00 per event)</b>	<b>\$75.00</b>
<b>Total Rental Fee(s) and Security Fee</b>	
<b>Rental Deposit (Security Fee and 50% of Rental Fee(s)) (due at the time of contract execution)</b>	
<b>Remaining Balance (due not later than seven (7) days prior to the Event Date)</b>	

By signing below, the Lessee agrees to pay the Total Rental Fee(s) and Security Fee in full not later than **seven (7) days** prior to the Event Date. Payments may be made by check or money order to the order of "Saint Michael and All Angels Episcopal Church." No cash will be accepted. A \$35.00 fee will be assessed to all checks that are returned as nonpayable.

**Signature of SMAA Representative:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

SMAA Rep: \_\_\_\_\_ Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

In consideration of the covenants and agreements made by the Lessee, I hereby accept this application on behalf of the Saint Michael and All Angels Episcopal Church so as to permit the Application the right to use the SMAA Rental Space at the time or times specified therein.

**Signature of Lessee:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**SMAA Date of Approval/Disapproval of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

### **3. RENTAL TERMS**

SMAA Rental Space may be rented for not more than a total of \_\_\_\_ (\_\_\_) hours to Lessee, unless otherwise pre-approved by a SMAA Representative writing.

Tables and Chairs in the SMAA Rental Space will be set up by SMAA in accordance with Lessee specifications.

All Caterer(s) engaged by Lessee to provide services in the SMAA Rental Space must be certified by the Baltimore City Health Department.

**INSURANCE:** The Caterer(s) (or the Lessee) must provide to SMAA, at least ten (10) days in advance of the Event Date, its proof of insurance demonstrating its compliance with liability coverage as required by all relevant laws and regulations; and has named SMAA as an additional insured party under its liability coverage. By signing below, the Lessee understands and agrees that SMAA is not responsible for (nor does its insurance cover) the Lessee or its guests in the SMAA Rental Space under this Rental Agreement. The Lessee represents and warrants that it has obtained sufficient liability coverage in connection with the Event, as required by all relevant laws and regulations; has obtained the above mentioned additional insured endorsement to their liability insurance policy; and understands and agrees that they must provide proof of such insurance to SMAA not less than ten (10) days before the Event Date.

**DAMAGES:** By signing below, the Lessee understands and agrees that SMAA is not responsible for any damage to the Lessee, its property or injuries to any guests of the Lessee at the event. The Lessee understands and agrees that the SMAA Rental Space must be returned in the same condition as received by the Lessee. By signing below, the Lessee understands and agrees that, in addition to the forfeiture of the Lessee's Security Fee, the Lessee will be responsible for any losses or damage(s) incurred to the SMAA Rental Space by Lessee's helpers, hired staff, other service providers and guests. The Lessee agrees to remove its garbage from SMAA after its Event.

**INCLEMENT WEATHER:** The Lessee understands that SMAA Rental Space may not be available during inclement weather, and that SMAA will not be in breach of this Rental Agreement or responsible for damages to the Lessee or the Lessee's Event due to inclement weather.

No smoking or alcohol is permitted on SMAA premises including on the front sidewalk. Persons found smoking or drinking alcohol in SMAA will be required to leave the premises. Any loud or unbecoming conduct (determined by SMAA) will cause removal from SMAA premises. **No weapons of any kind are permitted on SMAA premises, including front sidewalk.**

The Lessee agrees to maintain proper behavior, including its helpers, hired staff, other service providers and guests.

**The Vestry of SMAA is solely responsible for the renting of SMAA to non-SMAA groups and non-SMAA members. The Vestry of SMAA reserves the right to refuse rentals at its discretion.**

**4. CANCELLATIONS**

If Lessee cancels for any reason within seven (7) days of the Event Date, Lessee forfeits all monies paid to SMAA.

All parties hereto must agree to any changes to this Rental Agreement in writing.

**Consent and Release:**

I, the Lessee, have read this Rental Agreement and hereby covenant and agree to all of the terms and conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to SMAA in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the SMAA Rental Space at the discretion of SMAA.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Signature of SMAA**

**Representative:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Lessee:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

<p><b>Deposit</b></p> <p>Paid: _____ By: _____ Date: _____</p> <p>SMAA Rep: _____ Date: _____</p>
<p><b>Balance</b></p> <p>Paid: _____ By: _____ Date: _____</p> <p>SMAA Rep: _____ Date: _____</p>
<p>12/2014</p>