

## **SPACE USAGE AGREEMENT**

Church on the Square | 1025 S. Potomac Street | Baltimore, Maryland 21224

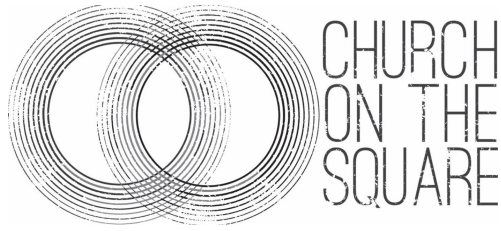
To secure a date for your event on the church calendar, first visit our website to make a calendar request. If the time that you have requested is available, make a reservation and complete and return the attached space usage agreement with security deposit within 7 days. If a signed agreement and deposit is not received within 7 days from the time you made your reservation, the reservation will be removed from the calendar.

The security deposit covers the church property, building, and contents for possible repairs, replacements, reorganization, or cleaning that goes beyond normal wear and tear. If the space is returned to the same condition as before your event (in accordance with the posted space chart), your security deposit will be returned or destroyed.

All space usage fees are due 7 days before the date of your event. The space usage fee includes the use of the specified space in the building for a 3-hour period. Please note that you may be sharing the building with other groups. Use of folding tables, chairs, the sound system, and piano (upstairs/nave) and tables, chairs, kitchen, play room, and piano (downstairs/first floor) are included in this fee. Basic cleanup of the space is also included.

### **Space Usage Guidelines:**

- The church is a smoke free facility.
- Rice, birdseed, and confetti are not permitted to be distributed inside any of our spaces or on our grounds.
- All trash should be bagged, tied up, and placed in the large trash cans located in the closet on the first floor of the church. Trash in excess of what can be contained in our trash cans should be removed from the facility and disposed of by the user.
- Nothing should be left behind. Items found in our space will be held until the next trash day (Tuesday), after which they will be discarded. The church is not responsible for lost items.
- All spaces must be returned to their original condition at the conclusion of your event. Balloons, ribbons, and signs must be removed and discarded. Tables and chairs must be folded and replaced into storage. Dishes must be washed, dried, and returned to their correct storage. All items must be removed from the refrigerator. Toys must be cleaned and returned to their correct storage. Lights should be turned off and the thermostat returned to 70°F.
- The use of the play room and kitchen are connected to the use of the first floor space. If you wish to use these spaces, you must also reserve and rent the first floor. Otherwise, another group may be scheduled to use the first floor and the kitchen and play room may not be available for your use. Similarly, the use of the balcony is tied to the use of the nave.
- The piano in the nave (upstairs) may be moved around the stage only. If you wish to move the piano from the stage, you must secure the services of a professional (licensed, bonded, and insured) piano mover. The piano must be replaced in its original place and tuned by a professional piano tuner after it is moved.
- Time for set-up and clean-up are included in the 3-hour space usage period. If additional time is required, please schedule it on the church calendar, indicate the need for extra time on the following form, and pay the fee for the additional hour(s).



## SPACE USAGE AGREEMENT

Church on the Square | 1025 S. Potomac Street | Baltimore, Maryland 21224

Contact name: \_\_\_\_\_

Event name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event date: \_\_\_\_\_ Time: \_\_\_\_\_

### Rooms to be used (check all that apply):

- Nave                       First floor room                       Play room  
 Balcony                       Kitchen

### Fee Schedule

3-hour space usage	\$150	security deposit	\$100
1-hour space usage	\$50	additional time (per hour)	\$50
extra cleaning (per hour)	\$35		

I have received a copy of the Space Usage Agreement and agree to the terms and conditions.

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

----- for office use -----

security deposit received (\$100)                      by: \_\_\_\_\_ method: \_\_\_\_\_ date: \_\_\_\_\_

usage fees received (\$ \_\_\_\_\_ )                      by: \_\_\_\_\_ method: \_\_\_\_\_ date: \_\_\_\_\_

deposit returned or destroyed                      by: \_\_\_\_\_ method: \_\_\_\_\_ date: \_\_\_\_\_