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 the agreed-upon period. Please note that you may be sharing the building with other groups. Use of folding tables, chairs, the sound system, and piano (upstairs/second floor) 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.

- 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 thermostats taken off hold and returned to the usual program.

- 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 second floor.

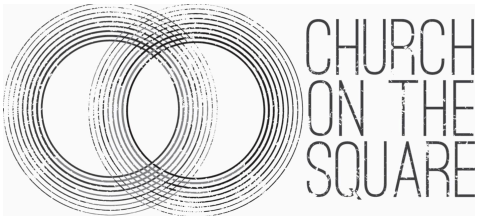
- The piano on the second floor may be moved around the stage only. If you wish to move the piano from the stage, you must secure the services of a professional (licensed, bonded, and insured) piano mover. The piano must be replaced in its original place and tuned by a professional piano tuner after it is moved from the stage. To have the piano tuned before you use the space, there is an additional fee of $150.

- Time for set-up and clean-up are included in the 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).

Cleanup Checklist:

- ☐ Chairs and tables put away (downstairs and upstairs chairs separated by type)
- ☐ Decorations removed
- ☐ Trash bagged and placed in the trash closet (any that doesn't fit in the three bins, please take with you.)
- ☐ Food removed from refrigerator
- ☐ Toys cleaned and play area picked up
- ☐ Thermostats returned to regular schedule (take off hold)
- ☐ Lights off
- ☐ Turn off speakers (upstairs)
- ☐ All exterior doors are locked
- ☐ Key returned
- ☐ Once the key is returned, please email asens@churchonthesquarebaltimore.org for a return of your deposit.

Thank you for helping us keep the space clean and welcoming for everyone!



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Contact name: _____

Event name: _____

Address: _____

Phone: _____ Email: _____

Event date: _____ Time: _____

Rooms to be used: ___ First Floor ___ Second Floor ___Entire building

Fee Schedule

	Single Space	Entire building
3-hour space usage (2 hour event plus 1 hour setup and cleanup)	___$300	___$600
4-hour space usage (3 hour event plus 1 hour setup and cleanup)	___$400	___$800
5-hour space usage (3 hour event plus 2 hours setup and cleanup)	___$450	___$900
Piano tuning (please give one month's notice)	___$200	

Security Deposit (this is separate from the usage fee, and will be returned after the event, assuming no damages. Payment can be made online at this link: https://onrealm.org/CotSBaltimore/give/spaceusage)

$100 Date paid: _____

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

SIGNED: _____ Date: _____