

Regulations for Use – Good Hope Union United Methodist Church

1. The church will not be responsible for any injury, disability or personal losses incurred.
2. The church reserves the right to preempt space on short notice; however, effort will be made to provide other suitable space.
3. In the event the renter has a change of plans and does not need the reserved space, the Trustees should be notified at least 48 hours prior to the event by calling the Church office at (301) 879-8100 or by fax: (301) 879-7301.
4. Renters are responsible for leaving floors and tables clean of debris, trash and spills.
5. Trash shall be placed in containers provided.
6. Unauthorized use of space is not permitted.
 - a. **NOT** permitted anywhere on church property: alcoholic beverages, gambling, loud noise, offensive language, skateboarding, mechanical work on automobiles, littering and unauthorized parking.
 - b. **NOT** permitted inside the church building: smoking, running, bicycles
7. Any damage to building, premises or equipment must be reported to the on-site Trustee and repair cost will be applied to Damage Control Deposit. If damage exceeds deposit, the renter will be responsible for the additional costs.
8. To avoid additional charges all activities must be kept within hours requested on the application.
9. When used for children or youth groups, a responsible adult chaperone must provide supervision at least 15 minutes before the start of the event. A chaperone must remain on-site for the duration of the event and until all youth have left the property.
10. Nails, tacks or screws shall not be placed in walls or woodwork. Tape must not be used on church pews. (Pictures, posters and other items may **ONLY** be hung on walls with prior approval of the **Trustees.**)
11. Use of the kitchen requires proof of a state-issued Food Protection Manager's Certification which must be provided 2 weeks prior to the event. The Manager must remain on the premise for the period the kitchen is used. The Manager must also provide proof of professional liability coverage.

12. All time spent using the facility, including decorating, is considered chargeable.
13. Any electrical appliance or equipment must meet UL specifications and must be operated from existing wall receptacles.
14. No food or beverages of any kind are allowed in the Sanctuary except for ceremonial use pre-approved by the Pastor. Use of confetti or rice is not allowed within church facility or on church property.
15. The church will not provide supplies, materials or copier service.
16. Any exceptions to these regulations require specific written approval of the Trustees.
17. This contract must be signed in the presence of a Trustee.
18. Only designated entrances/exits for rented area(s) are to be used.

Failure to comply with these regulations may result in forfeiture of the Damage Control Deposit.