

Locust Point Community Church/1308 Beason St. Balto. Md. 21230



Hall Rental Agreement Revised 2019

Sponsors- Bobby Shepke@443-636-1116

*Rules & Regulations for use of Social Hall by Members and/or Non-Members. **Sponsorship is a requirement.***

ALL INDIVIDUALS MEMBER OR NON-MEMBER UTILIZING THE SOCIAL HALL AND ADJACENT AREAS, (KITCHEN, ETC) FOR ANY AFFAIR MUST ABIDE BY THE RULES & REGULATIONS OF THIS AGREEMENT & Initial after each agreement.

1. Sponsors will verify availability of church social hall and then will contact renter at the earliest convenience.
2. The capacity of the social hall SHALL NOT exceed the limit of 80 people per **Fire Marshall Laws**. _____
3. The fee for the use of the social hall & adjacent area is **\$350.00 for four (4) hours**, plus a \$50.00 refundable deposit for a total of **\$400.00 at time of rental**. _____
4. The \$50.00 refundable deposit is returned to renter after sponsor verifies hall & adjacent areas conditions to be certain everything is the way it was before renter used social hall & kitchen, etc. _____ sponsor int. _____
5. **IF more than 4 hours** is needed for social hall rental, an additional \$50.00 per hour can be reserved through sponsor before the event date. _____ sponsor int. _____
6. The fee & deposit should be paid in cash or check at least one (1) week before event if not sooner to hold the date the renter desires. _____ cash _____ check # _____ sponsor int. _____ date _____
7. **The monies for the rental can be given to either sponsor mentioned above or send check to: Locust Point Community Church, Atten: Hall Sponsors, 1308 Beason Street, Balto. Md. 21230**
Once received by sponsor, renter will be contacted by sponsor for verification of info. & date. _____
8. **IF** conditions of social hall are not satisfactory to the renter prior to renting, the renter **MUST** notify the sponsor so that the condition may be remedied immediately. _____ sponsor int. _____
9. All tables & chairs that are used must be placed where the user found them, unless advised otherwise by sponsor. _____
10. The social hall & kitchen areas must be left in the same condition found by the user. Floor space must be swept of food and decorations that can be swept up and if **ANY** spillage of food or beverage, floor must be wet-mopped so not sticking once dried. _____
11. **All** trash & recyclable products must be placed in larger trash cans in back yard next to walls. _____
12. Renter must use **OWN materials** for event including trash bags for cans & toilet paper & paper towels.
13. **Locust Point Community Church @1308 Beason St. Balto. Md. 21230 or any member of the church is NOT responsible for any personal injuries that may occur to any individual or anything during the use of the social hall and its adjacent areas (kitchen, yard, etc.) HOLD HARMLESS CLAUSE.** _____
14. **NO SMOKING** INSIDE OR DIRECTLY IN FRONT OF CHURCH- Cigarette butts should not be thrown on sidewalk or ground outside of church building or in yard. Please use a fire proof container to dispose of product. _____
15. Be sure that ALL electrical appliances are unplugged, cleaned, and stored away if used. _____
16. Be certain that ceiling fans are turned off before leaving building. _____
17. **IF AIR CONDITIONING, A/C** is used be sure setting on thermostat is set a**@ 80 degrees** for the summer months; before leaving the building. _____
18. **IF HEAT** is used be sure setting on thermostat is set **@ 55 degrees** for winter months; before leaving the building. _____
19. Be certain ALL lights are turned off in social hall, kitchen & bathrooms before leaving building. _____

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- 20. **NO tape or adhesives of any kind** will be used on walls, ceiling, doors, columns or stage. _____
- 21. Latch & lock kitchen doors and main entrance after the event. Put the front door key into the mailbox to the left of the main doors, if one was provided. _____
- 22. Fan switches are located by the breaker box near the front of hall on the side wall. If helium balloons are used and get loose, please secure and dispose of them. **DO NOT** leave floating freely into ceiling or fans. Free floating balloons may cause issues with the fans the church has to maintain. _____
- 23. Heat/Air- thermostat is located by the piano near the stage. _____
- 24. Bathroom heaters- Turn off registers beside toilets. _____
- 25. Stove- turn off burner knobs and both oven knobs to the Horizontal position (parallel to floor). _____

**In accordance with the Maryland State & Baltimore City Government "clean indoor air act of 2007", which prohibits smoking in virtually all indoor areas to preserve & improve the health & comfort of all people.*

Renter's desire social hall rental date: _____

Renter's Name _____ Contact # _____

Renter's address _____

Renter's Form of payment _____ Date received _____

Signature of sponsor _____ Date of deposit _____

Example Hall Diagram Set up

3 long tables = 12 seats each table 6 round tables = 8 seats each table All total of 72 seats

