



# ST. MATTHEW'S NEW LIFE UNITED METHODIST CHURCH

416 E. 23<sup>RD</sup> STREET | BALTIMORE, MARYLAND 21218 | 410.243.0378

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## FACILITIES USAGE AGREEMENT

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PURPOSE: This agreement gives permission to groups, organizations, and individuals (User) not directly overseen by St. Matthew's New Life United Methodist Church to use church facilities in accordance with the terms described herein. Users of the facilities with the permission of St. Matthew's New Life United Methodist do so with the full knowledge that the local church does not cover losses or liabilities incurred by the User and attendees.

This Agreement is entered into on \_\_\_\_\_, by and between St. Matthew's New Life: A United Methodist Church, and

Organization/Group Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

WHEREAS St. Matthew's New Life United Methodist Church (SMNL) is the owner of building located at the **416 E. 23<sup>rd</sup> Street, Baltimore, Maryland 21218**; AND WHEREAS the User desires to use said facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

1) SMNL will make the \_\_\_\_\_ available to the User on this date or recurring dates and times (start and end times):

Date: \_\_\_\_\_  
Facility Availability: \_\_\_\_\_ | Event Start: \_\_\_\_\_ | Event End: \_\_\_\_\_ | Facility Closure: \_\_\_\_\_

Additional details:

2) User agrees to indemnify and hold SMNL harmless from any and all liability including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part or adjacent thereto.

3) The User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of SMNL to insure the User's use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities. By signing this agreement, the User acknowledges having insurance coverage sufficient for User's use of the facility.

4) The User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in the locale of SMNL, and will not engage in any activities in violation

of such laws, ordinances, rules and regulations. Furthermore, the consumption or use of alcohol and tobacco products anywhere in the church buildings or on church property is prohibited.

5) If any of the User's activities at SMNL, will place children or youth under age 18 in the care of persons other than their own parents or guardians, the User must either: (a) comply with SMNL's Safe Sanctuaries Policy for the prevention of child abuse (available at <https://smnl.org/smnl-policies-procedures/>), or (b) supply a copy of its own child abuse prevention policy which is substantially similar in practice and effect to SMNL's Safe Sanctuaries Policy, and certify compliance by signing below. During activities or events involving children under age 18, all exterior doors must remain locked to prevent entry by unknown persons.

6) Upon the conclusion of use of the above facility, the User will insure that the facility is in the same or substantially the same condition as was prior to use. This includes vacuuming, picking up and removal of trash from facility, returning church thermostat to pre-use setting, for kitchen items- cleaning and returning all items dry to their original storage location, the return of any furniture or other property to its pre-use location, and locking and otherwise securing facility at the conclusion of the use. User will not utilize plastic and paper products from kitchen or storage areas without prior approval of SMNL staff. If permission is given, User will replenish same. User also is required to notify SMNL in a timely manner of the inability to satisfy any of the above conditions upon completion of use, and advise SMNL of any broken or damaged property uncovered during the use (whether the condition was caused by the User or not), and to further advise SMNL of any unsafe condition noticed during the use which could negatively affect a future user at the facility. Upon failure to appropriately clean or otherwise return property to its pre-use location in its pre-use condition, the User agrees to reimburse SMNL for the cost of cleaning, repair or replacement.

7) After the approval of this initial request, the Users must request any subsequent additional dates and/or schedule changes through an event request on our website, [www.smnl.org](http://www.smnl.org), or by contacting our calendar manager.

8) SMNL and the User agree that the fee(s) of \$\_\_\_\_\_ will be paid by the User for use of the facilities, equipment, and staff. The User will render payment for use of agreed upon space(s) 12 hours prior to the start of the event. If applicable, checks may be made payable to St. Matthew's New Life United Methodist Church. One-time or recurring fees are also accepted through our online donation form available at [www.smnl.org](http://www.smnl.org).

IN WITNESS WHEREOF, the undersigned parties have executed the Agreement as of the day and year first above written,

\_\_\_\_\_  
*Chairperson, SMNL Board of Trustees*

\_\_\_\_\_  
*Signature of User's Representative*

Representative Name: \_\_\_\_\_  
Representative Address: \_\_\_\_\_  
Representative Phone: \_\_\_\_\_  
Representative Email: \_\_\_\_\_