

MACEDONIA BAPTIST CHURCH OF BALTIMORE CITY
Street Address: 718 West Lafayette Avenue
Mailing Address: Post Office Box 16590
Baltimore, MD 21217
410-669-5776 (OFFICE)

GUIDELINES AND ACCEPTABLE USE POLICY

Receipt and payment of non-refundable deposit is acknowledgement to adhere to the policies stated below

A. RESERVING THE EVENT DATE

Macedonia Baptist Church of Baltimore City customers must reserve the event date by calling the Church Office at 410-669-5776. The date will be reserved temporarily for seven (7) days. In order to secure, the Church Office must receive the date, a completed Use of Facility form and a Use Fee Deposit for \$250.00 no later than 10 days after the date was reserved. The Use Fee Deposit is non-refundable and is applied to the balance of the fees.

B. EVENT MANAGEMENT

Macedonia Baptist Church of Baltimore City Campus offers a variety of spaces that provide a range of sizes and functions. An Event Agreement must be signed within 30 days of reserving the date with the Use Fee Deposit. Payment in the amount of, no less than, 1/3rd of the total fee is due 30 days after the Agreement date; the balance is due 10 days prior to the event date. If the agreement is signed less than 10 days before the event, full payment is due at the signing of the agreement. The Church Clerk or her designee may be provided for your event to direct the responsibilities of our support workers [Ushers/Hospitality/Security] The MBCBC Church Clerk or her designee will work closely with your event coordinator-who will direct the responsibility of your staff and volunteers.

C. FEES

Fees are based on room rental rate with basic services, including staff, security, cleaning and a general technician. Additional fees may apply for less traditional events, larger events, or to meet specific customer requests. Payment schedule dates will be established at the time of contract confirmation, requesting:

- 1/3 of the balance, 30 days after signing the contract
- 1/3 of the balance, 60 days before the event
- and the balance due 10 days before the date of the event

Prompt payment is requested to avoid cancellation and late fees.

D. PAYMENTS

The Macedonia Baptist Church of Baltimore City accepts cashier's checks, money orders or cash. All payments must be mailed to:

Macedonia Baptist Church of Baltimore City
Attention: Church Office
Post Office Box 16590
Baltimore, Maryland 21217

or hand delivered to:

Macedonia Baptist Church of Baltimore City
Attention: Church Office
718 West Lafayette Avenue
Baltimore, Maryland 21217

E. OVERTIME

The event time commences and ends per the agreement. You will be subject to a 10% late fee if your event does not end at the agreed upon time or within your breakdown time. The customer and approved vendors will have access to the building two hours prior to the event and one hour after the conclusion of the event. Overtime expenses will not be prorated. The late fee will be required with your final

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payment, 10 days before the event, and returned if all conditions were met.

F. CLEAN-UP

Customers are responsible for assuring that the building is left in its original condition at the conclusion of the event. There is a minimum event clean up allowance of 1 hour is included in the non- discounted rental fee. Cleaning staff is available during the event at the customer's request and expense, but under the direction of MBCBC staff.

G. PRINTED MATERIALS AND REFERENCE TO MACEDONIA BAPTIST CHURCH OF BALTIMORE CITY

Macedonia Baptist Church of Baltimore City name or logo must appear on all printed materials as the venue for the event. Copies of all printed and electronic materials [including but not exclusively, invitations or event announcements] must be submitted to the Church Clerk for approval before printing and/or releasing to the public. Any remarks or speeches during the event must refer to the venue as "Macedonia Baptist Church of Baltimore City" The address of the center should read 718 West Lafayette Avenue, Baltimore, Maryland 21217.

H. CATERING GUIDELINES

Macedonia Baptist Church of Baltimore City Culinary Ministry may provide food services. Food cannot be brought onto the property. The MBCBC Culinary Ministry may provide menus and fees, but will need quantities and requirements to set fees. Fees may be adjusted when quantities or services are changed. If you choose not to use the Culinary Ministry of MBCBC, you must use a licensed caterer. The Licensed caterer must provide proof of insurance and Safe Serve qualifications to the Church Clerk no later then 10 days after the signing of the Event Agreement.

I. AUDIO/VISUAL AND GENERAL TECHNICAL SUPPORT

A Macedonia Baptist Church of Baltimore City General Technician is required for most events. Audio/Video fees will be determined by the Multi-Media Department, after an initial consultation.

J. INSURANCE

The Macedonia Baptist Church of Baltimore City customer and each event vendor must carry general liability insurance for one million dollars (\$1,000,000.00) for each occurrence with a general aggregate limit of two million dollars (\$2,000,000.00). MBCBC must be named additional insured on the insurance certificate. The customer agrees to assume all responsibility for any injury, theft or damage to the building and its contents by anyone attending the event, to the extent that any such occurrence is not caused by the negligence, recklessness or willful conduct of Macedonia Baptist Church of Baltimore City staff. The customer must assure that the Church Office receives a copy of the insurance certificate for each vendor 14 days prior to the event.

K. CANCELLATION

In case of a cancellation by the customer, any related costs incurred in preparation for the event are the responsibility of the customer. All Use Fees are non-refundable. Should Macedonia Baptist Church of Baltimore City become unavailable on the date of the event due to inclement weather, fire, casualty, acts of God, strikes, national emergencies, or any other cause beyond the control of the Center, the event may be terminated without penalty or other liability, despite the lack of notice, and the Macedonia Baptist Church of Baltimore City shall waive any unpaid fees used to reserve the space. If the required applications, agreements, insurance certifications, deposits or fees are not received by the Church Office 30 days prior to the event, the event may be cancelled without refund, penalty or liability to Macedonia

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Baptist Church of Baltimore City.

L. MACEDONIA BAPTIST CHURCH OF BALTIMORE CITY SECURITY REQUIREMENTS

A team of two Macedonia Baptist Church of Baltimore City security personnel or building attendants is required for most events and is included in the basic rental fee; some events may require more security. Additional security charges are assessed to this event for \$_____ covering a four (4) hour minimum, to insure the safety of the patrons and their transportation to and from the church building.

M. SET-UP TIMES

Unless pre-approved by the Event Management Staff set-up for events cannot begin before 8:00 AM. The Church Office reserves the right to determine the starting time and set up times for any event. Events shall end no later than midnight unless pre-approved by the Event Management Staff.

N. SITE VISITS AND LOGISTICS

A site visit must be arranged with the Church Office at least 30 days prior to the event date, to include customer, coordinator and all vendors. All event logistics, including but not limited to floor plans, decorations, A/V, temporary structures, stage, and lighting must be approved by the Church Office at least 10 days prior to the event.

O. GUEST CHECK-IN

Check-in or welcome tables are staffed by the customer.

P. PARKING

There are limited parking spaces available on the property. Parking in non-parking areas is strictly forbidden if not unloading materials. All deliveries must be scheduled with the Church Offices 72 hours in advance. Please verify all talent and vendor agreements and secure appropriate arrangements off-premise. Violators may be towed at owner's expense. Parking Attendants may be required for some events. Fees for Macedonia Baptist Church of Baltimore City attendants are \$25 per hour per attendant with a four (4) hour minimum.

Q. USAGE OF MUSICAL INSTRUMENTS

Keyboards and organs are included in the room usage fee

- Changing of presets must be cleared by Macedonia Baptist Church of Baltimore City music staff
- You must provide your own cymbals, snare drum and sticks for the drum set

R. TICKET SALES

Sale of tickets is prohibited on the campus unless pre-approved by the Board of Trustees no less than 10 days before the event.

S. HANDICAP ACCESS

Access for physically challenged individuals is available at the Lafayette Street entrance to the facility. In addition, there is an elevator and a handicap accessible restroom on the first floor. There is no physically challenged accessibility to the pulpit or the choir loft, but wheel chair areas in various sections in the sanctuary.

T. WAIVER FORMS

Waiver Forms may be required for you and/or your guest for the following:

- Video taping their images for our promotional use

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- **Other items discussed at our initial meetings**

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VENDORS

All vendors must be approved by the Church Office and a current copy of their business license and insurance certificate must be filed with the Church Office at least 14 days prior to the event.

All deliveries and pickups must be made to the Lafayette Street side of the building between 8:00 AM and 5:00 PM, Monday through Saturday, unless otherwise approved by the Event Management Dept.

- The Church Office must be notified of all electrical requirements at least 72 hours prior to the event.
- All A/V and power service must be installed in compliance with existing DC codes.
- All sound checks must take place 2 hours prior to your approved event start time, unless otherwise authorized by the Church Office.
- Floor plans, decorations, sound, stage, lighting and other arrangements must be approved by the Church Office at least 72 hours prior to the event.
- Vendors may not affix materials to any interior or exterior portions of the building.
- The MBCBC staff on duty has authority over all contractors.
- MBCBC offices are not accessible to customers or the public. Limited pre-event storage is available, and should be prearranged with the Church Office.
- Guest safety and access to public areas must be maintained during set-up periods.
- All remaining equipment or supplies must be picked-up by 10:00 a.m. the following morning.
- A wedding planner can be hired for all weddings, and he/she will be the sole liaison to the Event Management Department.
- Customer furnished media shows such as CD, Video or Film should be provided 48 hours in advance.

GENERAL GUIDELINES

- Events must not cause undue wear and tear on the building, nor create intrusive noise to the neighboring community, odors, debris or any other factors detracting from the dignity of the edifice or the functioning of the church
- A NO SMOKING policy is in effect at all times and on the entire campus.
- MBCBC activities and programs may take precedent over event activity during setup and breakdown periods.
- Strict adherence to the maximum capacity is enforced in compliance with fire regulations.
- No items may be permanently fastened to doors, walls, floors, glass or any other part of the building.
- Throwing of rice, confetti, or birdseed are not permitted.
- Helium balloons are not permitted in the Sanctuary or other designated areas.
- Customers are liable for all damages incurred during the event.
- If required, arrangement can be made prior to the day of the event, for the use of telephone service, fax machines, photocopiers, or computers during events. Additional charges may apply.
- All applications, insurance certifications and fees are due and payable 10 business days prior to the event or the event may be cancelled.
- MBCBC reserves the right to disallow access to the building to any customer or vendor who has violated these guidelines.
- All decisions made by the Church Office are final.
- All fees are based on a minimum of two (2) hours.

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TERM	ACCEPTABLE USE POLICY
ANIMALS	No animals are allowed on the premises at any time, except those licensed to assist the physically challenged (guide dogs/animals).
ATTACHMENTS	Nothing may be attached to trees, lights or other portions of the MBCBC. The use of, paint, nails, hooks, screws, thumb tacks, etc., is strictly prohibited. The applicant is responsible for the costs to repair any damage or disfigurement to the MBCBC resulting from the operation of the Applicant or any of its exhibitors, agents, employees, subcontractors, patrons, etc. The applicant and Event Coordinator will walk-through the MBCBC prior to and after Authorizations Period so as to identify any damage occurring during Authorization Period.
	The Applicant shall ensure that all beam structures or other painted structures are covered with a protective material before wire or cable is attached to ensure no damage occurs. At no time shall Applicant use electrical, lighting conduits, lighting fixtures, utility pipes or sprinkler systems as supports or as a source for attachment. Whatever goes up must come down! The Applicant shall completely remove all items including, but not limited to, wire and rope, before the end of the Authorization Period. MBCBC may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned about safety or damage to
AUTHORIZED SIGNATURE	To eliminate unauthorized charges, a form will need to be completed and returned to MBCBC prior to the event. Only individuals within your organization who have the authority to authorize services and execute contracts should be listed on this form.
ALCOHOL	No alcoholic beverages will be sold to or consumed on MBCBC premises by any persons. Individuals planning outdoor events should be thoroughly familiar with MBCBC alcohol policies and will be held accountable for implementing and enforcing them throughout the event. No one is permitted to bring alcohol onto the premises and anyone who appears to be intoxicated will be asked to leave the Campus. The police will be called if needed to prevent an intoxicated person from driving any vehicle. Any expense incurred by MBCBC enforcing our Alcohol Policy will be added to your bill.
AMPLIFIED SOUND	Sound amplification must be in compliance with the laws, ordinances and policies regarding outdoor events. The decibel limit must be confirmed along with hours of operations. Ex: 9 a.m. until 12 midnight; after midnight, the decibel limit is lowered. No sound disturbance regarding surrounding business, homes etc. Amplified sound is any sound other than the unaided human voice. Microphones, bullhorns, radios, boom boxes or CD players with speakers of any kind etc. Due to the close proximity of MBCBC to the local neighborhood, strict sound restrictions are in place. Although music (both live and recorded) are allowed, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. Music may be played outside of your venue, up to a decibel level of 85. MBCBC can assist you in setting the proper sound level and verifying with a dB meter. Sound levels indoors may be played up to 95 dB. Any complaints from neighbors or other parties may require these levels to be reduced further.

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CANCELLATIONS	<p>Changes, Postponement & Cancellation of events due to circumstances beyond the control of MBCBC (such as weather) must be communicated (in writing) not less than 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by MBCBC because of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days' notice may result in a service fee. Cancellations must be made in writing. Deposits are non-refundable in the event of a cancellation. Cancellations made within thirty days of an event require payment of one half of the estimated food and beverage minimum. No refunds will be issued for cancellations made within 8 days of your event. Imperative to include verbiage regarding changes, made to original contract.</p> <p>TRANSFER OF DATES</p> <p>If an Applicant cancels an Outdoor MBCBC Authorization, the MBCBC may, in the exercise of its sole discretion, grant an Applicant's request to transfer any Usage Fee and Contract and Damage Deposit that the Applicant has already paid to a new contracted date. The new contracted date must fall within one calendar year of the cancelled date. Applicant Fees will not be refunded due to weather conditions. If the MBCBC determines that the Applicant should not be allowed to request a new contracted date, the MBCBC shall refund the Contract and Damage Deposit but retain the Application Fee unless the MBCBC is able to resell the date.</p>

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<p>CLEAN UP & TRASH REMOVAL</p>	<p>Clean up is the responsibility of the Applicant. All loose trash must be bagged. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.</p> <p>The Applicant shall be responsible for arranging removal of bulk trash, crates, pallets, packing material and any other excessive trash to a designated trash area. The Applicant shall insure that their employees, contractors and subcontractors clean up after themselves and maintain a safe working environment.</p> <p>Materials that are not removed at the end of the Authorization Period may be disposed of by the MBCBC personnel. The cost of removal, clean-up and disposal will be the responsibility of the Applicant. Neither MBCBC, nor its employees will be liable for damage and/or lost equipment and materials.</p> <p>It is the responsibility of the Applicant to ensure that proper clean-up is performed and that any damages to the MBCBC or grounds are reported to MBCBC staff immediately. Clean-up must occur immediately following the event and must be completed within the specified rental time reserved. All equipment (tents, chairs, tables, etc.) contracted for the event must be removed no later than 12noon the following day (MBCBC must agree to the terms for SATURDAY events] as outlined in Outside Vendor Contract. Applicants are responsible for all trash removal from restrooms, lawn areas and any trash generated from the event.</p> <p>The Applicant is responsible for cleaning any unusual amount of dirt, debris, oil or grease and for the cost of any power washing and/or special cleaning, which may be required.</p> <p>The Applicant shall be responsible for returning the venue to the state that it was provided to them. All property belonging to The Applicant, Applicant's invitees, guests, agents and sub-contractors, shall be removed by the end of the rental period. All property remaining on the premises beyond the end of the</p>
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	<p>usage agreement will be charged at the prevailing hourly rate. Should the Applicant need special consideration for the removal of property beyond the rental period, this can be arranged prior to the beginning of the event for an additional fee. MBCBC is not responsible for any property left behind by The Applicant, The Applicant's guests, invitees, agents and sub-contractors. The Applicant is responsible for any and all damages to MBCBCs' venues and surrounding site, and it is the Applicant's responsibility to remove all decorations.</p> <p>Special handling is required for the proper disposal of hazardous material or substances, and may need to be coordinated with the MBCBC. The Applicant, exhibitors, or the designated service contractors must request in writing permission to bring any such materials or substances onto the MBCBC, and furnish the MBCBC with the required and appropriate Material Safety Data sheets for each request.</p>
CATERING	All Catering events are governed by the Catering Agreement.
CURFEW	Standard curfew for private events is 10:00 p.m. and 5 pm on Saturdays . However, in special circumstances, curfew may be extended. We reserve the right to require an earlier ending time. All event times should be worked out in advance of executing a usage
DAMAGES	<p>Any type of damage to MBCBC must be reported immediately. MBCBC representatives, The Applicant and their designated service contractor will inspect contracted areas prior to move-in and during move-out to determine existing conditions of the spaces. The inspections will be coordinated by and conducted with appropriate MBCBC personnel [ex. Church Clerk or her designees].</p> <p>MBCBC is not responsible for personal damage, loss or theft of property and reserves the right to charge an appropriate clean up or damage repair fee if the condition of the facilities after the event deem this to be necessary. Any damage to MBCBC property caused by you, an attendee, and performer or set up person shall be the responsibility of the host.</p> <p>The Applicant shall not access the MBCBC's electrical, mechanical and telephone equipment rooms nor tamper or adjust any such equipment without the specific approval.</p> <p>No adhesive of any kind is permitted to be affixed to any permanent structure or feature of the MBCBC.</p> <p>No adhesive-backed stickers or decals shall be distributed to Event patrons on or around the perimeter of the MBCBC unless the MBCBC Manager approves such distribution.</p> <p>No signs may be attached to any MBCBC surface, furnishings or equipment or hanging from the ceilings, without the MBCBC Manager's prior written consent. No holes may be drilled, cored, or punched in any MBCBC surface,</p>

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DANCE FLOORS	Dance floors can be leased on a limited basis adhering to strict guidelines in regard to set up and tear down times. Dance floors may be installed no earlier than 24 hours prior to the start of the event. All dance floors must be removed at the conclusion of the event. MBCBC reserves the right to cancel the use of any dance floor due to weather or lawn conditions up to 48 hours prior to the event.
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ECO-FRIENDLY	Go Green eco-initiatives use as many environmentally responsible practices as possible and feasible.
ELECTRICITY & WATER USAGE	Use of Electricity and Water requires approval by MBCBC Manager. A licensed electrician may be required to be on site throughout the event. Amplifiers or lighting equipment drawing more than 20 amps or requiring special electrical service must be approved by MBCBC. A licensed electrician may be required to be on site at the discretion of the MBCBC at the sponsor's expenses.
EMERGENCIES & SPECIAL NEEDS	The Applicant must, at all times, conduct its activities with full regard for safety and observe and abide by all applicable rules, including without limitation, the MBCBC's emergency procedures, regulations, and requests of the management of the Facility and duly authorized governmental agencies. The Applicant is responsible for the conduct of all persons admitted to the Facility or any portion thereof. In the event of an emergency, the Church Clerk or her designee on Duty should be alerted. Public information announcements will be made through all available warning systems. The Church Clerk or her designee on Duty will alert our Safety Response Team who will contact the Fire Department and the Police Department as appropriate, and recommend evacuation routes so the Facility can be evacuated in an orderly manner. The Fire Department will assist in evacuating the elderly, disabled, and persons with special medical needs. The Police Department will assist by providing traffic control and detaining suspects, if any. The Safety Response Team will take reasonable steps to secure and protect the Facility in the event of an emergency.
ENTERTAINMENT & CONCURRENT EVENTS	Musical entertainment is allowed in all areas. Applicants are reminded that residential neighborhoods are located nearby, thus sound volume should be moderated for outdoor events. Electrical power needs must be approved by MBCBC at least 30 days prior to date of event. Please be aware that there may be another event scheduled at MBCBC at the same time as yours. Although the MBCBC staff takes all events into consideration when scheduling rentals and publicly attended events, we cannot be held responsible for sound, traffic, and other activity brought forth by another event.

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<p>EVENT SET UP/LIMITATIONS</p>	<p>All property belonging to The Applicant, The Applicant's invitees, guests, agents and sub-contractors, and all equipment shall be delivered, set up and removed on the day of the event. Should the Applicant need earlier access for set-up purposes, this can be arranged for an additional fee. The Applicant is ultimately responsible for property belonging to the Applicant's invitees, guests, agents and subcontractors.</p> <p>MBCBC is a non-smoking facility.</p> <ul style="list-style-type: none"> • No rice, birdseed, glitter, confetti, or similar materials, real shells or marine life are allowed on the premises. • All decorations must be approved. <p>SET UP & DECORATIONS: MBCBC will not permit the affixing of anything to the walls, floors, ceilings or outdoor poles unless management gives prior written approval. MBCBC does not provide set up, tear down or event coordination services. Set-up times are strictly adhered to according to the rental times listed on the Rental Contract. All set up, clean up and tear down must</p>
	<p>occur within the scheduled time period. Flower petals may be scattered, but are required to be removed immediately following the wedding ceremony. Tiki torches and fireworks are prohibited. Any candles used indoors or outdoors must be votive dripless and used in a safe matter to avoid any harm to plant materials, grounds and buildings. No open flame candles are allowed. <i>All decorations, signs and related event materials brought in by The Applicant must be removed at the conclusion of the event.</i> Art exhibitions, potted planters, tables and chairs in and around any area may not be moved or removed unless approved by MBCBC at time of contract. Any furniture being moved must be returned to its original location at the conclusion of the event. Furniture located inside the buildings may not be used outside under any circumstances. Material may not be taped, pinned, nailed or tacked to walls. Please contact MBCBC for a list of audio/visual equipment available for use. MBCBC does not furnish office equipment, fax, messaging or copying services. Violations to these policies will result in a fee that will be deducted from the refundable deposit according to the staff time used to remove these items for you.</p> <p><u>MBCBC SET UP AND EQUIPMENT</u> Tables and chairs can be provided for rental and delivery fee. Tablecloths/covers can be provided for a fee. A diagram must be attached to the reservation form to depict the desired set-up. For events where food will be served from requested tables, table covers, not tablecloths, should be requested. Prior to the event, all groups utilizing outdoor spaces should inspect the space and equipment provided (tables, chairs, podium, etc.) for damages and report any problems. This will prevent charges for damages which may be for pre-existing conditions.</p>

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<p>FIRE DEPARTMENT REGULATIONS</p>	<p>Fire regulations are strictly enforced. No combustible materials, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant. Hazardous Materials are prohibited. These include: Compressed flammable gases such as acetylene, hydrogen, propane. Flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based materials. Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc. Explosive material. Small arms ammunition may be allowed under certain circumstances. Cooking and/or warming devices in compliance with item " Cooking and Warming Devices". Oil cloth, tar paper, sisal paper, Spanish moss and burlap Furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc) are strictly prohibited. Living trees in a "balled" condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry. Miscellaneous Requirements: Smoke or Fog Machines -Water based machines only.</p>
	<p>Display or use of hay, straw, wood chips, bamboo, lumber - permissible only if treated with a fire retardant and pre-approved by MBCBC and the Fire Department.</p>
<p>FORCE MAJEURE</p>	<p>The ability to execute this Agreement by either party is subject to the Acts of God, including but not limited to hurricanes, flooding, earthquakes, fires, etc, as well as any government intervention, staff disputes and strikes, civil disorders, terrorism, or other emergencies. In the event that MBCBC is unable, for reasons beyond their control, to make the Property available to The Applicant on the Event Date for the purposes as set forth in this Agreement, The Applicant shall have the option of choosing an alternate date to hold the Event (the "Alternate Event Date"), at no extra charge to The Applicant. If The Applicant selects an Alternate Event Date that is reasonably acceptable to MBCBC, then the Alternate Event Date shall replace the Event Date for the purposes of this Agreement, and all obligations, rights, duties, and privileges as set forth in this Agreement shall remain binding on the Parties.</p>
<p>FREIGHT HANDLING AND SHIPMENT OF MATERIALS</p>	<p>The MBCBC cannot accept or unload or store any shipment of show freight, materials, or equipment. Any advance shipments will be refused. Registration materials, handout literature, or event related rental equipment must be consigned to The Applicant. Drivers hauling freight that is directly shipped to the MBCBC may be required to report to the designated service contractor's truck marshalling MBCBC for check-in. Equipment may only be delivered or removed through the designated areas.</p>

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Receipt and payment of non-refundable deposit is acknowledgement to adhere to the policies stated below

GAMBLING	No gambling shall take place on the premise of MBCBC property.
GLASS	Glass containers are prohibited at all Facilities without the prior written approval of the MBCBC.
LOST AND FOUND	All lost and found articles are turned in to the MBCBC Congregational Department/Member Services. At the MBCBC's discretion, lost and found articles whose ownership cannot be immediately determined are catalogued and stored at the MBCBC for a 30-day period. Articles left beyond 30 days will be given away as directed by MBCBC Management. Bibles will be given away after 1 week.
PARKING	Parking is available in designated areas only. Parking is not allowed in loading areas except as authorized by MBCBC. An Applicant with special parking needs such as school buses or large capacity vans will arrange to have buses and other large vehicles drop off and pick up passengers only. Unless authorized in advance by MBCBC, parking large vehicles around the perimeter of the MBCBC is not allowed. Guests must park in approved spaces and never on lawn, planted areas, fire-lanes, around the circle or any reserved and handicap spaces, at all times.
PORTABLE RESTROOMS	Portable toilets may be required for certain events. When provided, a minimum of one (1) Standard and one (1) Portable Toilet for the Disabled is required for every 100 people. The MBCBC Plant Manager must approve placement of all portable toilets and dumpsters.
PUBLICITY/USE OF NAME & LOGO	An Applicant shall not use the name of MBCBC, any trade name, service mark, trademarks, acronym or logo of MBCBC in any publicity releases, advertising or any other publication without MBCBC's prior written consent. We request a courtesy review of all press releases and media ads; including posters, fliers, radio and television ads prior to their release.
RAIN OR INCLEMENT WEATHER	It is wise to consider weather of any kind when planning an outdoor event. No refunds will be given due to inclement weather conditions such as rain, ice or snow. Indoor venues may be available to be rented in the event of inclement weather, but availability is not guaranteed. Tents are suggested for outdoor events.
RECORDINGS	Simulcasting or videotaping of your event for future sale is prohibited unless approved in advance by MBCBC.
SMOKING POLICY	The entire MBCBC Campus is smoke free. No smoking or other use of tobacco products will be permitted in the indoor areas of any MBCBC building, or on all MBCBC grounds, or MBCBC vehicle at any time. Smoking is not permitted within fifteen (15) feet of any entrance to a MBCBC building or
SOLICITATION	No person or persons may solicit funds, distribute circulars or other literature at MBCBC without prior written permission.
STORAGE	Overnight storage is not permitted in any area of MBCBC. Limited same-day storage is available depending on availability. MBCBC is not responsible for food, beverages, audio/visual equipment or other property left on the premises before, during or after events. Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous waste, or medical waste is not permitted.

Revised December 2017

Macedonia Baptist Church of Baltimore City is also referred to as MBCBC

MACEDONIA BAPTIST CHURCH OF BALTIMORE CITY
Street Address: 718 West Lafayette Avenue
Mailing Address: Post Office Box 16590
Baltimore, MD 21217
410-669-5776 (OFFICE)

GUIDELINES AND ACCEPTABLE USE POLICY

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VEHICLES	Automobile exhibits, media vans, amusement rides, inflatables are not allowed on MBCBC without prior written permission from MBCBC Director of Operations. All vehicles must have a block placed behind each wheel. Plastic or protective covering must be placed under vehicle to prevent damage from oil or other fluids.
WEAPONS	Firearms and other weapons are forbidden at the MBCBC. Individuals, who fail to comply with this prohibition, or otherwise violate penal laws with respect to carrying a handgun or other weapon, are subject to immediate ejection from the venue, as well as arrest and prosecution.

We/I, the Undersigned, under seal, hereby acknowledge(s) and agree(s) to the terms and conditions set forth herein, and further acknowledge and agree that this Guidelines and Acceptable Use Policy shall be incorporated into the Venue Rental Agreement.

Event Authorized Signer

Date _____

Chair, Board of Trustees

Date: _____