

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)

**USE OF FACILITY AGREEMENT**

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

THIS AGREEMENT, made this \_day of , is entered into by and between ***Macedonia Baptist Church of Baltimore City “(MBCBC)”*** and the (Renter’s name) NOW IN CONSIDERATION of the mutual promises and agreements contained herein, and for other good and valuable consideration receipt of which is hereby acknowledges, the parties agree to the following:

**Services**

MBCBC agrees to provide **(Renter)**, the use of facility for the **(Title of Event)** on (Date and Time of event).

**MBCBC and (Renter) agree to the following**

**Before the Event:**

Scheduled walk through by the **(Renter) or their designee** before the day of the event.

Scheduled meeting with event security and **MBCBC** security before the date of the event.

**Day of the Event:**

Use of the main and lower sanctuary for the event.

Use and Entrance to the building by (time and RENTER) to conduct sound check, product sponsor placement, and set-up.

Dressing rooms and locations for talent to prepare and rest

Use of our sound and production equipment under the direction of our Media Department

MBCBC internal security (at least 2 officers) and Contractual Security Service for parking lot and External Street parking areas around the church.

Access to maintenance under the direction of the MBCBC Event Manager for the day.

All conditions stated in the **MBCBC GUIDELINES AND ACCEPTABLE USE POLICY (attached)**

**Payment:**

The **MBCBC** Church Office must receive a Use Fee Deposit for \$250.00 no later than 10 days after the date is reserved. The Use Fee Deposit is non-refundable and is applied to the balance of the fees.

**MBCBC and (RENTER)** agree to the Use Fee Deposit as well as the payment plan outlined in Section “C” of

Revised December 2017

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the Guidelines and Acceptable Use Policy. In addition, **(RENTER)** agrees to secure a rider pursuant to Section “J” of the Guidelines and Acceptable Use Policy. Lastly, In order to secure external security during the event, **(RENTER)** agree to pay an additional **(\$)** as discussed in Section “L” of the Guidelines and Acceptable Use Policy.

**MBCBC** in its sole and absolute discretion reserves the right to withhold, cancel or decline to provide any services contracted for, if the total fees are not paid two weeks prior to the **(Title of Event)** event.

**Final Payment** may be made in the form of cash, credit, cashier’s check or money order. **MBCBC and (RENTER)** agree that in the event any checks are returned by the bank, for non-payment, **(RENTER)** will be responsible for any additional charges incurred as a result, as well as the initial check amount which will be paid in cash and that all remaining transactions must be made in cash.

### **Cancellation Policy**

**MBCBC and (RENTER)** understand that in the event of cancellation of this contract, refunds will be made according to **the Guidelines and Acceptable Use Policy**.

### **Liability:**

In the event of a breach for non-payment, **MBCBC** assumes no liability to the **(RENTER)** for failure of the **(Title of Event)** to take place on **(Date of Event)**. Nor does it assume any liability in connection with the services provided under this Agreement.

This Agreement indemnifies **MBCBC** and holds it harmless for all Liability, whatsoever to any person or persons, whatsoever, arising out of the use of the Church's facilities by **(RENTER)**.

**(RENTER)** agrees to reimburse **MBCBC** any and all damage sustained to Church property or equipment because of the use of the facilities, pursuant to this agreement, resulting at any time from the date of the renter, his agents, servants, contractors, or representatives.

**MBCBC** will provide an Event Manager to oversee the **(Name of Event)** held in the Church to assure strict adherence to Church procedure.

**MBCBC** reserves the right to alter, change or cancel any part of the **(Name of Event)** that may be deemed inappropriate or does not promote a healthy spiritual atmosphere.

**(RENTER)** agrees to abide by all procedural and decorating guidelines as set forth by the Church or its

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designee.

The conditions of this contract, as stated in the **Guidelines and Acceptable Use Policy and the Use of**

**Facility Agreement** are governed and adopted by the Joint Boards of Macedonia Baptist Church of Baltimore City and it is understood that no employee or member of the Church is authorized to vary the terms.

NOW THEREFORE, this Agreement embodies the entire understanding of the parties and any modifications of this Agreement **shall be made in writing**.

This Agreement is governed by and enforced in accordance with the contractual laws of the State of Maryland. IN WITNESS WHEREOF, we have set our hands this day and year first written above.

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**Event Authorized Signer**

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**Date**

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**Chair, Board of Trustees**

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**Date**

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