



Facilities Use Agreement

Event Name: _____

Event Date: _____

I have received and read the following documents related to facility usage at Brown Memorial Church.

- ☐ Brown Memorial Facilities Use Fee Schedule (Excluding Weddings)
- ☐ Brown Memorial Facilities Use Guidelines
- ☐ I have completed the Brown Memorial Facilities Use Request Form

I agree to abide by the Brown Memorial Facilities Use Guidelines and I acknowledge that I am financially responsible for all fees stipulated in the Brown Memorial Facilities Use Fee Schedule (Excluding Weddings) as well as any damages to the facilities or equipment used during my event.

Name/Title

Date

Organization

BMPA Representative/Title

Date



Facilities Use Fee Schedule (Excluding Weddings)

Scheduling Your Event

The church facilities are available for rental to church members/friends, and individuals for private events. Church members/friends are regular worship attendees who actively participate in the life and ministry of Brown Memorial. Other churches or non-profit organizations may request facilities use for educational and community-related activities for a nominal donation to the church.

The following spaces are available to reserve: the Sanctuary, the Fellowship Building (Assembly Room, Kitchen, and designated rooms on the Second Floor), and the Church House (Speers Room, Parlor, and designated rooms on the Third Floor). The sanctuary is rented on a per case basis.

All requests for the use of church facilities for a one-time event must be submitted at least four weeks in advance of the planned event. Schedule your event by calling (410-523-1542) or emailing (sharon@browndowntown.org) the church secretary. It is at the church's discretion to approve the use of the facilities for any event. The church can only accommodate events on dates and times that do not conflict with scheduled church activities. Most events may not be scheduled for more than three months into the future. Exceptions may be made on a per case basis at staff discretion.

The fees on the Facilities Use Rental Fee Schedule include the costs of opening, table and chair set up and take down, and closing.

Rental of the sanctuary or assembly room does not include use of the sound system, which requires a church approved audiovisual technician. The use of church instruments or (piano, etc.) must be approved by the minister of music prior to any event. Additional fees for use of the sound system and instruments may apply.

A signed Facilities Use Agreement is required prior to event confirmation. If there are applicable fees, a deposit of half the total fee is also due; the remainder is due one week prior to the event.

Facilities Use Rental Fee Schedule

Entity	Sanctuary	Fellowship Building Assembly Room and Kitchen	Fellowship Building Second Floor	Church House
Church Member or Friend	Determined Per Event	\$50/hour + Church Representative Fees if Applicable	\$25/hour/room + Church Representative Fees if Applicable	\$25/hour/room + Church Representative Fees if Applicable
Non-Church Member	Determined Per Event	\$100/hour	\$50/hour/room	\$50/hour/room
Approved Community Organization	Determined Per Event	Nominal Donation		
Approved Religious Organization	Determined Per Event	Nominal Donation		

Facilities Use Guidelines

As a matter of good stewardship, we ask that you abide by these facilities use guidelines when planning and during your event so that Brown Memorial's facilities are used properly and are well maintained. The church facility is used by multiple groups throughout the week, therefore, you may experience ambient noise and foot traffic during your event (i.e., choir rehearsal or organ practice). We ask all groups who use our space to be respectful and understanding of one another's event needs.

Responsibilities: The person who requests to use the facilities must coordinate preparatory details with the church secretary and is responsible for proper clean up following use of the facilities. For all non-church events, a staff or church member will be present to open the building at least one hour prior to the event. The church will also set up the space according to the Facilities Use Request Form.

Furniture and Equipment: The Facilities Use Request Form specifies furniture and equipment needs for your scheduled event. All furniture and equipment supplied by the church must stay on church premises. Musical instruments and equipment may only be moved by approved personnel. The church does not provide extension cords except in the case of AV equipment requests. Do not affix anything to the walls or ceilings.

Use and Care: Your event is limited to the room or rooms you have reserved. Restrooms nearest your event are the only ones to be used. Familiarize yourself with the location of emergency and first aid equipment referencing the chart at the end of this document.

Generally, leave things the way you found them. If you use it, clean it and put it back where you found it. If you turn it on, turn it off when finished. If you open it, close it when finished. If something breaks, notify a church staff member so it can be fixed quickly.

Children are not allowed to run and play in the building or be left unattended. Parents are responsible for seeing that their children are properly supervised and adhere to these guidelines.

Security: During hours when the church office is not open, the building may only be opened by a church staff member or a church member authorized to function in this role. Please be mindful of keeping doors closed, particularly during the colder months. Exterior doors must remain locked unless someone is stationed next to them and are not to be propped open with the exception of a procession through them. Doors must be locked at the conclusion of your event; do not assume that someone else will lock them later.

Although thefts and other crimes are rare, they have occurred in or near our facilities. Unlocked doors must be monitored at all times. The church is not responsible for any losses or damages to personal belongings during the event. Theft of church equipment or vandalism during your event are the responsibility of the person or organization holding the event.

Sound Systems and Audiovisual Equipment: The church office must be notified at the time reservations are made if a sound system or audiovisual equipment will be used so that a sound engineer can be requested for an additional fee. Arranging audiovisual needs is the requester's responsibility. Contact the church office for a list of approved audiovisual technicians.

Musical Instruments: Use of the church's musical instruments is not implied in this agreement. Any request for use of these instruments must be approved by the minister of music. Additional fees may apply.

Food and Drinks: Food and drinks are permitted in the rooms reserved by your group with the exception of the Sanctuary. On occasion beer and wine may be served with advanced approval.

Kitchen Use: The kitchen is equipped with various kitchen appliances and utensils. The church provides tablecloths, coffee pots, coffee urns, and coffee and tea for community partners using the church space. Private events must provide their own coffee and tea.

You may use the stove, oven, or refrigerator during your event. You may use plates, bowls, and silverware from the kitchen or assembly room cabinets. All dishes and silverware must be clean or being washed in the dishwasher at the conclusion of your event. Please follow the instructions posted in the kitchen for the proper use of the dishwasher. The church does not provide paper products. Spills and crumbs must be cleaned up.

Tablecloths must be shaken out over a trash can prior to washing. The washing machine can accommodate 6 round tablecloths and 2 rectangular tablecloths per load. PLEASE DO NOT OVERLOAD THE WASHING MACHINE. Place additional tablecloths in the laundry basket. Laundry detergent pods are located in the marked island cabinet near the washer and dryer. Place one detergent pod in the drum and close the door. Press power, select sheets/towels, and press start. A staff member will move laundered items to the dryer.

All trash and recycling must be placed in bins in the kitchen or assembly room. Extra bags are located in the bottom of each bin. When a bin is full, remove the filled bag, tie it, and place it in one of the green or metal trash cans located in the courtyard. PLEASE DO NOT PLACE TRASH IN THE BLUE RECYCLING CANS.

All items brought into the facilities—including food, decorations, and any other items—must be removed immediately following the event. PLEASE DO NOT LEAVE LEFTOVER FOOD IN THE REFRIGERATOR.

Failure to adhere to these guidelines may preclude future use of the kitchen by you or your organization.

Smells and Smoke: Incense, smudging, and open flames are prohibited. Only candles with a minimum of four inches of glass above the flame, such as hurricane globe, are allowed. Flowers must be in water-tight containers.

Heating and Air Conditioning: You may adjust the temperature during your event. At the conclusion of your event, please return the heat to 65° during cooler months (September-May) and the air conditioning to 80° during summer months.

Firearms, Tobacco, and Drugs: Firearms are not permitted in any part of the church facilities. Smoking, vaping, or drug use (other than medically prescribed) is prohibited in and around the church facilities. Please make sure your guests are aware of this policy.

Jenkins Alley is actively used by the Bolton Hill Community and our immediate neighbors. You may unload and load at either entrance and then move your vehicle to a legal parking spot on the street.

Parking: The Bolton Hill neighborhood has restricted 2 hour parking Monday-Friday. Parking longer than 2 hours may result in a parking ticket. Brown Memorial does not give out parking passes. Due to street cleaning, parking is also limited on Tuesdays and Thursdays from 8am-2pm. Parking restrictions are not in effect on Saturdays and Sundays.

Emergency Equipment and First Aid Kit Locations

Equipment Type	Building	Floor	Location
FIRE EXTINGUISHERS	Church House	1st Floor	1. Front Entrance, wall mounted 2. Copy Room, wall mounted near desk
		2nd Floor	Wall mounted at the top of stairs
		3rd Floor	Wall mounted near west office & classroom (left of the landing)
	Fellowship Building	1st Floor	1. Courtyard Entrance, wall mounted 2. Kitchen, Wall mounted
		2nd Floor	Wall mounted in hallway near restroom
		3rd Floor	1. Wall mounted near classroom (F-306) 2. Wall mounted near Elevator
AED	Fellowship Building	1st Floor	Assembly Room, on the cabinet to the right of the main entrance from the courtyard.
First Aid Kits	Church House	1st Floor	Copy Room - atop fridge *First Aid Central*
		2nd Floor	None
		3rd Floor	On top of small refrigerator next to water cooler
	Fellowship Building	1st Floor	1. Assembly Room, on the cabinet to the right of the main entrance from the courtyard 2. Kitchen, drawer to the left of ovens
		2nd Floor	1. Coffee Station near elevator (inside center section of cabinet) 2. Nursery (Room 206) - Note: this kit contains no meds.
		3rd Floor	Kitchenette, on counter