

Rental Application & Agreement

Metropolitan Community Church of Tampa
408 East Cayuga Street, Tampa, FL33603-3702
Phone: 813.239.1951 Fax 813-938-7371

This form must be completed by any group or person(s) applying to use MCC TAMPA rental space or an event.

We welcome your interest in using our space for your event. As a Christian church with a special, affirmative ministry to the LGBTQ+ community. We strive to provide a safe space where all are welcomed. To ensure that you receive a timely response to your request, we ask that you complete Part I and read and sign Part II of this form. Once it has been processed, you will be notified whether your request has been approved. If approved, you will also receive a point of contact for the church to facilitate your use of the space. You will be notified of any fees associated with the use of the church facility.

Part I to be completed by the requestor for the proposed event or rental Space.

Date: _____

Requesting Person or Organization for the Event: _____

Contact Person for Event: _____

Name: _____

Address: _____

Primer Phone #: _____ Alternative Phone #: _____

Email Address: _____

Proposed Date(s) of Event or Rental _____

Proposed time(s) of Event: or Rental _____

Purpose of Event or Rental: _____

Estimated Number of Attendees: _____

Description of Event (Please provide a brief explanation. More detail is preferred, as MCC TAMPA reserves the

right to request further information.):

Please check the spaces to be used under this rental agreement:

- Sanctuary & Social Area
- Kitchen
- Chapel
- Conference Room
- Stage
- Back lawn
- _____
- _____

Do you intend to raise funds or exchange money at this event (either by charging for attendance or during the event)? Yes or No .

If yes, please explain, including who or what entity will be the beneficiary.

Audio Visual Requirements Needed: _____

Please list if any Clergy Services are required (additional fees for clergy services)

Part II Rules, Terms and Conditions for Use of MCC TAMPA Space

The entity or person requesting to use MCC TAMPA property for an event should understand that MCC Tampa is a Christian church with a special outreach to special, affirmative ministry to the LGBTQ+ community and, as such, the rules are intended to ensure respect for the church as our worship space and as a safe space in which all people are welcomed.

Please read and initial that you understand the following rules:

1. No physical or verbal threats of any kind. _____
2. No harassment of any person in any way. _____
3. No Sexually explicit language or obscene gestures. _____
4. No racial, religious, ethnic, or gender-based slurs. _____
5. No gambling on premises. _____
6. No running, skating, rollerblading, skateboarding, bicycling, etc. _____
7. No inappropriate and/or sexually explicit attire. _____
8. No smoking indoors. _____
9. No use of fire (candles are acceptable). _____
10. No use of excessively amplified or disruptive sounds that may disturb the neighborhood. _____
11. No sleeping on premises. _____
12. No photography or videotaping without the expressed permission of individual(s) being photographed or videotaped. _____
13. No use of space(s) other than those approved. _____
14. No use or movement of MCC TAMPA sound, technical, or musical equipment, or of the altar or other worship items, without explicit permission of and training from church staff. _____

Terms and Conditions

The organizing person or entity ("Requestor") agrees to the following terms and conditions. Please read & initial:

1. Requestor agrees to abide by all rules of the church as stated above and those posted in the church. _____
2. Requestor agrees to indemnify and hold harmless MCC TAMPA for any liability that may arise from the event and the Requestor's use of church property. _____
3. Requestor agrees that MCC TAMPA will not be responsible for any damaged or loss of property brought to the premises by the Requestor or any participant or attendee of the Requestor's event. _____
4. Requestor agrees to be responsible for any damages that result from the event or the actions of those attending or participating in the event. _____
5. Requestor agrees to use only those spaces within the church that have been approved for use. _____
6. Requestor warrants that its event and any activities by those attending or participating in the event are legal and in accordance with the laws of the United States and the State of Florida. Unlawful acts, include, but are not limited to: _____
 - a. Defacing, damaging or destroying property.
 - b. Possession, use or sale of illegal drugs or contraband.
 - c. Possession or use of weapons
 - d. Inebriated persons
 - e. Solicitation
 - f. Public disturbance
 - g. Fighting
 - h. Gambling
 - i. Littering
7. Requestor agrees that MCC TAMPA shall have the right to take appropriate action, including withdrawing its approval & contract, even after the event has commenced, should any rule, contained herein, posted at the church, or any law be violated. _____
8. Requestor agrees not to use any unauthorized images of the church building or facilities in any advertisement or other material printed or circulated by or on behalf of the Requestor. _____
9. Requestor agrees not to use MCC TAMPA's name in any advertisement or other material printed or circulated by or on behalf of the Requestor, other than to identify the location of the event, unless such use of the name is reviewed and approved by MCC TAMPA. _____
10. Requestor agrees to be responsible for all necessary set-up and clean-up for the event and agrees to restore the space to its original condition, of which reasonable time will be allowed. _____

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11. Requestor warrants that its description of the event and other information about the event and organizer are accurate and agrees that MCC TAMPA has the right to withdraw its approval, even during the event, should any information be found to be inaccurate. _____
12. Requestor agrees that, should MCC Tampa withdraw any approval(s), MCC Tampa shall not be responsible or liable for any damages associated with the withdrawal of an approval, even during the scheduled event. _____
13. **ALCOHOL:** Requestor agrees that if alcohol is to be served on premises that it will only be served by licensed [Fla. Stat. 561.20(2)(a)5] and insured caterer. License and proof of insurance must be presented to MCC Tampa prior to the event. _____

Fines & Fees:

The following fines and fees will be applied should terms and conditions not be met. Please initial each to indicate you have read and understand.

1. Requestor agrees to pay a minimal cleaning fee of \$75 should they fail to clean-up and restore the space to its original condition. _____
2. Requestor agrees that if they or a representative of their organization is given the responsibility for locking the MCC Tampa's doors they will be charged a fee of \$100 dollars for each door they fail to secure upon departure. _____
3. Requestor agrees that if they or a representative of their organization is given the responsibility for activating MCC Tampa's alarm system they will be charged a fee of \$50 for failure to activate the alarm upon departure. _____
4. Requestor agrees that if they or a representative of their organization is given the responsibility for activating/deactivating MCC Tampa's alarm system and their actions or failure thereof results in the alarm going off, they will be required to pay the fee billed by the alarm company for resetting the alarm. Currently that fee is \$40. _____

The undersigned also warrants that they are the responsible person for the event and/or a duly authorized agent of the entity organizing the event.

Signature: _____ Date: _____

Requestor's Name (printed): _____

Name of Entity Organizing Event (if applicable): _____

Event Fee Schedule

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NOTE: Nonprofit organizations and group bookings with multiple events or dates may be subject to discounts, however onsite coordinator fees **cannot** be waived.

<i>Spaces & Resources</i>	<i>Fee</i>	<i>Quantity</i>	<i>Total</i>
Required On-Site Coordinator (first 3 hours)	\$75		
<i>Additional hour(s)</i>	\$25 per hour		
Sanctuary & Social Area (first 3 hours, or portion thereof)	\$300		
<i>Additional hour(s)</i>	\$90 per hour		
Kitchen & Social Area (first 3 hours, or portion thereof)	\$200		
<i>Additional hour(s)</i>	\$60 per hour		
Table & Seating Set up	\$5 each set up		
Table w/cover & Seating	\$10 each set up		
Chapel (first 3 hours, or portion thereof)	\$100		
<i>Additional hour(s)</i>	\$30 per hour		
Conference Room (first 3 hours, or portion thereof)	\$75		
<i>Additional hour(s)</i>	\$25 per hour		
Audio Personnel & Equipment (first 3 hours)	\$75		
<i>Additional hour(s)</i>	\$25 per hour		
Visual Media Personnel & Equipment (first 3 hours)	\$75		
<i>Additional hour(s)</i>	\$25 per hour		
Electric Piano	\$30		
		<i>TOTAL</i>	

NOTE: ONE-HALF OF PAYMENT MUST ACCOMPANY THIS SIGNED APPLICATION FORM. THE PAYMENT IN FULL IS DUE 10 WORKING DAYS PRIOR TO THE EVENT.

I have read this contract and agree to abide by all the stipulations listed in the application and in this agreement. I understand that this contract is valid only when accompanied with the appropriate fees.

Renter or Organization's Name (printed): _____

Renter or Authorized Agent Signature: _____ Date: _____

MCC TAMPA OFFICE USE ONLY

Deposit Amount \$ _____ Received on _____ Received by _____