



Metropolitan Community Church of Portland

HOLY UNION FACILITY USE AGREEMENT

Individual(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Evening phone: _____

Number of guests expected: _____

Date of Rental: _____ Time rental begins: _____ and ends: _____

Space and Equipment Requested:

Clergy fee	\$250.00 (Includes 2 sessions with clergy, rehearsal & ceremony) (Please make checks payable to clergy performing ceremony. ½ due at first session, balance due by rehearsal)
Sanctuary	\$300.00 (Includes family room and fireside room)
Social Hall/Kitchen	\$150.00 (\$50.00 if using Social Hall only)
Sexton Fee	\$ 50.00
Pianist	\$100.00
Organ/Organist	\$100.00
Vocalist	\$ 75.00
Sound System/Tech	\$ 50.00
Key Deposit	\$ 50.00

TOTAL \$ _____



Metropolitan Community Church of Portland

FACILITY USE AGREEMENT

RENTAL POLICY

- Metropolitan Community Church of Portland (MCCP) is a Christian Church with a primary outreach to the LGBT communities and reserves the right to revoke building use privileges at any time.
- As an inclusive community we do not allow any activity in the building that is oppressive or exploitive of any group.
- We do not allow smoking or the use of alcohol inside the building and restrict smoking outside to designated areas.
- Limited furniture re-arrangement is permissible providing the church office has given permission and the space is restored at the end of the rental period. Failure to restore the furniture arrangement may be cause for forfeiture of cleaning deposit.
- The worship spaces may not be rearranged, moved, or draped except by church staff.
- Food and/or drink are not allowed in the sanctuary.
- A \$50.00 refundable cleaning and damage deposit is required to reserve building space. If rented spaces are left in an acceptable condition, the deposit will be returned in full. If physical damage to the building or its contents occurs in the rented space, the cost to repair such damage will be deducted from the deposit. If the space is left in disarray or requires extensive cleaning after the building use, the cost to clean the space will be deducted from the deposit. In the event the cost of damage or cleaning exceeds the amount of the deposit, the building user agrees to reimburse the church for costs incurred to repair the damage and/or clean the space.
- The cleaning deposit is refundable if MCCP is satisfied that all policies have been abided.
- The outside of the building must be kept clean. To prevent our gardens from becoming defaced we ask that only "baked" bird seed, if anything, be thrown at weddings and holy unions or any other time. Bird seed is bio-degradable and after it is baked it will not sprout.
- This agreement becomes effective once it is signed, dated, on file in the MCCP office and all fees have been paid.
- Church office equipment and work areas are off limits to building users.
- Fees are due at the time of the signing of this agreement. Failure to pay fees as directed above will result in the termination of this agreement.

Signature of Individual(s)

Date

Signature of MCCP Staff Member

Date