

Metropolitan Community Church of Washington, DC (MCC-DC) Event Form

This form must be completed by any non-MCC-DC group or person interested in using MCC-DC space for a widely attended event.

We welcome your interest in using our space for your event. As a Christian church with a special ministry to Gays, Lesbians, Bisexuals, and Transgendered persons, we strive to provide a safe worship space where all are welcome. 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 completed, please return to the church office. Your request will then be processed and 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 also 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.

Date: _____

Requesting Person or Organization for the Event:

(Name, Address, Telephone)

Contact Person for Event:

Name: _____

Address: _____

Phone Number: _____

Proposed Date(s) of Event: _____

Proposed Time(s) of Event: _____

Purpose of Proposed Event:

Description of Event (Please provide a brief explanation. More detail is preferred, as MCC-DC reserves the right to request further information.):

Estimated Number of Attendees: _____

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Proposed MCC-DC space(s) to be used (e.g. Sanctuary/Fellowship Hall, Kitchen, Chapel, Music Rooms): _____

Do you intend to raise funds or exchange money at this event (either by charging for attendance or during the event)? Yes/No (circle one). If yes, please explain, including who or what entity will be the beneficiary.

PLEASE READ AND SIGN THE FOLLOWING

Part II. Rules, Terms and Conditions for Use of MCC-DC Space

The entity or person requesting to use MCC-DC property for an event should understand that MCC-DC is a Christian church with a special outreach to the Gay, Lesbian, Bisexual, and Transgendered 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 welcome.

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 running, skating, rollerblading, skateboarding, bicycling, etc.
6. No inappropriate and/or sexually explicit attire.
7. No smoking indoors.
8. No use of fire.
9. No use or allowance of amplified or disruptive sounds that may disturb the neighborhood.
10. No sleeping on premises.
11. No photography or videotaping without the express permission of individual(s) being photographed or videotaped.
12. No use or movement of MCC-DC sound, technical, or musical equipment, or of the altar or other worship items, without explicit permission of church staff.
13. No use of space(s) other than those approved.
14. No alcohol on premises.
15. No gambling on premises.

Terms and Conditions

The organizing person or entity ("Requestor") agrees to the following terms and conditions:

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-DC for any liability that may arise from the event and the Requestor's use of church property.

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3. Requestor agrees that MCC-DC 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 District of Columbia. Unlawful acts, include, but are not limited to:
 - Defacing, damaging or destroying property.
 - Possession, use or sale of illegal drugs, alcohol, weapons or contraband.
 - Inebriation
 - Solicitation
 - Public disturbance
 - Fighting
 - Gambling
 - Littering
 - Loitering
7. Requestor agrees that MCC-DC shall have the right to take appropriate action, including withdrawing its approval, 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-DC's name in any advertisement or other material printed or circulated by or 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-DC.
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.
11. Requestor warrants that its description of the event and other information about the event and organizer are accurate and agrees that MCC-DC 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-DC withdraw any approval(s), MCC-DC shall not be responsible or liable for any damages associated with the withdrawal of an approval, even during the scheduled event.
13. The undersigned also warrants that (s)he is the responsible person for the event and/or a duly authorized agent of the entity organizing the event.

Signed,

Requestor:

Name of Contact (Print)

Name of Entity Organizing Event (If applicable)

Signature

Date

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Part III. To part is to be filled out of MCC-DC staff

Check One:

*Approved _____

Disapproved _____

Date: _____

* The following 3 responses must all be “Yes” for an event to be approved:

1. Has the Requestor signed Part II (Rules, Terms and Conditions)? (Yes/No)_____
2. Has the Board of Directors been notified of request? (Yes/No) _____
3. Has the church schedule been checked and the calendar open for the proposed event? (Yes/No)_____

Decisionmaker’s Name: (Must be a current MCC-DC staff member or the Vice Moderator of the Board):

Assigned MCC-DC Contact Person for Event:

Name/title: _____

Phone: _____

Assigned MCC-DC Person Responsible for Opening and Securing Building for Event (If same as MCC-DC Contact Person write “same as above”):

Name/tile: _____

Phone: _____

If approved, a copy of the completed document should be made available to the Requestor.