

Rockville Christian Church Facilities Rental Fee Schedule	
Description	Fee
Facility Use by RCC Active Members	No Charge or Free-Will Offering
Non-refundable Building Use Application Processing Fee	\$50
Refundable Key Deposit (Long-Term Use Only)	\$50
Refundable Security Deposit ¹	\$250
Sanctuary ²	\$650
Wilson Room ³	\$250
Kitchen ⁴	\$50
Baptistery	\$300

NOTES:

1. Forfeiture of entire security deposit if event canceled by applicant within 5 days of scheduled event.
 2. Also includes rehearsal event for weddings. Maximum occupancy is 200 persons. **NO FOOD ALLOWED IN SANCTUARY.**
 3. Maximum occupancy is 50 persons.
 4. For holding and/or heating food only. No cooking allowed.
- All facility use fees include RCC attendant to open and close building and remain on-site as point of contact.
 - Applicant is responsible for setting up and breaking down tables/chairs.
 - Applicant is responsible to cleaning up after event. A walk through checklist will be completed after event.
 - Rockville Christian Church is a smoke-free facility.

ROCKVILLE CHRISTIAN CHURCH
301 Adclare Road Rockville, MD 20850 Phone (301) 762 7744



REQUEST TO USE

ROCKVILLE CHRISTIAN CHURCH FACILITIES

Name of Group: _____

Address and Phone #: _____

Name of Contact Person: _____

Address and Phone #: _____

E-Mail of Contact Person: _____

Requested Date(s) & Time of Use: _____

Detailed Explanation: (Use additional sheets, if necessary.) Please provide specific information on each of these topics:

- (1) Name & Phone # of Sponsors;
- (2) Purpose of your request, including a statement of faith and practices;
- (3) Details on planned activities;
- (4) Estimated number that will be attending each service;
- (5) Duration of time you wish to use our facilities;
- (6) What areas of the facilities are needed; Plan for managing cleaning of those areas of the facilities you will be using;
- (7) What measures are used for providing security of the building while you occupy the building?
- (8) Are there any activities that involve food service?
- (9) What resources do you have by which you can assure payment of financial obligation for use of the facilities?
- (10) What liability and property damage Insurance do you have or can provide?
- (11) Provide at least 2 references we can contact about your organization.

All ten items requested above will need to be provided to us in writing prior to final approval of your request.

Submit this form to the attention of Chairman, Trustees, Rockville Christian Church.

While we wish to nurture community relationship the Rockville Christian Church reserves the right to deny the use of our facilities. The Rockville Christian Church may require a refundable Security Deposit against damages or charge a non-refundable Use Fee. We are an active congregation so coordination of events is critical. We will contact you about your request as soon as possible.