

ST. MARY MAGDALENE EPISCOPAL CHURCH



Special Event Usage Rates for One Time Only Special Events

Space / Location	1 – 3 hours per usage	3 – 6 hours per usage	6 hours onwards
Sanctuary	\$600	\$750	\$75 each additional hour
Undercroft – Fellowship Hall	\$400	\$650	\$75 each additional hour
Wedding/Funerals (All Inclusive, Sanctuary, Chapel, Undercroft)	\$1000	\$1300	\$75 each additional hour
Classrooms -- \$30 per hour	\$80	\$150	\$30 each additional hour
Chapel	\$300	\$500	\$50 each additional hour
Kitchen -- \$75 per hour	\$150	\$250	\$50 each additional hour
Organist -- \$250 Sexton -- \$200 (Sanctuary & Undercroft) \$100 (Sanctuary only) \$150 (Undercroft only)	Rector – For weddings and funerals a donations to the Rectors Discretionary Fund is appropriate. A standard range can be between \$100 - \$300. This funds goes to helping those in need.		

- Usage for a one time only special event will require a Security Deposit of \$300 paid when the application is submitted. Final payment is required one week before the event. The Security Deposit will be refunded if the building, restrooms, and grounds are left in a clean condition and there is no damage to the premises. Charges for additional Sexton cleaning services will be assessed if necessary.
- There will be an allowance for one hour set up time and one hour clean up time.
- Usage of the Undercroft does not include use of the ovens or stoves for cooking of food. However, the ovens may be used for an additional fee. The use of the churches' tablecloths, plates, utensils, etc. is not permitted.
- Maximum number of persons permitted in the Undercroft is 200.
- Users are responsible for replacing or repairing any items that are damaged during its use of the building.
- No smoking allowed.
- The financial costs of the bulletins are the responsibility of the family.
- All tables and chairs must be put back in their original location.
- All trash must be bagged and placed in trash receptacles. Recycle as appropriate.
- All items damaged must be replaced, or repaired, or paid for by the renter. In order to repair or replace, SMM must be consulted prior to making arrangements for repair or replacement of items.
- Fees for Rector, Organist, and Sexton are not included in church costs and must be paid in advance.
- Use of church spaces by SMM members will be at reduced rates.
- Report all accidents/incidents in writing to SMM immediately
- Fire/accident: Contact 911 immediately!
- The individual listed on the contract to use the space **must** supervise and remain on site for the entire event.
- A representative of SMM will be on site for the entire event.
- A separate use application and covenant of understanding will be provided.

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Email: info@stmarymagdalene-md.org ~ www.stmarymagdalene-md.org

ST. MARY MAGDALENE EPISCOPAL CHURCH
Long Term Usage
Rates for Long term rental agreements



Rental Church Fees	Sanctuary	Undercroft	+ Kitchen	Chapel	Classroom	All Inclusive - Kitchen	All Inclusive + Kitchen
Weekend (1-3 hrs a week)	150	100	50	30	30	200	250
Weekend (3-6 hrs a week)	200	125	50	50	50	300	350
Weekday (1-3 hrs a week)	125	75	50	15	15	200	250
Weekday (3-6 hrs a week)	150	125	50	20	20	225	275
Weekday (all day)	200	175	50	50	50	250	300

Monthly (x4)	Sanctuary	Undercroft	+ Kitchen	Chapel	Classroom	All Inclusive - Kitchen	All Inclusive + Kitchen
Weekend (1-3 hours a week)	600	400	200	120	120	800	1000
Weekend (3-6 hours a week)	800	500	200	200	200	1200	1400
Weekday (1-3 hours a week)	500	300	200	60	60	800	1000
Weekday (3-6 hours a week)	600	500	200	80	80	900	1100
Weekday (all day)	800	700	200	200	200	1200	1400

St. Mary Magdalene Episcopal Church

Covenant of Understanding



This agreement is between St. Mary Magdalene Episcopal Church, Wheaton Parish, and _____ for use of the building, as follows, for the specified time:

Date of Event: _____

Purpose of Use: _____

Time of Use: _____

Space[s] to be used: _____

Rector's services: _____

Musician's services: _____

[For Funeral or Wedding]

Prayer Book service? _____ Communion? _____ Approx. # Guest _____

Rental/Service Fees

Rental Fee: _____

Sexton Fee: _____

Organist Fee: _____

This money can be paid either by cash, online, or by check. [If the latter, please make out separate checks, one to St. Mary Magdalene Episcopal Church (with indication of purpose in the Memo line) and (if applicable) one each to directly to Carlos Castillo (sexton), and _____ (organist), and "St. Mary Magdalene Church" with "Rector's Discretionary Fund" in the memo line.]

I/we have read and agree to the terms and conditions set forth above.

Sign: _____ Date: _____

Print: _____

Person Responsible for Agreement (as listed at top of page)

Sign: _____ Date: _____

Print: _____

Rector / Senior Warden / Junior Warden / Office Assistant

[Receipt of Payment is found on the back.]

Receipt of Payment

Security Deposit [to be returned after event if premises are left in good condition]:

Paid: \$300 Method (circle one): Cash / Check/Online
[Date of check: _____ Check #: _____]

Rental/Service Fees Paid in Full:

Rental Fee

Paid: _____ Method (circle one): Cash / Check/Online
[Date of check: _____ Check #: _____]

Sexton Fee

Paid: _____ Method (circle one): Cash / Check
[Date of check: _____ Check #: _____]

Organist Fee

Paid: _____ Method (circle one): Cash / Check
[Date of check: _____ Check #: _____]

Donation to Rector's Discretionary Fund

Paid: _____ Method (circle one): Cash / Check/Online
[Date of check: _____ Check #: _____]

I/we acknowledge payment for rental of space and services provided.

Sign: _____ Date: _____

Print: _____

Person Responsible for Agreement (as listed at top of page)

Sign: _____ Date: _____

Print: _____

Rector / Senior Warden / Junior Warden / Office Assistant