

**ST. THOMAS INDIAN ORTHODOX CHURCH, GREATER WASHINGTON**  
**PARISH HALL - RENTAL AGREEMENT**

St. Thomas Indian Orthodox Church of Greater Washington (STIOC)  
13505, New Hampshire Ave, Silver Spring, MD 20904

Telephone for Rental Office/Manager: Office: (240) 397-8467 or Manager: (301)-442-6233  
E-mail address of Rental Office/Manager: [stioc.rent@gmail.com](mailto:stioc.rent@gmail.com)

Today's Date: \_\_\_\_\_

Name Of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Approx. # of Guests: \_\_\_\_\_ (cannot exceed more than 500 persons).

Will food/refreshments be served? \_\_\_\_\_ Will there be any decorations placed? \_\_\_\_\_

**THE PARISH HALL WILL BE MADE AVAILABLE ONLY FOR ONE HOUR BEFORE THE BEGINNING OF THE SCHEDULED EVENT FOR MAKING ANY ARRANGEMENTS OR DECORATIONS. RENTER AGREES TO PAY ADDITIONAL \$150.00 (DOLLARS ONE HUNDRED AND FIFTY ONLY) PER HOUR FOR ANY EXTRA TIME NEEDED FOR SUCH ARRANGEMENTS OR DECORATIONS. ALL GUESTS MUST LEAVE IMMEDIATELY AT THE END OF THE SCHEDULED TIME OF THE EVENT FAILING WHICH THE ENTIRE SECURITY DEPOSIT WILL BE FORFEITED. NO EXTRA TIME WILL BE GIVEN BEYOND THE SCHEDULED END TIME OF EVENT TO REMOVE DECORATIONS / FURNITURE / PERSONAL ITEMS FROM HALL.**

**I/WE ARE RESPONSIBLE FOR ANY LEGAL CONSEQUENCES ARISING FROM VIOLATING ANY OF THE RULES STATED AND AGREED IN THIS CONTRACT**

**I/WE \_\_\_\_\_ THE RENTER, HEREBY UNDERSTAND**

**THE ABOVE AND AGREE: \_\_\_\_\_**

(SIGNATURE)

(DATE)

**I/We the undersigned agree as one of the conditions of renting the above premises, that I/we will not permit any unlawful business or activity on the premises, and no use shall be made thereof which shall be unlawful, noisy, offensive or contrary to any laws of the State of Maryland or ordinance of Montgomery County or code of City of Silver Spring including nuisance of any kind to neighbors.**

**I/We agree that if spot inspections by the rental manager or law enforcement will be permitted at any time at the rental premises.**

**Further, it is understood that the Renter will be personally responsible for all injuries or damages to any person or property arising from the rental of the premises on the above date; and that the Renter shall be responsible for all activities of occupants during the rental period.**

**It is also understood that STIOC has the right to cancel this rental if the use of this building is considered objectionable in any way.**

### **STIOC PARISH HALL - RULES AND REGULATIONS**

I/We explicitly agree to the following rules and policies governing the use of the STIOC Parish Hall. I/We agree to enforce all conditions of this contract and I/we understand that violation of any of the terms of this agreement shall constitute sufficient reason to cause forfeiture of all, or part, of the security deposit as determined by STIOC.

1. The hall licensed capacity is only 500 persons. Under no circumstances can this be exceeded.
2. The building and parking lot are under the supervision of our hall manager. She/he shall have the authority to restrict the use of the building and parking lot when, in their opinion, such use will be detrimental to the facilities or in violation of these rules.
3. The building shall be subject to inspection at any time by our hall manager and anyone who may accompany them. We reserve the right to halt any function deemed by our hall manager or the City Police to be out of control.
4. Vehicles must be parked only on marked spots. Driveway, entry and exit points of parking lots must not be blocked. No parking is allowed on the lawns at any time.
5. There will be nothing attached to the ceilings, walls, doors or lights. No tacks, tape, clay-like adhesives, or staples will be used for any purpose. Decorations, including banners, posters, etc., may be attached, but must be removed without damaging the areas. No confetti type decorations allowed. Candles may be used only if they are enclosed in glass.
6. No equipment will be moved without explicit permission from the hall manager.
7. Renter will be responsible for setting up tables and chairs. Parish hall tables, chairs, etc., must not be taken outside the hall. All tables and chairs have to be kept back in the original position as found before the start of the event. All lights will be turned off before leaving the building.

8. Use of the hall's public address system and speaker system are NOT included in the hall rental. Use of any public address system outside the hall is strictly prohibited.
9. Gambling in any form is strictly prohibited.
- 10. SERVING OF ALCOHOL INSIDE AND OUTSIDE THE PARISH HALL AS WELL AS THE PARKING LOT IS STRICTLY PROHIBITED. SIMILARLY, SMOKING INSIDE AND OUTSIDE THE PARISH HALL AS WELL AS THE PARKING LOT IS STRICTLY PROHIBITED.**
- 11. CONSUMPTION OR CARRYING ANY ITEMS CLASSIFIED AS DRUGS OR OCCURANCE OF SUBSTANCE ABUSE DURING THE RENTAL IS STRICTLY PROHIBITED AND ANY INFORMATION OBTAINED ABOUT IT WILL BE HANDED OVER THE STATE AND LOCAL AUTHORITIES.**
- 12. CARRYING FIREARMS OR POSSESSION OF FIREARMS OR ANY WEAPONS THAT COULD CAUSE INJURY TO OTHERS IS STRICTLY PROHIBITED IN THE RENTAL HALL OR PARKING LOT.**
13. All refreshments (that does not include alcohol) must be served and consumed inside the building. No drinks, bottles or cans, of any kind are to be taken outside.
14. Grease, food and refuse MUST be disposed of in authorized receptacles/bins that are provided. Disposing of any refuse in the sinks, drain, stool or lavatories, is not permitted.
15. All filled trash/garbage bags must be secured and placed in dumpster provided. STIOC will provide 3 trash cans with trash bags. Additional trash bags will be brought by renter.
16. Items of personal property and rental items are the responsibility of the Renter and must be removed by Renter upon vacating the facility. STIOC shall not be responsible for the loss of any Renter's personal property or rental items.

**TERMS FOR SECURITY DEPOSIT, RENTAL FEES, CANCELLATIONS, AND REFUNDS**

**RENT \$1,500 (One Thousand Five Hundred only) FOR THE FIRST FIVE (5) HOURS. PLUS, CHARGES FOR POLICE SECURITY AT \$\_\_\_ PER HOUR. THE NAME OF THE POLICE OFFICER WILL BE PROVIDED.**

**FOR EACH ADDITIONAL HOUR AFTER THE SCHEDULED EVENT END TIME, AN ADDITIONAL AMOUNT OF \$300.00 (Dollars Three Hundred only) WILL BE CHARGED. NO EXTRA TIME BEYOND THE SCHEDULED EVENT END TIME WILL BE PROVIDED TO REMOVE DECORATIONS OR FURNITURE.**

**SECURITY DEPOSIT: \$1,000.00 (Dollars One Thousand only).**

**RENTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**Total amount due at the time of signing the contract is \$ \_\_\_\_\_  
 \_\_\_\_\_ only).**

If cancellation of this contract occurs between 14 -45 days of the rental date, an amount of \$250.00 (Dollars Two Hundred and Fifty only) of the rental fee shall be charged to the Renter and the rest refunded. If cancellation of contract occurs **within 14 days** of the rental date, there will be **NO** refund of rental fee. For any other cancellation, the Renter shall forfeit \$100.00

**Some instances of forfeiture of security deposit are:**

- a. Violation of any or part of any of the rules or agreement will result in forfeiture of deposit.
- b. Damage to any part of hall including kitchen and restrooms, equipment, furniture or lawn.
- c. Any litter, bottles, cans, etc. in the hall and outside building including parking lot.
- d. Loss of Decorations/Attachment of anything to ceiling, walls, doors, etc. except as provided for.
- e. Failure of guests to leave the hall and premises at the end of the scheduled time of event.
- f. Inappropriate disposal of food, grease, garbage, etc.
- g. Other misuse of property.

**INFORMATION**

1. Make all checks payable to: ST. THOMAS INDIAN ORTHODOX CHURCH, GW
2. Only Money Orders or Cashier's check will be accepted.
3. Personal checks accepted only if date of event is beyond 21 days from the date of signing contract.
4. A fee of \$50.00 will be charged for all returned checks.
5. A Copy of the Valid U.S. Driver's license of the Renter is required.
6. Contact the rental Manager ONE-WEEK before rental date to make final arrangements.

**I/We have read and I/We do understand and agree with all the terms and conditions of this Contract.**

Renter's Signature (1): \_\_\_\_\_

Renter's Signature (2): \_\_\_\_\_

Signed this day \_\_\_\_\_ 20\_\_\_\_\_ Amount received from Renter: \_\_\_\_\_

Name and Address where to send security deposit refund (if applicable):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

STIOC Parish Hall Rental Manager \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_\_

**Please indicate location on your invitations:**

- (1) St. Thomas Indian Orthodox Church - Parish Hall, 13505 New Hampshire Ave, Silver Spring, MD 20904
- (2) Event Capacity not to exceed 500 persons.