

*Reid Temple African Methodist Episcopal Church Inc.  
(Glenn Dale Campus)*



## **Facility Information**

Applications to Use facility

The Reid Temple African Methodist Episcopal Church, Inc. (RTAMEC) policies, fees and Application for Use Agreement are provided here for your convenience. If you would like to receive an Application Package to lease RTAMEC for an event or desire more information, please contact us by telephone, fax, or email. We must receive a completed Application Form, signed, with a \$50.00 non-refundable Application Fee, before we can take any preparatory actions.

## **Technical Information**

Equipment Lists

Reid Temple AME owns, maintains and operates some production equipment to better serve our clients. Currently, our sound, lighting and video systems are designed to facilitate large church services including choirs, worship bands, solos and preaching. Minor supplementation, the system can accommodate concerts that do require high sound pressure levels.

If you are looking at booking an event at Reid Temple AME's Chapel production equipment may accrue charges above and beyond building use fees. Reid Temple AME reserves the right to refuse use of any or all equipment at its own discretion. Reid Temple AME also reserves the right to insist on RTAME's staff member operation of both RTAME equipment and rentals made under RTAME's name.

# REID TEMPLE AFRICAN METHODIST EPISCOPAL CHURCH, INC.

11400 Glenn Dale Blvd.

Glenn Dale, MD 20760

Phone: (301) 352-0320 Fax: (301) 352-1772

Email: [facilityrentals@reidtemple.org](mailto:facilityrentals@reidtemple.org)

Website: [www.reidtemple.org](http://www.reidtemple.org)

## Application Procedure

Thank you for your interest in Reid Temple African Methodist Episcopal Church. We welcome the opportunity to serve you. This letter will explain the process of securing RTAMEC for your event. Receipt of the approval of the Projected Costs and Security Deposit will reserve your event date on the calendar. If you have any questions, please contact us at (301) 352-0320.

**Step 1-** Please submit all of the following Application Items to us:

- Your completed Application for Use;
- A description of your event including scheduling information, technical details and the artist's or speaker's content;
- Sign and date acceptance of event policies(all pages)
- Ministry/Organization, Credit and Event References;
- A fifty dollars check (**\$50.00**) made out to "Reid Temple AME Church, Inc." for the Application Processing Fee.

Once these items are received, your application will be given to the Director of Business and Financial Affairs for consideration. Upon approval a projected cost will be drawn up. This will also include the amount of the Security Deposit and the date the Deposit is due. You should receive your Projected Costs within 30 days of the receipt of your application. Please read over the Projected Costs to verify that there are no errors in times or dates. If you have any questions regarding these Costs, please call our office immediately.

**Step 2-** Once you have accepted the Projected Costs; please fax the *signed* copy to our office by the indicated deadline. Your Projected Costs will specify the amount of your required Security Deposit. The receipt of your Projected Costs Approval and the Security Deposit will reserve your event date on the calendar. Until these items have been received we cannot guarantee that any date, time or room will be reserved. A contract will be written within ten working days of receiving the Projected Costs Approval and the Security Deposit.

**Step 3-** You will receive two copies of the Event Contract; after carefully reviewing them, please sign and initial in all the indicated locations of each copy and return them to RTAMEC. RTAMEC reserves the right to cancel an event if the signed contracts are not received by the designated date. The CBO will then sign both copies and one will be mailed to you for your records.

**Reid Temple AME Church, Inc. accommodates events of Christian, Community and Charitable nature. We reserve the right to refuse to accommodate any group whose event will violate RTAMEC's policy.**

Please complete the following Event Expense Sheet by checking each item of equipment, materials or services that you will need during your event. Please submit along with your completed and signed application.

**Prices are subject to change**

**\*Fees do not reflect Sunday/Holiday Rate**

**EVENT EXPENSE SHEET**

<b>BUILDING USE FEES:</b> Includes a 1-hour pre-event meeting with the Technical Director and three (3) 1-hour pre-event meetings with the Event administrator, during RTAMEC business hours. Additional meetings with the Technical Director and or Event Administrator will incur additional charges.	
<b>Sanctuary with Balcony</b>	<b>\$5,000.00 per day</b>
<b>Multi-Purpose Room</b>	<b>INCLUDED</b>
<b>Nursery</b>	<b>INCLUDED</b>
<b>Evangelist's Prep Room</b>	<b>INCLUDED</b>
<b>Kitchen</b>	<b>INCLUDED, see requirements. Catering Services Available</b>
<b>Reception Room/ Koinonia Hall</b>	<b>\$2,000.00 per day</b>
<b>Koinonia Hall Per Section</b>	<b>\$ 500.00 each</b>
<b>SERVICES/PERSONNEL</b>	
<b>Technical Director – REQUIRED FOR ALL EVENTS</b>	<b>\$ 750.00 per day</b>
<b>Technical Assistant</b>	<b>\$ 30.00 per hour</b>
<b>Lighting Technician</b>	<b>\$ 25.00 per hour</b>
<b>Building Break-Down/Set-Up/Cleaning – REQUIRED FOR ALL EVENTS</b>	<b>\$ 500.00/ Minimum</b>
<b>Restroom Attendants – REQUIRED for events over 500 in attendance</b>	<b>\$ 500.00 Minimum</b>
<b>Security Fee – IF REQUIRED</b>	<b>\$ 500.00 Minimum</b>
<b>Parking Fee – IF REQUIRED</b>	<b>\$ 500.00 Minimum</b>
<b>Event Rescheduling Fee</b>	<b>Not to exceed \$100.00</b>

## **EQUIPMENT**

<b>Sanctuary: Steinway 9" Concert Grand Piano</b>	<b>INCLUDED</b>
<b>Hammond Organ</b>	<b>INCLUDED</b>
<b>Baby Grand Piano</b>	<b>INCLUDED</b>
<b>Technical Rider Equipment Rental Needs (sound Equipment/Backline Gear)</b>	<b>INCLUDED</b>
<b>Copier/Fax Machines</b>	<b>To Be Determined</b>
<b>Telephone Line Access Fees/DSL Line Access Fees</b>	<b>To Be Determined</b>
<b>TOTAL AMOUNT DUE:</b>	
<b>CHECK MADE PAYABLE TO: Reid Temple AME Church, Inc.</b>	

***Technical Services and Support Personnel  
Rate Card***

**TECHNICAL COORDINATION FOR ALL SYSTEMS A/V/L/Digital**

Director of Technical Ministries – **REQUIRED FOR ALL EVENTS** \$750.00/day

**SANCTUARY SOUND SYSTEM: (Sanctuary ONLY)**

Audio Technician/state hand--Required for sanctuary sound	\$ 25.00/hr.
Front of House Engineer--Required for sanctuary sound	\$ 50.00/hr.
Monitor Engineer-Required for sanctuary sound	\$ 50.00/hr.

\*\*In the event a client uses their own FOH and/or Monitor engineer, a RTAME audio engineer still must be used. In those cases, the RTAME engineer will support set-up and striking of state and normalization of Reid’s equipment.

**STUDIO RECORDING:**

Audio Production Suite: Pro-Tools HD	\$600/day
Studio Engineer (Required for Pro-Tools HD recording)	\$ 50.00/hr.

Hard Drive must be provided by client or purchased from RTAMEC for an additional fee

\*\*(Same policy applies as above in the event client brings own studio engineer)

**FELLOWSHIP HALL:**

Audio Technician – set-up and operation	\$ 50.00/hr.
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**VIDEO IMAGE MAGNIFICATION (IMAG):**

Video Production Suite (Digital tapes/hard drives not included)	\$700/day
Video Engineer (required for any equipment modifications)	\$ 75.00/hr.
Video Director	\$ 50.00/hr.
Technical Director	\$ 40.00/hr.
Video Room Technician	\$ 35.00/hr.
Camera Operators/gofer	\$ 25.00/hr.

**\*THEATRICAL LIGHTING:**

Lighting Director	\$ 50.00/hr.
Lighting Technician	\$ 25.00/hr.

**DIGITAL PRESENTATION:**

Programmer	\$ 50.00/hr.
DP Technician (required for all digital presentations)	\$ 25.00/hr.

**\*Theatrical Lighting personnel may be subcontracted directly through Canon Stage Lighting. Additional charges may apply. Crew to be determined by Canon Stage.**

Prices are subject to change depending on the scope of the event and the workload to be determined by Reid Temple AME Church or the Technical Staff.

**REID TEMPLE AFRICAN METHODIST EPISCOPAL CHURCH, INC.  
EVENT POLICIES**

*Reid Temple AME Church, Inc. accommodates only events of Christian, community or charitable nature. We reserve the right to refuse to accommodate any group whose event will violate Reid Temple AME, Inc., charter.*

**Financial Policies**

**General**

1. All Payments to Reid Temple AME Church, Inc. must be in the form of cash, certified funds or credit card.
2. Reid Temple AME Church, Inc., will assess a \$50.00 penalty fee for all returned checks.

**Security Deposit**

1. Reid Temple AME Church, Inc. requires a security deposit not to exceed one half of the total building use fees upon execution of contract.
2. The required security deposit is in addition to the building use fee.
3. Reid Temple AME Church, Inc. reserves the right to deduct money from the security deposit for the following:
  - a. Property Damage;
  - b. Excess cleaning;
  - c. Entering the building before the contracted entrance time;
  - d. Vacating the building after the contracted exit time;
  - e. Unpaid building use fee;
  - f. Unpaid final invoice fees;
  - g. Unpaid hall fees.
  - h. Any other unpaid fees.

**Building Use Fees**

1. Reid Temple AME Church, Inc. must receive all building use fees thirty days prior to the event.
2. Reid Temple AME Church, Inc. will charge a penalty of 15% for building use fee(s) that is past due.
3. Reid Temple AME Church, Inc. will charge a penalty of 10% of the building use fee for every half-hour the building is occupied before or after the contract specifications.
4. Reid Temple AME, Church, Inc. reserves the right to refuse events on holidays, holiday weekends and Sundays at its own discretion.
5. Reid Temple AME Church, Inc., reserves the right to cancel any event for non-payment or late payment of building use fees and to retain the security deposit.
6. Reid Temple AME Church, Inc. cannot refund building use fees based on low turnout, bad weather, or other problems beyond our control.

**Please sign and date as accepted \_\_\_\_\_**

**Final Invoices**

1. Reid Temple AME Church, Inc., reserves the right to invoice the leasing organization for any services required for the event that were not indicated in the contract.
2. Rooms used without authorization will result in the assessment of the appropriate room rental fees.

**Cancellation**

1. A leasing organization that cancels an event more than six (6) months in advance of the event will be charged \$100.00.
2. A leasing organization that cancels an event less than three (3) months in advance of the event will be charged 100% of the security deposit.
3. All cancellations must be made in writing by the authorized agent.
4. Reid Temple AME Church, Inc., reserves the right to retain building use fees upon cancellation of an event.
5. Reid Temple AME Church, Inc. reserves the right to cancel an event for non-payment or late payment of building use fees.
6. Reid Temple AME Church, Inc. reserves the right to cancel an event in the case of moral failure of anyone associated with the leasing.
7. Reid Temple AME Church, Inc., reserves the right to cancel an event if Reid Temple AME Church, Inc., becomes aware of information that could reasonably be interpreted as a compromise of financial integrity of the leasing organization.
8. Reid Temple AME Church, Inc., reserves the right to cancel an event if the Leasing Agent does not return the signed contracts by the designated deadline.

**Miscellaneous**

1. Should Reid temple AME Church, Inc. procure or manage event personnel, there will be an administrative fee of no less than \$500.00.
2. Reid Temple AME, Church, Inc. must be advised of all event security needs. Extra fees may be incurred based on the needs presented in the Application for Use, event explanation, or technical rider.
3. The leasing organization is solely responsible for all technical or production costs associated with the event.
4. A Service Charge will be applied to all In House Ticket Sales.

**Please sign and date as accepted** \_\_\_\_\_

**Reid Temple African Methodist Episcopal Church, Inc.**  
**Application for Use Agreement**

*I/We certify that the preceding is true and correct to the best of my knowledge. This application represents the entirety of our needs for the event requested. My signature below signifies that this application provides Reid Temple AME Church, Inc., a complete and thorough plan for our upcoming event. It is understood that should this application not reflect a thorough description of the event as it actually takes place and more equipment is utilized or more services are required than described herein, additional costs will be assessed according to use. Prices are for standard seating set-up with no additional equipment or furniture. Set-Up charges may result in an additional fee.*

I understand that Reid temple AME Church, Inc., reserves the right to refuse to accommodate any group whose doctrinal position Reid Temple AME Church, Inc., feels deviates from Orthodox Judeo Christian Religious tradition and the Doctrine of the African Methodist Episcopal Church.

**Cancellation Policy:** Cancellations prior to six months in advance will result in a full refund of the security deposit less a \$100.00 processing fee. Cancellations less than six months prior but more than three months will result in the refund of one-half of the security deposit. I understand that any changes, cancellations, or amendments to this application are applicable to this event.

A security deposit is not to exceed one-half of the total user fees which will be determined by the Director of Business and Financial Affairs and the Board of Trustees. **The deposit is in addition to, and not a part of, the user fees.**

*I/We understand that the security deposit may be held in an interest bearing account. Unless agreed upon in writing, the security deposit will be refunded without accrued interest, within 90 business days, following receipt of final payment.*

I/We also acknowledge responsibility for any and all costs associated with this event as specified herein, but not limited to the fee worksheet submitted with the application. I/We agree to be responsible for costs associated with the utilization of any and all equipment, personnel or services by your organization and/ or its representatives, whether or not such equipment or services are authorized by Reid Temple AME Church, Inc., beforehand. The undersigned assumes responsibility for all cost associated with the event including excessive cleaning and/or damages resulting from event due to attendees, personnel, volunteers or anyone else associated with the event.

I/We fully understand that the security deposit may be retained if:

- 1) Building is not vacated within the agreed upon time frame. **Penalty for late shutdown of event** (beyond agreed time on the Event Contract). Any/ all exceptions must be in writing, within a two week deadline prior to the event.
- 2) Damages of any type other than normal wear and tear that result from this event.
- 3) Building is left unusually dirty, trash is left behind or additional cleaning beyond the typical routine is required.
- 4) Additional equipment or services are required and utilized which were not requested on original application or included in contract.
- 5) Event is cancelled.

I/We understand that the application fee of \$50.00 is for processing the application and is not the security deposit. It is understood that the Application for Use Agreement is not a binding contract, but rather a request for permission to lease the Reid Temple African Methodist Episcopal Church, Inc.

**Reid Temple African Methodist Episcopal Church, Inc.**  
**reserves the right to lease other areas of the facility during your event.**

**Signature:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### **Building Use Policies**

1. No Reid Temple AME Church, Inc. property will be removed by anyone except at the direction of the Reid Temple AME Church, Inc.
2. The leasing organization is responsible to dispose of all event-related literature left in the building after an event.
3. No vehicles are permitted on grass or sidewalks.
4. Nothing will be taped on any wall, pew or column.
5. Signs displayed inside or outside the building must be made professionally and set on tripods or sign frames.
6. Reid Temple AME Church, Inc. reserves the right to lease unused areas of the facility during any event.
7. Reid Temple AME Church, Inc. reserves the right to block off specific seating areas for handicapped patrons, hearing-impaired patrons' and special guests.

### **Pre-Production Policies**

1. Reid Temple AME Church, Inc. will not reserve any dates without an approval of Projected Costs and security deposit.
2. Reid Temple AME Church, Inc. awards dates on a first-come, first-contracted basis.
3. Any additions or changes to your original application must be made in writing.
4. All event requirements must be communicated in writing at least thirty (30) days prior to the event.
5. Reid Temple AME Church, Inc. reserves the right to cancel an event if the Leasing Agent does not return the signed contracts by the designated deadline.
6. Agreement for onsite sales and display tables must be approved by Reid Temple AME Church, Inc.
7. There is to be no advertising of the event site until event contracts are fully executed and returned to the Leasing Agent.
8. Pre-Event meetings occur during the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Meetings that occur outside these hours will accrue additional charges.

### **Personnel Policies**

1. The Leasing Organization is completely responsible to procure and manage all personnel necessary for the event.
2. Reid Temple AME Church, Inc. reserves the right to utilize its staff solely to protect its own interests.
3. Should Reid Temple AME Church, Inc. procure or manage event personnel, there will be an administration fee of no less than \$500.00.

### **Promotion Policies**

1. Leasing Agent is solely responsible for all costs associated with promotion of its events.
2. Reid Temple AME church, Inc. reserves the right to make mailing list cards available in foyer.
3. Reid Temple AME Church, Inc. reserves the right to have a representative introduce an event from the stage.
4. Reid Temple AME Church, Inc. reserves the right to display a slide show prior to the start of the event.
5. Reid Temple AME Church, Inc. reserves the right to photograph, audiotape, and videotape segments of any event for promotional and archival purposes.

**Please Sign and date as accepted** \_\_\_\_\_

## Conduct

All event personnel are expected to conduct themselves in a manner befitting Christian character.

## Product Sales Policies

1. Reid Temple AME Church, Inc. reserves the right to remove any items or displays deemed inappropriate.
2. Reid Temple AME Church, Inc. reserves the right to promote or sell its own products and/or activities at all events.

## Technical Policies

1. All technical needs must be conveyed in writing.
2. The Leasing Organization must send Reid Temple AME Church, Inc. a complete technical rider no later than thirty (30) days before its event.
3. The Leasing Organization is solely responsible for all technical or production cost associated with its event.

## Insurance and Identification Policies

1. The Leasing Organization must provide a copy of their certificate of liability insurance with coverage at \$1,000,000 to Reid Temple AME Church, Inc. one (1) month prior to its event day.
2. The Leasing organization shall defend, indemnify and save harmless Reid Temple AME Church, Inc. its agents and employees against any liability due to injury, death or property damage directly or indirectly related to its event.
3. The same certificate of liability insurance must be presented pertaining to all subcontractors.
4. The Additional insured must be named as REID TEMPLE AFRICAN METHODIST EPISCOPAL CHURCH, INC.
5. All insurance certificates are to include all rehearsal dates, load in dates, load out dates and actual event dates.
6. The Leasing Agent shall provide the minimum amounts to the following:

<b>FIRE DAMAGE (Any one Fire):</b>	<b>\$1,000,000.00</b>
<b>MED EXP. (Any one Person):</b>	<b>\$ 25,000.00</b>
<b>PERSONAL &amp; ADV. INJUERY:</b>	<b>\$1,000,000.00</b>
<b>GENERAL AGGREGATE:</b>	<b>\$2,000,000.00</b>
<b>PRODUCTS – COMP/OP AGG:</b>	<b>\$1,000,000.00</b>
<b>EXCESS LIABILITY – EACH OCCURRENCE</b>	<b>\$1,000,000.00</b>
<b>EXCESS LIABILITY AGGREGATE</b>	<b>\$1,000,000.00</b>

**Please sign and date as accepted** \_\_\_\_\_

## **Food**

1. Food and drinks are restricted to the reception room unless otherwise stated in the contract.
2. Reid Temple AME Church, Inc. reserves the right to charge additional fees for food served outside the reception room. Only light colored liquids and coffee may be served.
3. Alcoholic beverages are not permitted on Reid Temple AME Church, Inc. property.
4. The Leasing Organization is not required to use the contracted Reid Temple Church, Inc. caterer, but must present certificate of insurance.
5. Reid Temple AME Church, Inc. kitchen is for warming purposes only.
6. Reid Temple AME Church, Inc. will not provide table cloths, silverware or other kitchen gadgets.
7. Reid Temple AME Church, Inc. will not provide refrigerator space.
8. Reid Temple AME Church, Inc. will provide one (1) ice bin for cold food storage.
9. For those services where communion is served, white grape juice is to be used. Common emblems (bread and juice) are not supplied by Reid Temple AME Church, Inc. and are therefore the responsibility of the Leasing Agent.

## **Security Policies**

1. Reid Temple AME Church, Inc. requires that it be advised of all event security needs. Extra fees may be incurred based on the needs presented in the Application for Use, event explanation or technical order.
2. The Leasing Organization is required to report all security problems and medical emergencies to Reid Temple AME Church, Inc. by contacting personnel assigned per contractor.
3. Reid Temple AME church, Inc. requires the local sheriff's department or police department direct traffic on the state right-of-way, which begins just outside Reid Temple AME church, Inc. gates.

## **Other Restrictions**

1. Smoking is not permitted in the building.
2. Dancing is not permitted in the building.
3. Alcohol is not permitted in the building.
4. Designated employee parking spaces for Reid Temple AME Church, Inc. are for staff only. All unauthorized vehicles will be towed at the owners/ministries expense.

Please sign and date as accepted \_\_\_\_\_

**Exceptions**

Any proposed exceptions to these policies must be made in writing.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization/Ministry