



St. George's United Methodist Church **REQUEST FOR STUDENT RECITAL**

NAME _____ PHONE NUMBER _____ EMAIL _____

ADDRESS _____ CITY, STATE _____ ZIP _____

Are you currently enrolled at George Mason University? YES NO Please provide your GMU professor's name and telephone number:

If yes, is the recital a degree requirement? YES NO NAME: _____ PHONE: _____

RECITAL DETAILS

DATE REQUESTS

FIRST CHOICE _____ SECOND CHOICE _____

TIME REQUESTS

[A three-hour reservation is allotted for each recital event, which includes set-up, warm up, reception, and clean-up time. Additional time, over the three hour reservation period, is billed at a rate of \$25/hour and paid directly to the Recital Monitor.]

REQUESTED TIME _____ ANTICIPATED RECITAL START TIME _____

TYPE OF RECITAL

- INSTRUMENTAL ENSEMBLE [describe] _____
- VOICE OTHER [describe] _____

RECEPTION AND REHEARSAL DETAILS

Will you have a reception at St. George's following your recital? YES NO If yes, please indicate your preference for the reception location: FELLOWSHIP HALL NARTHEX

Will you have a rehearsal at St. George's prior to your recital date? YES NO If yes, please indicate your preferences for rehearsal dates. FIRST CHOICE _____ SECOND CHOICE _____

[There is no fee for rehearsal time if scheduled during regular Church office hours [Monday – Friday, 9:30 AM – 3:00 PM]. Please indicate your preference for rehearsal time. _____

NOTES AND SPECIAL REQUESTS



St. George's United Methodist Church **STUDENT RECITAL CONTRACT DETAILS**

RECITAL AND REHEARSAL DETAILS

Your recital reservation time is for three hours of Church usage and a recital monitor present. **The three hours includes set up time, recital, reception, and cleanup time.** For time over the scheduled three hours, a \$25/hour fee is incurred and to be paid directly to your recital monitor before the end of your event.

Two checks, one for the Church usage and the other for the recital monitor, are due in the Church office no later than 14 business days before the recital date. If the prepayments are not received when due, the recital may be cancelled.

Rehearsals held during Church business hours (Monday-Friday 9:30 AM – 3:00 PM) are free of charge; however, rehearsals held at any other time are subject to a \$25/hour recital monitor fee to cover their travel costs and time.

FEES:

- 3 hours of Church usage\$150 [PAYABLE TO ST. GEORGE'S UMC]
- Recital monitor\$100 [NAME TO BE SUPPLIED]
- Rehearsal outside of business hours\$25/hour [TO BE PAID DIRECTLY TO YOUR RECITAL MONITOR]

BUILDING USE DETAILS

A. GENERAL

- The sanctuary is a place for worship; appropriate and respectful conduct, including activities, conduct, and language is expected.
- St. George's UMC is a smoke-free facility. No smoking is permitted in the building or on the grounds.
- Use of the building is limited to only the areas detailed in your reservation [generally, the sanctuary, the narthex, the restrooms located in the Fellowship Hall, and the Fellowship Hall].

B. REFRESHMENTS AND CLEAN-UP GUIDELINES

- All refreshments, accompanying paper products, serving bowls, and utensils must be provided by the recital student and removed by the recital student.
- The main kitchen is not available for use but the mini kitchen off the Fellowship Hall is available, which has a home size refrigerator/freezer, and stove.
- Tables from the Fellowship Hall may be used in the narthex, provided that they are taken down and returned to their original location following the reception.
- Trash cans will be made available, but TRASH REMOVAL is the responsibility of the recital student. A dumpster is located in the parking lot directly across from the Fellowship Hall.
- Food and/or drink are not permitted in the sanctuary of the Church at any time.
- All cleanup **MUST** be completed by the designated departure time. Please be prompt.



- Clean up includes:
 - set up and take down of refreshments tables
 - final sweeping of crumbs in narthex and Fellowship Hall
 - final walk-through / inspection for trash
 - final removal of collected trash bags to outside bin
 - trash removal from bathrooms
 - returning recital instruments (including piano) used in the sanctuary to their original positions

Please check the following boxes to indicate your understanding of the following:

- I am responsible for all cleanup in both the Sanctuary and Fellowship Hall or Narthex. I will return all tables and chairs to their original positions.
- I will empty all trash and remove it to the parking lot dumpster.

WHAT TO EXPECT FROM YOUR RECITAL MONITOR

- Your recital monitor will arrive 15 minutes before your scheduled reservation time to unlock the front door, turn on A/C or heat as appropriate, adjust lighting, and admit the arriving student/guests.
- Your recital monitor will be happy to assist you in locating tables, chairs, and other reception event items as well as answer any other questions you may have.
- The recital monitor is present to oversee the event to be sure there is no smoking inside or on the grounds and that no food/drink is brought into the sanctuary and that appropriate conduct in sanctuary, including activities and language is to be observed.
- The recital monitor insures the Church is left in as good a condition as it was found [including clean-up guidelines (as detailed above)], lights turned off where used, climate controls turned off, and door locked, if building is not otherwise in use.

I have read, understood, and agree to comply with the above.

SIGNATURE

DATE





St. George's United Methodist Church
RECITAL MEMORANDUM OF UNDERSTANDING

This agreement between St. George's United Methodist Church ["St. George's"] and the undersigned enrolled music student of George Mason University [the "Student"] sets forth the mutually agreed conditions for the use of St. George's by the Student for their scheduled recital, rehearsal, and reception:

It is understood and agreed:

- the Student's recital and rehearsal will be scheduled in advance with St. George's Administrative Assistant [office@stgumc.org or 703.385.4550] and are subject to availability and non-interference with Church activities;
the Student will contribute two weeks in advance of the scheduled event two checks, one for the usage fee of \$150 made payable to St. George's UMC and the second for \$100 made payable to the recital monitor, whose name will be provided at the time of deposit;
the Student will be responsible for the set up and take down of any tables and chairs used during their event and will comply with all clean-up guidelines, or associated fee payments, listed in the attached STUDENT RECITAL CONTRACT DETAILS;
St. George's will provide a Church staff member or other designated individual as the event's recital monitor who will be present in the building, as well as a recital monitor should one be needed for a rehearsal time scheduled outside St. George's regularly scheduled business hours (Monday – Friday 9:30 AM – 3:00 PM); and
the Student agrees to observe and comply with the requirements for sanctuary and building use, as described in the attached STUDENT RECITAL CONTRACT DETAILS.

I have read, understood, and agree to comply with the above.

SIGNATURE

DATE

PRINTED NAME

FOR ST. GEORGE'S UNITED METHODIST CHURCH

SIGNATURE

DATE

PRINTED NAME

TO BE FILLED IN BY THE OFFICE:

SCHEDULED RECITAL MONITOR:

