



## **Timonium United Methodist Church**

2300 Pot Spring Road Timonium, MD 21093  
410 – 252 – 5500 TimoniumUMC.org

### **Room Rental FAQ's**

#### **When are rooms available?**

In general, from 9:00 a.m. to 5:00 p.m. Monday through Friday.

#### **How do I check availability and reserve a date?**

Call the church office at 410-252-5500 between the hours of 9:00 a.m. and 2:00 p.m. Monday through Thursday. Or email Church Administrator Jani Jacobs at [jjacobs@timoniumumc.org](mailto:jjacobs@timoniumumc.org). If available, we will hold the date(s) for one week to receive the completed Rental Forms. After that, date will be released.

#### **When is the deposit due?**

The deposit is due with the signed application.

#### **When is the remaining balance due?**

The balance in full is due 24 hours prior to the event.

#### **What forms of payment are accepted?**

You may pay by cash, or with a certified, personal or organizational check.

#### **When will I get my damage deposit refund check?**

Your damage deposit will be returned within seven to ten days of the event, after an inspection. If damage is discovered, you will be notified and appropriate deductions from the damage deposit will be made at the discretion of the church.

#### **When can I see the room?**

To make an appointment, call the church office at 410-252-5500 between the hours of 9:00 a.m. and 2:00 p.m., Monday through Thursday. Please leave a message if calling at another time.

#### **How long do we get the room?**

You will get use of the room for the time specified in your contract. Setup and teardown time of 30 minutes is allowed.

#### **What does the church provide?**

The church provides the room, tables, chairs and A/V equipment if requested and available. A dry erase board may be available, but you must bring your own dry erase markers and eraser. Please erase the board when done.

### **What is the cancellation policy?**

You must cancel at least one week in advance to receive a full refund.

### **What if I need to switch dates?**

The Church Administrator must be notified a minimum of 48 hours in advance. Other dates will be allowed if the room or rooms are available then.

### **May we set up the night before?**

Only if it can be arranged with staff and if the room is available.

### **Are we responsible for cleaning up after the event?**

Yes. Thirty minutes is allotted. You must gather all trash and place it in the dumpster in the lower parking lot. The Church Custodian will clean the space.

### **May we bring a caterer?**

Yes. Kitchen rental at an additional cost is required. The caterer is responsible for all setup and cleanup, and at least one cook must have a Food Handler's License. The church does not supply silver, glassware, dishes or table coverings.

### **What kind of decorations are allowed?**

No decorations are allowed in the Chapel or Library. For the Fellowship Hall and class rooms, nothing may be nailed, taped, pinned, or glued to any surface.

### **Is alcohol allowed?**

No. **Alcohol is not permitted** in our facility or anywhere on our property.

### **Is smoking permitted?**

Timonium United Methodist Church is a smoke-free facility. You may smoke outside in the parking lot.

### **Do you provide security?**

You are responsible for providing security if you feel it is necessary. The church must be notified about the kind of security used for the event, and the reasons for it.

### **Do we need insurance?**

You are required to have your own insurance.