

# REQUEST FOR STUDENT RECITAL

St. George's United Methodist Church  
4910 Ox Rd., Fairfax, VA 22030  
Phone (703) 385-4550 Fax (703) 385-7771  
Email: office@stgumc.org

Name \_\_\_\_\_

Phone Number \_\_\_\_\_  
Day Evening

Email \_\_\_\_\_

yes or  no I am currently enrolled at George Mason University and this is a degree requirement.

Your current GMU teacher and phone: \_\_\_\_\_  
Teacher Phone

**DATE REQUESTED** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Requested Time (including warm-up and clean-up time) \_\_\_\_\_

Actual starting and ending time of recital \_\_\_\_\_

Type of recital:  Instrumental  Voice  Ensemble (describe \_\_\_\_\_)  Other (describe \_\_\_\_\_)

**RECEPTION:** \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, check one: \_\_\_ Fellowship Hall \_\_\_ Narthex

Clean up: \_\_\_ Will return all tables/chairs and empty all trash

\_\_\_ Will pay a \$20 clean up fee

**REHEARSAL** (free, if during office hours:) \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please schedule during church office hours:

SCHOOL YEAR: Monday – Friday 8:00 am - 3:00 pm

SUMMER: Monday-Thursday 8:00 am – 3:00 pm

Rehearsal request: \_\_\_\_\_  
Day/Date Starting time Ending time

**Notes/Special Requests:** \_\_\_\_\_

## **BUILDING USE FEE:**

3 Hours of Church Usage \$150 to: St. George's UMC

\$100 to: Recital Monitor (Name to be supplied)

Two checks, one for the sanctuary 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.

The three hours begins when your group enters the church to set up. Fee for time used beyond the initial three hours is \$25 per hour and will be paid directly to the recital monitor on the day of the recital.

Please note: Rehearsals held during Church Business Hours (M-F insert here) may be free of charge, however, rehearsals held at any other time are subject to a \$25/hr. usage fee in one hour increments to cover travel costs and time for a rehearsal/recital monitor.

**MEMORANDUM OF UNDERSTANDING**

This memorandum between St. George’s United Methodist Church, Fairfax, VA and the undersigned enrolled music student of George Mason University sets forth the mutually agreed conditions for the use of St. George’s sanctuary by the student for individual musical recitals and rehearsals by that student:

It is understood and agreed:

---That all recitals and rehearsals by the student will be arranged and scheduled in advance with the church’s Administrative Assistant, Anne Kramer, at [office@stgumc.org](mailto:office@stgumc.org) or 703-385-4550 and are subject to availability and non-interference with church activities.

---That the student will contribute in advance a usage fee of \$150 to: St. George’s UMC and \$100 to the recital monitor.

---That the undersigned student will be responsible for the set up and take down of any tables used to serve refreshments. All clean-up guidelines listed in the attachment must be followed.

---That a church staff member or other designated person will be present in the building for each recital/rehearsal.

---That the requirements for sanctuary and building use is part of this memorandum of understanding, and will be observed.

FOR:

\_\_\_\_\_  
St. George’s United Methodist Church

\_\_\_\_\_  
Enrolled GMU Music Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

=====

To be filled in by the office:  
Name of staff person who will monitor \_\_\_\_\_

## **ATTACHMENT TO MEMORANDUM OF UNDERSTANDING**

### **A. GENERAL**

1. The sanctuary is a place for worship and appropriate and respectful conduct, including activities and language is expected
2. St. George's UM Church is a smoke-free facility. No smoking is permitted in the building or on the grounds.
3. Use of the building is limited to the sanctuary, narthex, rest rooms located in the Fellowship Hall and the Fellowship Hall (if previously arranged).

### **B. REFRESHMENTS AND CLEAN-UP GUIDELINES**

1. 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.
2. A table from the Fellowship Hall may be used in the narthex, provided that it is taken down and returned to its original location following the reception.
3. Trash cans will be made available, but TRASH REMOVAL is the responsibility of the recital student. There is a trash bin located outside.
4. Food and/or drink are not permitted in the sanctuary of the church at any time.
5. All clean up MUST be completed by the designated departure time. Please be prompt.  
Clean up includes:
  - set up and take down of refreshments table
  - final sweeping of crumbs in narthex
  - final walk-through / inspection for trash
  - final removal of collected trash bags to outside bin
  - trash removal from bathrooms

### **C. EXPECTED GUIDELINES/DUTIES FOR SANCTUARY MONITOR**

- Arrive 15 minutes before scheduled time for use of the sanctuary to unlock the front door, or be present to open the door and admit the arriving student/guests.
- Insure arriving student is scheduled for this time period.
- Set thermostat at appropriate level and return to appropriate setting upon completion of sanctuary use.
- Permit no smoking inside or on the grounds. Permit no food/drink in the sanctuary.
- Building use is limited to sanctuary, narthex , two rest rooms in the Fellowship Hall and Fellowship Hall,(if previously arranged).
- Appropriate conduct in sanctuary, including activities and language is to be observed.
- Insure sanctuary is left in as good a condition as found, lights turned off where used, and door locked if building is not otherwise in use.
- Insure that any tables used for refreshments are returned to their original location.
- Insure that the clean-up guidelines (as listed in the contract attachment) are followed.
- Turn off all lights and confirm that all doors are locked before leaving.