

**Calvary Episcopal Church
105 W. Maple St. Lombard, IL
630-620-8899**

MEETING ROOM SPACE UTILIZATION

POLICY: Meeting room space at Calvary Episcopal Church may be used for appropriate programming sponsored by community members, with the following stipulations:

1. The proposed program should benefit the community.
2. Meetings shall be scheduled for a specific time and location in the Fellowship Hall.
3. One contact person from the group using the building will be responsible for the care and condition of the building and its contents.
4. Do not move or manipulate anything attached to or hanging on our walls. If you need anything removed or changed, contact the office.
5. Any refreshments or other expenses related to the program will be the responsibility of the group.
7. The group shall be responsible for clean-up of supplies, equipment and/or refreshments following the meeting.
8. When leaving the church, check all rooms used to make sure lights are out and water is not running. Restrooms are equipped with motion sensitive switches that turn on and off automatically. Do not manipulate restroom light switches.
9. Calvary Church cannot assume responsibility for property brought on site nor for the safety of persons who use the facility (user will need to turn in the signed Damage and Liabilities document, attached).
10. Groups will report, and be responsible for, any damage they cause to our building or furnishings.
11. User will abide by the church's no smoking, no alcohol policy.

Agreed: _____

User

Authorized Signer

CALVARY EPISCOPAL CHURCH
Meeting Room Space Utilization

DAMAGE AND LIABILITY TERMS: By signing below, the Parties agree to the following: The User is responsible for any damage to Calvary Episcopal Church, its property or equipment and will indemnify Calvary Episcopal Church against all costs and damages incurred from acts of User, its members, participants or agents. In no event will Calvary Episcopal Church be liable to User, its members, participants or any third party for damages under any theory arising from or out of activities contemplated by this User Agreement. Total damages recoverable from Calvary Episcopal Church by User will not exceed the User's donation for the event giving rise to the damage claim. Illinois law shall govern.

User's signature: _____

Date: _____

USER APPLICATION FOR FACILITY USE

Calvary Episcopal Church - Lombard, Illinois

Group Name _____

Group Purpose _____

Principal contact _____

Telephone _____ E- mail _____

Date(s) requested _____

One Time _____ Recurring _____

Room(s) requested _____

Time of use requested _____

Kitchen Needed? Yes _____ No _____

If "yes", how do you intend to use the kitchen? _____

Projector/Sound Equipment Needed _____

Number of persons expected _____

User donation _____

We have read and understand Calvary Episcopal Church on Meeting Room Space Utilization and agree to its terms. We understand that Calvary Episcopal Church may terminate this agreement at any time upon violation of its policy.

Return this application with signed Damages and Liability document.

Accepted by: _____

Date: _____

Calvary agent: _____

Date: _____

Calvary Episcopal Church

Rental Schedule for Facility Use

Fellowship Hall	\$150/half day
	\$250 full day (5+ hours)
Main Kitchen (downstairs)	\$40 additional fee
Sound Equipment	\$40 additional fee
Parking Space	\$75/Quarter

Fellowship Hall Rental Includes:

Tables
Chairs
Use of kitchenette (upstairs)

Additional amenities available:

Main Kitchen (downstairs) - \$40
Table Linens -
Projector/sound equipment - \$40