

SHORT-TERM FACILITIES USE AGREEMENT

This agreement is between Morton Grove Community Church (the Church) and the User (see User's Information below).

Today's Date _____ Event Date(s) _____ Number of People _____

Time Facility Needed by User (Start/End) _____ Event Starting/Ending Time _____

Description of Activity _____

User's Information

Organization _____ Is this a Not-for-Profit organization? _____

Primary Contact _____ Cell Phone _____ Home Phone _____

Address _____ Email _____

Secondary Contact _____ Cell Phone _____ Home Phone _____

Address _____ Email _____

<u>Rooms Reserved (3 hour Minimum)</u>	<u># of Days Rented</u>	<u>Custodian Fee Per Day</u>	<u>Total Custodian Fee</u>	<u>Rental Fee Per Hour</u>	<u>Total # of Hours Rented</u>	<u>Total Rental Fee</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

<u>Rooms Reserved</u>	<u>Total Custodial Fee (from chart above)</u>	<u>Total Rental Fee (from chart above)</u>	<u>Total Fees</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Room Set-Ups/Take-Downs	\$50 each set-up and take-down	_____
Piano Tuning Fee (if requested)	\$150	_____
Security Deposit	\$100	<u>\$100</u>
TOTAL		_____

Payment Policy: The Security Deposit is due at the time of reservation. The Security Deposit will be refunded after inspection, provided facilities and equipment are restored to the agreed upon set-up, and left in clean, orderly, and usable condition each day; all keys lent to User are returned; and all non-church items are removed. All fees are due in full 5 days prior to the date the event begins.

Cancellation Policy: Cancellation less than 30 days prior to the event will result in forfeiture of the Security Deposit.

Contract Details

1. Only the rooms of the church specified in this agreement are to be used by the User. Use of non-authorized rooms or equipment will result in an additional charge to the User and/or loss of the Security Deposit. Rooms are to be used only for the time specified in this agreement. Use beyond the specified time will result in an additional charge to the User and/or loss of the Security Deposit.
2. In signing this agreement, the User agrees to indemnify Church against any loss, liability or claim resulting from use of facility by those engaged in the activity of the User as stated herein. Further, the User agrees to pay, within 10 days of the event, for repair of all damages (beyond normal wear and tear) caused to Church property by those engaged in the User's event activities.
3. This building is used as our sacred space. The User may not take down or move any items such as flags, banners or art objects from the walls, ceilings, windows, pews or floors without prior consent. If permission is granted, the items in the rooms and/or areas involved must be put back to their original locations.
4. The User may not allow the rooms they are using to be used by any other person or entity.
5. Children and youth must be supervised at all times by an adult representative of the User.
6. Pets are not allowed in the church building, with the exception of service animals.
7. This facility is non-smoking and non-alcohol.
8. If the User is not a member of the Church or is an organization, the User must have evidence of commercial liability insurance in the amount of \$1,000,000, with the Church named as a co-insured, in force at the time of use of the facility.
9. If it is necessary to lend User one or more keys to the facility, and not all keys are returned to Church, User agrees to reimburse the Church for the cost of having all locks opened by the unreturned key re-keyed, and of having replacement keys made; and to pay the Church a \$35 administrative fee.

Agreed to by User

(Signature) _____

Date: _____

Agreed to by the Church:

(Signature) _____

Date: _____