

Lutheran Church of the Resurrection

Facility Usage Agreement



Weddings / Receptions



Meetings/Seminars/ Parties

We Welcome You

Thank you for your interest in the usage of our facilities at the Lutheran Church of the Resurrection. Our space is available for weddings, meetings, receptions, parties etc., by reservation on a first-come, first-served basis. Request forms and open dates for the use of facilities can be obtained by contacting the church office at (708) 687-2170 Monday through Thursday from 11:00 a.m. – 2:00 p.m. To reserve a room you must complete a Facility Usage Agreement Form (copy attached) and submit it to the church office. Reservations can be taken up to one year in advance. The Lutheran Church of the Resurrection (LCR) reserves the right to refuse usage of its facilities to any and all parties that are in conflict with our practices, policies or at the discretion of the pastor and or council.

FACILITY USAGE AGREEMENT

ALL USERS MUST ADHERE TO THE FOLLOWING POLICIES AND PROCEDURES:

Times Available For Use of Facilities:

Facility usage periods include up to **4 hours of regular usage, and up to 2 hours of set-up and clean-up** time **PRIOR** to 10:00 pm, no exceptions. All events must conclude by 10:00 pm unless special arrangements have been made. For Weddings, please see separate guidelines. There is a \$25 charge for each additional 15-minute period of usage beyond the scheduled time.

Reservation/Damage Deposit

1. This contract must be completed and returned with a separate damage deposit in the amount of \$200.00 once the desired dates are confirmed. Give an estimated number of persons you expect to attend; more up-to-date numbers may be submitted a week before the contracted dates. Should the final "in attendance" guest count be larger than estimated, we will do all we can to accommodate them. An additional charge based on the number of extra guests will be made. The damage deposit is refundable on a conditional basis. Full payment of the usage fee is required no later than sixty (60) days prior to the event. *If the event will be held within 60 days of booking the entire amount is due at the time the reservation is made.*

2. If for some emergency LCR cancels the reservation up to and including the day of the event, the fee is refundable in full. Because of the heavy demand for usage of our facilities, if a scheduled user cancels, for any reason, within 30 days of the event, the full deposit amount will be forfeited. The ability to reschedule an event is based on availability of the facilities.

3. At the conclusion of the event, any damage, clean up and/or overtime charges will be deducted from the deposit. The entire deposit is available for return if the post-event walk-through is satisfactory to LCR (Refer to Facility Usage Check Out Form). Refunds (if applicable) will be issued within ten (10) working days following the event. Any charges beyond the deposit are the responsibility of the reserving party and will be billed within ten (10) working days after the event.

Event Supervision

It is the responsibility of the user to maintain supervision of the premises and assure that all participants are kept within the authorized usage area. The user group or individual is in charge of and responsible for the actions of all participants while on the premises, before, during, and after the usage.

Applicable Laws And Rules

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community moral standards. The scheduled user agrees to comply with all laws, ordinances, and rules of LCR, the City of Oak Forest, the State of Illinois, and the United States.

This includes:

- Drugs and Alcoholic Beverages Prohibition: **No alcoholic beverages are allowed on the premises**. The usage, sale or possession on church premises of alcohol, controlled substances, or any drug not medically authorized **is strictly prohibited**. Possession of alcohol or controlled substances will result in immediate termination of the event and loss of deposit and all fees.
- No smoking is allowed inside of or within 30 feet of the outer entryways to the LCR building.
- Possession of Weapons and Explosives Prohibition: Firearms, weapons, ammunition, fireworks, sparklers, explosives, and highly flammable materials **are not allowed within the building or on the grounds**.
- Access to the lower level/preschool area is **NOT ALLOWED**.
- Alteration and Decorations: The user shall not drive nails, hooks, tacks, or screws into any part of the premises. Generally, all decorating must be freestanding. In no case will the facility be defaced, marred or permanently altered. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved. Glitter, confetti, sand or any substance that causes litter or debris inside the facility or on the grounds is prohibited.
- Tampering with the fire system or firefighting equipment is not allowed. This includes blocking exit doors and tampering with any alarm system.
- Parking - Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times. Handicapped parking is available only to those with the appropriate license tag or temporary designation issued by the State.
- Gambling or Solicitation Prohibition: Gambling or solicitation in any form is not permitted.
- Restriction on use of Fire or Flame: No acts or performances will be staged in which fires or flames are involved. Open flame is strictly prohibited by fire code. Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable. Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.
- Noise Limitations: All users should keep the noise associated with their event at a level that is respectful of our church neighbors as well as other events happening at the same time in the church.

Violation of these rules may result in a minimum assessment of \$250.00 and/or an additional damage/cleaning fee.

Liability For Loss/Damage

1. The cost to replace or repair LCR property resulting from loss or damage that is caused by the user or their guests will be charged to the user.
2. LCR is not responsible for lost, stolen or damaged items belonging to a scheduled event, including but not limited to, items belonging to any participant attending such event.

Parking

All scheduled users are expected to do their best to limit the impact of event parking on the surrounding residential neighborhood by providing appropriate maps or directions and by encouraging event attendees to park in designated parking areas. The facility user may be required to provide or pay for parking attendants if the event could significantly impact the surrounding neighborhood.

Set-Up/Clean-Up

The user of facilities is responsible for all set-up and clean up. All trash or recyclables must be disposed of in appropriate outdoor receptacles. Set-up and after-event cleaning can be arranged for an additional cost.

Deliveries

Whenever a function requires delivery of goods to the church facility, the person or group hosting the activity must have a representative present to receive and secure the goods. The church cannot accept responsibility for receiving, storing or securing goods. Doors will open 30 minutes prior to the event unless other arrangements have been made. Vendors (DJ, bakery, florist, etc.) may arrive no earlier than two hours before the contracted start time of your event. All other arrangements are subject to additional charges. Please notify your vendors of the set-up time in advance.

Forfeiture Of Use

Failure to comply with any of the above implied or stated conditions, policies and guidelines would result in the immediate loss of the usage of all facilities, forfeiture of any and all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during an event, event organizers must rectify violations immediately or risk being asked to leave the facility. If the event is terminated in that way, no deposits/fees will be refunded.

AREAS AVAILABLE

Sanctuary

Seating capacity – 100 banquet style 150 theater style

For table set-up for your event, please provide a diagram detailing what you need no later than one week before the event.

The usage fee does not include any music or a minister. Weddings are booked on a first come-first served basis. Please see our "Wedding Guidelines" packet for our services and fees.

Sanctuary instruments available with prior approval only for use by trained musicians include: Piano and keyboard.

Tech/Media Area In Sanctuary

Fee includes use of Tech and the Sound System, Audio/Visual Equipment, & PowerPoint Projector. These items may be used **ONLY** by OUR Sound Tech with prior arrangement.

Equipment includes: 24 channel sound system; CD recorder; Computer & PowerPoint Projector & large screen; CD and DVD players

Conference Room

Seating capacity – 12-15 people

Outdoor Areas

We have a large grassy area with accessible electricity that can be used for outdoor events. You can set up your own tents, canopies, bouncy houses etc. as long as the required city licenses/permits are acquired and presented to the church office before the event date. If bathroom facilities will be needed, it is the responsibility of the event host to rent outdoor porter potties.

Kitchen Usage

There is a \$50 charge for beverage service only (you bring your own supplies); \$100 for full kitchen use. This is not an industrial kitchen, but **ONLY** a warming kitchen. We have a refrigerator/freezer, gas stove/oven, dishwasher, and a microwave for food-warming. Two (2) coffeemakers (with 10-cup pot), ice machine and prep counters. **The kitchen must be left CLEAN!**

Due to potential for serious injury in the kitchen area no children under 12 years old are allowed in the kitchen area.

1. Clean Up:

- a. The user of the kitchen is responsible for clean-up of the kitchen area. This includes washing all dishes, pots and pans, serving pieces, etc.
- b. All counters and equipment should be wiped down.
- c. All trash should be placed in the dumpster cans outside.
- d. The user of the kitchen should remove all left-over food from the premises.
- e. The kitchen floor should be mopped with cleaning supplies kept in the janitorial closet.

2. Supplies:

- a. The facility user is expected to furnish all their own paper products (napkins, cups, plates).
- b. If coffee is to be served, you must bring your own supplies and the carafes must be cleaned out as part of the kitchen clean up.
- c. The facility user should supply table cloths and dishtowels.

3. Equipment Usage:

- a. If refrigerator or freezer space will be needed, the church must be notified prior to the event to determine availability.

Additional Services For Weddings – Please see our “Wedding Guidelines” packet for our services and fees.

A Site Manager/sponsor will be on the premises to attend to the church. The main function of the Site Manager is to provide security for the building and aid in answering questions

Usage Fees

Area	Seats	**Active Member	***Non-Member or Inactive Member
Damage Deposit		\$200	\$200
Sanctuary	100 banquet style, 150 theater style	\$100	\$300
- add Sound Tech		\$100	\$100
Conference Room	12-15	\$50	\$150
Outdoor Area		\$100	\$200
Kitchen			
- for beverages only		\$50	\$50
- for food warming/serving		\$50	\$100

** An Active Member is a member who regularly participates in the life of the church and is financially active. In recognition of their membership and gifts to the life of our church community a reduced fee is offered. The "active member" fee does not extend to family and friends of member.

*** Non-Members and Inactive Members include non-member individuals, groups, and community/non-profit organizations; members who are not considered active in the church.

FACILITY USAGE AGREEMENT FORM

Name of Organization/Individual: _____

Representative/Contact Person: _____

Phone: _____ Email: _____

Address: _____

City/State/Zip: _____

Date of usage: _____

Time of usage: From: _____ To: _____

(Note: Set-up is allowed up to 2 hours prior to event)

Number of people Attending: _____

Type of Group: Children () Youth () Young Adults () Men () Ladies ()

Equipment Needed: Tables _____ Chairs _____ Sound System _____ Microphone _____

For Weddings/Funerals/Baptisms please see separate agreements

I have read and agreed to the terms as stated in the LCR Facility Usage Agreement:

Signature: _____ Date: _____

Name (PRINT): _____

As users of the LCR property, we agree to protect, indemnify and hold harmless the Lutheran Church of the Resurrection from any and all loss, cost, damage or expense, arising out or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless the Lutheran Church of the Resurrection from any and all claims cost or expenses arising from any failure of the user in any respect to comply with and perform all requirements and provisions agreed to and required by law ordinance during the period of usage.

Signature: _____ Date: _____

If your organization has liability insurance coverage for your group, please provide the policy number or certificate of insurance. _____

FOR OFFICE USE ONLY:

Member (M) /Non Member (NM)_____

Approved:_____ Denied:_____ By:_____ Date:_____

Damage Deposit: \$_____ Date Received:_____

Usage Fee Received: \$_____ Date Received:_____

Equipment Needed: Chairs # Tables #_____ Other Equipment:_____

Applicable Deposit Deductions:

Cleaning Fee: \$_____/hr. @hrs._____ = \$_____ Damage Deduction: \$_____

Deduction for using facility beyond scheduled usage time @ \$25 per 15 min.): \$_____

Total Deductions: \$_____ Balance Refunded: \$_____ Date Refunded:_____

LCR FACILITY USAGE CLEAN-UP AND DAMAGE CHECKLIST

The event, including cleanup must be concluded by the end of the contracted event time. All personal materials, equipment and furnishings must be removed at the conclusion of the event. Unless prior arrangements have been made and included in the event contract, the Client may be assessed a minimum \$50 per day fee for items left at the conclusion of the event. LCR is not responsible for damaged, lost or stolen items. Found items will be held for up to fifteen (15) business days after the event. This checklist is designed for the documentation and protection of all parties entered into this contract and is considered binding. **Completion and signature is required by both the requester and LCR staff at the conclusion of a function.**

Group: _____ Date: _____

Group Contact Person: _____

Time In: _____ Time Out: _____

Clean-up:

Facilities left in the condition found upon arrival of group Yes:____ No:____

Picked up food Yes:____ No:____

Cleaned up floors and spills as needed Yes:____ No:____

Garbage cleaned up and emptied into outside container Yes:____ No:____

Any additional materials brought in for the function removed (objects left beyond the event period may result in additional charges) Yes:____ No:____

Comments: _____

Damages:

Groups using the church facilities will be responsible for any damages incurred as a result of their use. The amount for damages shall be equal to the cost of repair or replacement of items (as noted below) for both the facilities and any equipment. As the responsible and authorized party, the contact person for the group noted on the reservation will be billed for any repair or replacement costs for damages beyond the damage deposit. Any unused portion of the damage deposit will be returned to contact person within 7 days of event end.

Visible damages: Yes:____ No:____

Damage Report: _____

Signature of Requester: _____ Date _____

Signature of LCR Staff: _____ Date _____