



# ONE-TIME FACILITIES USE AGREEMENT

This agreement is between First Presbyterian Church of DuPage ("FPCD") and \_\_\_\_\_ ("Program").

Today's Date: \_\_\_\_\_

Event Day/Date: \_\_\_\_\_

Starting Time of Event: \_\_\_\_\_ Ending Time of Event: \_\_\_\_\_

Set Up Time: (1 hour setup/clean up included): \_\_\_\_\_

Activity: \_\_\_\_\_

### Program Information

Organization/Name of Individual: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Facilities Reserved:</b>	<b>Cost-Share</b>	<b>Payment</b>
____ Fellowship Hall/Kitchen	\$100 per hour	_____
____ Sanctuary	\$100 per hour	_____
____ Chapel	\$ TBD*	_____
____ Classrooms	\$ TBD*	_____
____ Other (specify)	\$ TBD*	_____

Equipment Requested: \_\_\_\_\_

\* Price is dependent upon number of spaces used and time required.

**Deposit\*: Minimum \$100.00** \_\_\_\_\_

### Payment Policy

\*The Deposit is due **at the time of reservation**. The Cost-Share Fee is due **in full** by the event date. Checks should be made payable to **First Presbyterian Church of DuPage**.

### Cancellation Policy:

Cancellation less than 7 days prior to the event will result in **forfeiture** of the Security Deposit.

<p align="center"><b>FIRST PRESBYTERIAN CHURCH OF DUPAGE</b>  180 N. Weber Rd – Bolingbrook, IL 60490  firstpresdupage@gmail.com – 630.759.8843  www.firstpresdupage.com</p>
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**Contract Details:**

1. This agreement is for the use of the areas of the building/room(s) specified above, for the stated purpose.
2. The premises shall not be used with a view to profit.
3. The Program may not allow the rooms they are using to be used by any other person or entity.
4. In signing this agreement, the Program agrees to indemnify FPCD against any loss, liability or claim resulting from the use of facility by those engaged in the activity of the Program as stated here in and not arising from negligence of FPCD. Further, the **Program agrees to pay, within 10 days of the event, for repair of all damages** (beyond normal wear and tear) caused to the FPCD property by those engaged in the Program's event activities.
5. Only the rooms specified in this agreement are to be used the Program. Use of non-authorized rooms or equipment will result in an additional charge to the Program. 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 Program.
6. This building is used as our sacred space. The Program may not take down or move any items such as banners or art objects from the walls, ceilings, window, or floors with prior consent. If permission is granted, the items in the rooms and/or areas involved must be put back to their original locations.
7. No chairs can be placed against the walls. **No tape, staples, tacks or nails can be used on the walls or columns.**
8. Maximum occupancy of the Sanctuary is 250; maximum occupancy of Fellowship Hall is 200.
9. Children and youth must be supervised at all times by adult representatives of the Program.
10. Pets are not allowed in the building with the exception of service animals.
11. All areas used by the Program must be cleaned up immediately after use and left in a rentable condition. See attached checklist for cleaning expectations. **If additional cleanup is required, the Program will be charged a Cleaning Service rate of \$50 per hour**, and the charge will be added to the cost-share payment.
12. This facility is non-smoking and **non-alcohol**.
13. Parking is provided.
14. CDC guidelines will be followed during the activity.

**Agreed to by Program**

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

**Agreed to by FPCD:**

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

If the program is not a member of the congregation or is an organization, the Program has provided evidence of commercial liability insurance in force at the time of use of the facility. (Please attach proof of insurance).

**Agreed to by Program**

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

**Agreed to by FPCD:**

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

## ONE-TIME FACILITIES USE AGREEMENT FAQ'S

### Rental Procedure:

1. Fill out a room usage form. (Attached, see below for instructions.)
2. Check availability of event date.
3. Pay deposit (Minimum \$100.00 is due when reserving the date).
4. Complete diagram of tables/chairs setup.
5. Full payment is due by the day of the event. Ways to pay:
  - a. Bring a check or cash to the church office during office hours; (Wednesday and Thursday 10-3, Friday 12-3)
  - b. Give a check or cash to Elder Sampson Akotuah or Michelle Crebo, who oversee all of our space usage.
  - c. Use the online giving portal found on our website, [www.firstpresdupage.org](http://www.firstpresdupage.org). Please be sure to include your name and the date/time of event in the memo line.
6. For cancellation, notify FPCD asap. Deposit is refunded if notification is more than 7 days before the event.

### Room Usage Form:

1. Starting/Ending time of even should include setup/clean up time. **One hour before the event for setup and one hour after the event for cleanup are included in the price. Additional time will be an additional charge.**
2. Other equipment (AV equipment or setup) will be an additional charge.
3. Carefully read the Contract Details on the reverse side of the form. Of note:
  - a. **No alcohol or smoking.**
  - b. Current CDC guidelines must be followed.
  - c. Commercial liability insurance may need to be provided.
  - d. If additional cleaning is needed, there will be a \$50/hour charge.
  - e. Room usage beyond the specified times will result in an additional charge. Neighborhood quiet hours start at 12:00 pm (midnight).

### Day of the Event:

1. A trustee of FPCD will be available to open the doors at the scheduled setup time, AND to check for damage and proper clean up before you leave the property. **It is important to be prompt for the setup time as the trustee may not be able to wait.**
2. A Cleanup Checklist is provided as part of the Facilities Use Agreement packet to ensure cleanup procedures are followed.

Please direct questions regarding the above to the church office or to church members **Michelle Crebo** or **Sampson Akotuah**.