



First Presbyterian Church of Arlington Heights
302 N. Dunton Ave. | Arlington Hts., IL 60004 | 847-255-5900

Multiple Day FACILITY USAGE AGREEMENT

This agreement is between First Presbyterian Church of Arlington Heights and the User (see User's Information below).

Agreement Date: Event Dates:
Number of People: Starting Time: Ending Time:
Description of Activity:

User's Information

Organization:
Primary Contact: Secondary Contact:
Phone(s): Phone(s):
Address: Address:
Email: Email:

Table with 2 columns: Facilities Reserved, Payment. Rows include Sanctuary, Classroom(s), Other, Dining Room, Dining Room & Kitchen, and Number of Tables and Chairs.

Other Equipment:

Professional Services Requested: Fee negotiated with provider at the time of rental, based on the request.

Pastor: Organist / Pianist: Other Musician:
Instrument Rental: Sound System: Other:
Access:Door Number(s) Time: Key Cards: Y N

Payment Policy: The Payment is due at the time of the event, or if a weekly meeting can be paid monthly as agreed upon.

Contract Details

1. This agreement is for the use of the areas of the building / room(s) specified above, for the stated purpose, and for a maximum of _____ hours (including set up and clean up).
2. Tables, chairs, kitchen appliances and other equipment will be available only if specified above.
3. Only the rooms 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.
4. Evening activities must conclude by 10:00 pm.
5. Parking is available in main church lot, in supplemental church lot east of the building, and off the street.
6. In signing this agreement, the User agrees to indemnify the Church against any loss, liability or claim resulting from use of facility by those engaged in the activity of the User as stated here in and not arising from negligence of the Church. Further, the User agrees to pay, within 10 days of the event, for repair of all damages (beyond normal wear and tear) caused to the Church's property by those engaged in the User's event activities.
7. 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 upon completion of the event.
8. If renting the organ or piano(s), the User must contact the church's musicians or other delegated representative to receive a brief orientation.
9. The User may not allow the rooms they are using to be used by any other person or entity.
10. Children and youth must be supervised at all times by an adult representative of the User.
11. Pets are not allowed in the building, except for service animals.
12. The Custodian will open and close the building and remove bags of garbage.
13. All areas used by the User must be cleaned up immediately after use and left in a rentable condition.
14. This facility is non-smoking and non-alcohol.

Agreed to by User

(Signature) _____

Date: _____

Agreed to on Behalf of the Corporation:

(Signature) **Debbie Walter, Business Administrator**

Date:

If the User is not a member of the congregation or is an organization, the User has provided evidence of commercial liability insurance in force at the time of use of the facility.

Agreed to by User

(Signature) _____

Date: _____

Agreed to on Behalf of the Corporation:

(Signature) _____

Date: _____