

GRACE EPISCOPAL CHURCH
924 LAKE STREET
OAK PARK, ILLINOIS 60301
AGREEMENT FOR THE USE OF GRACE EPISCOPAL CHURCH PROPERTY
FOR NON-PARISH PURPOSES

This form is to be filled out and returned by the responsible party for any event that has already been secured on the Grace Episcopal Church calendar using the premises use application and required non-refundable deposit of \$100.

This Agreement governs the use of the buildings, grounds, or property of Grace Episcopal Church (“Grace”) by the undersigned organization, individual, or group of individuals (the “Group”) for the rehearsal, performance, meeting, and/or other function or functions specified below (the “Event”). By signing below, the Group agrees to abide by the provisions of this Agreement.

WHEREAS:

1. The attached Appendix sets out the details of the Group’s use of Grace space, including the particular space to which the Group will have access, the nature of the Group’s use, the fee to be paid by the Group, and the security deposit, if any. The terms of the attached Appendix are incorporated as part of this Agreement and have the same force and effect as if they were stated herein.
2. Grace shall assign one or more Premises Use Attendants from among Grace parishioners to work with the Group during the Event and to provide access to the buildings, grounds, or property.
3. All doors to Grace Church buildings must remain locked and may not be left open or propped during the duration of the Group’s use of the buildings. Grace will, at the Group’s request, unlock the front and side doors to the Nave (*i.e.*, the main sanctuary of the church) during an Event that is held in the Nave itself. While the Nave doors are unlocked, the Group shall provide an attendant to ensure that access to the church is granted only to people who are attending or are associated with the Event.
4. The Group shall have responsibility for any ticket sales or collections.
5. While using Church buildings, grounds, or property, the Group shall observe proper standards of conduct, Village of Oak Park ordinances, and all directions of the Premises Use Attendant.
6. If children are present during the Event, the Group will ensure that they are adequately supervised and that they remain in the room(s) specified in the attached Appendix.
7. Before and during the Event, the Group shall ensure that no one associated with the Group or Event obstructs the driveway immediately west of the church, except for a short period of time for the purpose of loading and unloading. Automobiles may be parked on Lake Street or in the Village parking lot adjacent to the church.
8. Light switches, thermostats, and other church equipment shall be operated only by or at the specific direction of the Premises Use Attendant. Furnishings shall be moved only with the approval of the Premises Use Attendant and shall be returned to their original location by the Group prior to its departure.

9. At the end of the Event, the Group shall ensure that the buildings, grounds, and property of the church are free from litter and that the furnishings and equipment are arranged as they were when the Group arrived.

10. The Group shall be responsible for disposing of all food and food-related garbage either in the lidded garbage can in the kitchen or in the dumpster in the parking lot. No food-related garbage may be left in any receptacle anywhere else in the building. The Group shall not deposit any garbage in the receptacles on the East side of the building.

11. The Group agrees that its use of Grace Church property will be limited to the room(s) specified in the attached Appendix, the hallways necessary to provide access to those room(s), and the mens' and womens' restrooms. The Group agrees that neither its own members nor any persons attending the Event will enter or use any other room in the building. In particular, the private offices and the Sunday School rooms on the second floor of the building (designated St. Mary, St. Columba, and St. Cuthbert) may not be used by the Group or any persons associated with the Group.

12. If the Group wishes to store or leave chairs, risers, podiums, sound or lighting equipment, instruments, or other items in the Grace Church building for a period of time before or after an Event (for example, between a rehearsal and a performance), the Group must first seek and receive specific permission from the Grace Church parish administrator before doing so. Limited storage space may be available upon request. Without specific permission from the parish administrator, however, the Group may not store any items or leave any equipment or decoration in the building following the Event or between Events.

13. The Group must maintain clear access to fire exits at all times.

14. Each week, between 5:45 p.m. and 6:30 p.m. on Tuesdays, Wednesdays and Thursdays, a worship service is held in the Nave. The Group must ensure that everyone associated with the Group leaves the Nave during that period and maintains quiet in the hallway adjoining the Nave.

15. Grace can provide approximately 80 folding chairs for use by the Group. The Group will bear responsibility for setting up the chairs before the Event and restacking them on the provided rolling cart in the southeast vestibule of the Nave afterward. If additional chairs are required, the Group shall have responsibility for ordering them from an outside source, paying the cost of the rental, and arranging delivery and pickup in consultation with the Grace Church parish administrator.

16. If a rented piano or any other large equipment is used in the Nave, it must be shipped and remain on a dolly so that it can easily be moved without damaging the floors in the Nave. The Group will be held responsible for any damage to Grace property that results from the use of such equipment. Arrangements for the delivery of such equipment must be made in advance with the Grace Church parish administrator.

17. If the Group maintains general liability insurance that would cover the Event, the Group must provide a copy of the policy to the Grace Church parish administrator at least fifteen days before the Event. The Insurance shall name Grace Episcopal Church and its Rector, Wardens, Vestry, and any and all Grace Premises Use Attendants (not necessarily by name but by general reference) as additional insureds. If the Group does not normally maintain liability insurance, it shall inform the Grace Church parish administrator promptly. Grace's liability insurance policy provides no coverage for the Group's own liability in the event of an accident or

injury. Grace reserves the right to require the Group to obtain general liability insurance that would provide the Group with coverage for the Event.

18. The Group will bear responsibility for any damage caused to Grace property during the course of the Event. Further, the Group understands that it will bear its own liability for any injury to any person or property that occurs during its use of Grace property and buildings.

19. All details and arrival times (including times for rehearsals and set-up) must be communicated at least twenty-one days in advance to the Grace Church premises use committee, Hollis Bernstein (hollisbernstein@earthlink.net). This communication should be by email, with a copy to graceop@sbcglobal.net.

20. A signed copy of this Agreement must be presented to the Church's parish administrator at least twenty-one days before the Event. Any applicable fees (indicated below) must accompany this Agreement and be paid in full twenty-one days before the Event, unless the Group and Grace agree otherwise in writing. This agreement, Application and payments should be delivered or sent to Grace at the address above and marked to the attention of Douglas VanHouten, Parish Administrator.

21. Failure to comply with any of the above terms may result in cancellation of future bookings and forfeiture of the deposit specified in the attached Appendix.

22. Changes to the specific provisions of this Agreement are effective only if they are made in writing and signed by an authorized representative of Grace.

Non-refundable Deposit of \$100 (must accompany separate *Premises Use Application* to hold date on the Grace Episcopal Church calendar. No event date will be finalized without a non-refundable deposit and application form)

Fee Calculation Worksheet:

Nave (sanctuary) Rental, per event: \$500	\$ _____	A
Parish Hall, with Nave Booking: \$50	\$ _____	B
Rehearsal Fee (separate date; 2 hours maximum), with the rental of the Nave:		
	<i># of separate rehearsals x \$75 =</i>	\$ _____ C
Rehearsal Fee (2 hours maximum) no Nave rental: \$150	\$ _____	D
Premises Use Attendant Fee (\$10/hr.):	<i># of hours group using space x \$10</i>	\$ _____ E
Parish Hall Only (no Nave rental), per event: \$150	\$ _____	F
TOTAL FEE	<i>Total of lines A – F=</i>	\$ _____

Total fee (inclusive of deposit) to be paid by the Group: \$ _____

Total fee minus \$100 deposit due, with this signed agreement twenty-one days before the event.

Date: _____

Signed (Authorized Representative of the Group)

NAME: _____

Date: _____

Signed (Authorized Representative of Grace Episcopal Church)