

St. Paul Lutheran Church and Early Childhood Center
5650 N. Canfield Avenue
Chicago, Illinois 60631
(708) 867-5044

To use the facility of St. Paul Lutheran Church and Early Childhood Center, Please call the office and speak with the Office Administrative Assistant Alvesa Thomas.

As a Non-Profit, Religious Organization, St. Paul reserves the right to decline or accept the use of the building by any person or organization. May charge building and/or equipment use fee. May charge a different fee for members usage.

The church basement is not available for personal use .

Facility & Equipment Use Agreement

DATE : _____

I (we) _____ Hereby agree to the use of
the _____ Facilities located at

St. Paul Lutheran Church and Early Childhood Center
5650 N. Canfield Avenue
Chicago, Illinois 60631

This agreement is made upon the following express conditions :

- 1) **ST. PAUL** shall not be held responsible for any loss or damage to any personal property on an individual and/or of the User.
- 2) The **USER** is responsible and shall pay all costs for repairs to any damages due to negligence while on the property of **ST.PAUL**.
- 3) The **USER** agrees to indemnify **ST. PAUL** against and saveit harmless from any and all liability for injuryto or death of a persons or any or all expense incident thereto when such injury or death is caused by, or in any manner arises, out of or is connected with the preformance of this agreement. In th event any claims are made or suits brought against **ST. PAUL** on account of such injury ordeath **ST. PAUL** shall be givewritten notiçe thereof to the **USER**, and the **USER** shall at sole expense settle such claims or defend such suits.
- 4) The **USER** agrees to adhere to all the rules and regulation set forth by **ST. PAUL** and to this end to provide sufficient supervision to comply with this requirement.
 - A. No liquor (Wedding one toasting drink only is acceptable)-

- B. Facility must be cleaned after use, including but not limited to garbage disposal, clearing of tables and chairs, sweeping and mopping. Kitchen cleanup including dishes.
- C. Broken dishes and furniture will be replaced at cost to the **USER**
- D. Membership usage will assume responsibility for any accident occurring during usage period and shall hold ST. PAUL LUTHERAN CHURCH & EARLYCHILDHOOD CENTER harmless and free of any responsibility.

5) The parties hereto have caused this agreement to be executed on this

_____ day of _____

Hours of _____ To _____

6) A 50% Non-Refundable Deposit is required on all reservations and is due at the time of signing. The remaining balance is due on the date of the event

Name of Group / Individual (Print)

Signature & Date

St Paul Representative (Trustee)

Signature & Date

Building Usage Rates

Church Members

Non - Members

	Hourly	4 Hours	5 - 8 Hrs	Hourly	4 Hours	5 - 8 Hrs
Classrooms	\$35.00	\$125.00	\$175.00	\$45.00	\$175.00	\$250.00
Gym Only	\$35.00	\$125.00	\$175.00	\$45.00	\$175.00	\$250.00
Gym / Kitchen	N/A	\$175.00	\$225.00	N/A	\$225.00	\$300.00
Opening / Closing Flat Fee	N/A	N/A	N/A	\$25.00	N/A	N/A
Set - Up Fee (If Required)		N/A	N/A		\$50.00	\$75.00
Wedding Only						
Wedding		\$250.00			\$350.00	
Custodian		\$100.00			\$150.00	
Organist		Agreed Fee			Agreed Fee	
Pastor		Agreed Fee			Agreed Fee	
Funeral / Memorial						
Organist		Agreed Fee			Agreed Fee	
Pastor		Agreed Fee			Agreed Fee	

Outside Facility Use

Chairs \$2.50 EA.

Tables \$15.00

Contact Info.

Agreement Date _____

Contact Person :

Address _____

Phone Number _____

E-Mail Address _____

Event Date _____

Hours _____

Usage Fees _____

Set - Fees _____

Custodial Fees _____

Total _____

Deposit Paid _____

Balance Due _____