

Christ Lutheran Church

60 55th Street Clarendon Hills, IL 60514 (630) - 325 - 2220

Facility Use Application

Mission Statement:

Christ Lutheran Church's (CLC) mission is to Live, Grow and Share as Disciples of Christ. CLC opens its doors and shares its facility space with its members and with the community.

Approval Process:

Since demand is growing for facility space at CLC, all facility use requests must be submitted a minimum of 60 days in advance. All facility use requests will be reviewed and is subject to approval by CLC Council. Note: All Facility Use Requests must be received by the 15th of the month.

Repeat Facility Users: Please note the Facility Use Calendar follows a 12 month cycle starting September 1st - August 31st. All repeat facility users/groups will submit a new Facility Use Request for the upcoming Facility Use Year no later than August 1st. This will allow CLC to have adequate time to review and evaluate all facility use requests in a timely manner.

Duplicate Space Requests:

From time to time, duplicate facility requests are received for the same day and time. When this happens, CLC Ministries and CLC Church Group events will given precedence, however, every attempt will be made to accommodate other requests.

Application:

Date Request Submitted to CLC: _____

Group Representative's Name: _____

Representative's Contact Number: _____

Representative's Email Address: _____

Group Name: _____

Group's Contact Number: _____

Group's Email Address: _____

Are you a member of CLC? Yes No If no, how did you find our congregation? _____

Date(s) of the Event: _____

Number of Participants at the Event: _____

Purpose of the Event: _____

Does your group have a mission? If yes, please describe: _____

How does your group anticipate using the facilities, please describe: _____

Is this a one-time event? Yes No If no, describe in detail: _____

Insurance is recommended, can your group provide a certificate of insurance for your event? Yes No

Child Protection Policy:

For any visiting group that will have children involved, CLC requires the group to have a Child Protection Policy. Does your group have its own Child Protection Policy? Yes No If yes, please attach a copy of your policy to this application. If no your group can. 1. Create your group's own Child Protection Policy or 2. Adopt CLC's Policy. If your group creates its own policy, please give a copy of the policy to the CLC Office to keep on file for your event. If you adopt CLC's Child Protection Policy, please obtain a copy of the policy from the CLC Office. Please have the members of your group sign the policy and return it to the church office.

Facility Space Available:

- Fellowship Hall - Seats several hundred guests - Kitchen / TV / VCR / DVD / Piano all available for use.
Extras: CLC Microphone & Amplifier \$15/hr for a Sound Technician to set-up/take down equipment
- Library/Meeting Room - Two large tables - Seats 10 - 15 guests. 10 additional chairs line the wall and are available for use.
TV / VCR / DVD are available for use.
- Fireside Lounge - Seats 12 guests - TV / VCR / DVD / Kitchenette is available for use.
- Nursery - Holds 10 children. All children must be supervised. Extras: A CLC Nursery Attendant \$15/hr Check with CLC Office if attendants are available for your event.
- Study Lounge - Seats 8, 2 couches and 4 chairs.
- Growing Grove - 4 Sunday School rooms with child-size tables and chairs. Piano available for use.
- Adult Choir Room - 12 - 15 folding chairs can be set up. Piano available for use.
- Playground - Located on the west side of CLC's property.
- Fire Pit - Wood burning outdoor pit located on the west side of CLC's property. Guests will provide their own wood.

Suggested Donation:

To cover the cost to heat, cool, illuminate and maintain our facility during your event, a donation is suggested to cover these expenses. See below for details. Please note: A portion may be tax-deductible for tax purposes. (Our organization is a registered 501-C3.)

| | |
|------------------------------|--|
| Groups under 25 guests | Group will determine the donation amount |
| Groups of 25 - 49 guests | \$100 suggested donation |
| Groups of 50 - 99 guests | \$150 suggested donation |
| Groups of 100 or more guests | \$250 suggested donation |

One-Time Extended Use Charge:

For groups with 25 guests or more, who use CLC's facility on a recurring basis, a one-time extended use charge will be assessed based on the number of cumulative hours. *Please note: CLC's Council will determine the final extended use charge.*

| | |
|---|-----------------------------|
| Groups with 25 or more guests using CLC 50 hours | \$300 extended use charge |
| Groups with 25 or more guests using CLC 100 hours | \$600 extended use charge |
| Groups with 25 or more guests using CLC 200 hours | \$1,200 extended use charge |
| Groups with 25 or more guests using CLC 300 hours | \$1,800 extended use charge |

Security Deposit:

To ensure no damage occurs to CLC's facility, a refundable security deposit may be required. *Please note: CLC Council will determine the final security deposit amount.*

| | |
|------------------------------|--|
| Groups under 25 guests | Security Deposit will be determined by the CLC Council |
| Groups of 25 - 49 guests | \$50 refundable Security Deposit |
| Groups of 50 - 99 guests | \$100 refundable Security Deposit |
| Groups of 100 or more guests | \$150 refundable Security Deposit |

Extras:

For some events, a group may find they need extra services provided by CLC. A fee will be assessed for the following services:

Garbage Pick-up - \$80 if a group produces more than three bags of garbage

Sound / AV Technician - \$15/hour or \$100/day

CLC Liaison - \$100/day if a group needs a member of the church to assist with the event or for on-site security for overnight events.

Nursery Attendant - \$15/hour

Extra Cleaning - If CLC requires cleaning after your event, a fee ranging from \$75 - \$150 will be charged.

Pastoral Services - please contact the CLC pastoral office for details.

Total Suggested Donation:

Groups under 25 people: Suggested Donation + Security Deposit + Extras = Total

Total Suggested Donation:

Groups of 25 or more people: Suggested Donation + Extended Use Charge + Security Deposit + Extras = Total

Hardship Exception:

If your group cannot afford any of the above charges, please describe below the reason for requesting a Hardship Exception to reduce or waive any charges:

Expectations and Responsibility of Building Use:

Please note it is the responsibility of the group or individual using CLC's facility to set up, clean up and return the facility to its normal setup after the approved event or activity. Please respect and honor our place of worship by abiding by this set of rules:

1. Smoking is prohibited anywhere inside CLC's building.
2. The use of alcohol by outside organizations is prohibited.
3. Children must be directly supervised when inside CLC's facility and/or on the grounds outside.
4. Garbage - Collect all garbage into trash bags and bring all garbage out to the dumpsters located on the west side of CLC's property. Recyclables - Collect all recyclable materials. For office paper - place in the paper recycling receptacle located on the east side of CLC's parking lot. Place all other recyclable materials in the blue recycling receptacle on the west side of CLC's property. Groups are welcome to take their recyclable materials home with them instead of using CLC's receptacles.
5. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If a stain(s) occur, please notify CLC's Office so the proper cleaning solutions can be used to remove the stain(s). Please leave CLC's facilities clean or cleaner than you originally found them. Note: Washcloths, towels, brooms, dustpans, etc. are all found in the kitchen. Please return these items to the kitchen when your event is over. Used towels and washcloths can be put in the hamper by the refrigerator.
6. Sweep, mop or vacuum floors as needed. Report any damage to equipment, property, etc. to CLC's Office.
7. Remove any items put up on the walls or displays in connection to your event. (Please use masking tape only to preserve our walls for future events.)
8. If the building is not in use when your event is over, please check that all doors are locked, windows closed, fans or A/C units are turned off, lights turned off, etc. If a key was given, return to the CLC Office during regular business hours.

Kitchen Etiquette

1. There may be more than one event/activity that uses the kitchen in the same week as your event. CLC requests that you check with the Church Office before bringing in any supplies into CLC's kitchen.
2. Please return items to its designated cupboards. Cupboards have been labeled for your convenience. (See the Reference List on the side of the refrigerator for details.)
3. Please take home all your unused food and beverage items. CLC has limited space to store extra items in our refrigerator.
4. Clean-up: Please wash and put away all dishes, coffeepots, etc. Wipe all counter tops, stove top and oven. Clean sinks and sweep/mop the floors as needed.
5. Trash & Recyclables - See Item #4 in the Expectations and Responsibility of Building Use Section for details.

Disclosure:

The person/organization requesting the use of CLC facilities hereby absolves CLC, its Pastors, leadership, members or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the Church Office promptly. The group/organization has read and understands the Facility Use Application and will be responsible for set up, clean up and return to normal set up of the facility.

Signature of Responsible Party: _____ **Date:** _____

For office use only - Approved by: _____
Church Council Member or Officer of the Church