

**SHORT-FORM AGREEMENT: ONE-TIME USE OF CHURCH FACILITIES
PRESBYTERY OF CHICAGO TEMPLATE**

ONE-TIME FACILITIES USE AGREEMENT

This agreement is between _____ (the Church) and the User (see User's Information below).

Today's Date: _____ Event Day of Week / Date: _____ / _____

Number of People: _____ Starting Time: _____ Ending Time: _____

Description of Activity: _____

User's Information

Organization: _____

Primary Contact: _____ Phone(s): _____

Address: _____ Email: _____

Secondary Contact: _____ Phone(s): _____

Address: _____ Email: _____

Facilities Reserved:	Cost-Share	Payment	Date
_____ Sanctuary (___ capacity)	_____	_____	_____
_____ Classrooms (___ capacity)	_____	_____	_____
_____ Other (please specify) _____	_____	_____	_____
_____ Dining Room (150 capacity)	_____	_____	_____
_____ Dining Room & Kitchen (use of appliances)	_____	_____	_____
Number of Tables and Chairs: _____			
Other Equipment: _____			
Custodian Fee		_____	
Security Deposit		_____	

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

Minister: _____ Organist / Pianist: _____ Other Musician: _____

Instrument Rental: _____ Sound System: _____ Other: _____

Payment Policy: The Security Deposit is due at the time of reservation, and refunded after inspection, provided facilities and equipment are left in good order, and all non-church items are removed. The Cost-Share and Custodian Fee are due in full one week prior to the event date.

Cancellation Policy: Cancellation less than 30 days prior to the event will result in forfeiture of the Security Deposit.

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 five 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 of the church 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 p.m.
5. Parking is off the street.
6. In signing this agreement, the User agrees to indemnify RPC 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 RPC. Further, the User agrees to pay, within 10 days of the event, for repair of all damages (beyond normal wear and tear) caused to RPC 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.
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 church building, with the exception of 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. Cleaning includes wiping off tables and returning furniture, chairs and tables to their original position; emptying waste baskets; and broom sweeping, mopping and/or vacuuming as necessary. Cleaning tools are located in the janitorial closets on each floor. If additional cleanup is required, the User will be charged a Cleaning Service rate of \$___ per hour, and the charge will be deducted from the Security Deposit. If the charge exceeds the amount of the Security Deposit, the User will be billed for the difference.
14. This facility is non-smoking and non-alcohol.

Agreed to by User

(Signature) _____ **Date:** _____

Agreed to by the Church:

(Signature) _____ **Date:** _____

If the User is not a member of the church 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 by the Church:

(Signature) _____ **Date:** _____