



### Room Use Guidelines and Agreement

Holy Cross Lutheran Church, in Libertyville, IL, has agreed to provide the use of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Sanctuary - Room 100 (525 people)          | <input type="checkbox"/> Multi-Purpose Room 402 (Up to 500 people) |
| <input type="checkbox"/> Narthex - Room 103                         | <input type="checkbox"/> Basement Kitchenette - Room 402           |
| <input type="checkbox"/> Nursery - Room 101 (12-15 people)          | <input type="checkbox"/> Meeting Room 207 (Up to 15 people)        |
| <input type="checkbox"/> Cry Room - Room 102 (7-8 people)           | <input type="checkbox"/> Meeting Room 208 (Up to 15 people)        |
| <input type="checkbox"/> Gathering Space - Room 104 (75-125 people) | <input type="checkbox"/> Youth Room 403 (Up to 75 people)          |
| <input type="checkbox"/> Fellowship Space Room 105 (75-125 people)  | <input type="checkbox"/> Main Kitchen - Room 122                   |
| <input type="checkbox"/> Gathering & Fellowship Hall - Room 104/105 | <input type="checkbox"/> Gathering Hall Kitchenette - Room 104/105 |
| <input type="checkbox"/> Other _____                                | <input type="checkbox"/> Atrium - Room 318                         |
| _____   | <input type="checkbox"/> Patio                                     |

for use by: \_\_\_\_\_ purpose of use: \_\_\_\_\_

Event Starts on - Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

This event re-occurs:  YES  NO — If YES, it will re-occur: \_\_\_\_\_

Requested by (*Responsible Party*):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Needs:**
- |   |   |
|---|---|
| <input type="checkbox"/> Tables & Chairs                      | <input type="checkbox"/> Refrigerator (at time of event only) |
| <input type="checkbox"/> Easel Stands                         | <input type="checkbox"/> Coffee Maker (Fellowship Space)      |
| <input type="checkbox"/> Dividing Wall (Fellowship/Gathering) | <input type="checkbox"/> TV/DVD on Rolling Cart               |
| <input type="checkbox"/> Parking Requirements - _____ cars    | <input type="checkbox"/> OTHER _____                          |
| <input type="checkbox"/> Custodial Help                       |   |

*\*\*Discuss all of the above needs with the church office staff to assure availability.*

**Provisions for Room Use:**

- Party must provide for set-up and break-down of all equipment used. All equipment used must be returned to its proper place. If you are not familiar with the operation of equipment, please be checked out when finalizing room rental use.
- Upon completion of room use, party must clean the room (vacuum, if necessary, remove trash in plastic bags and take to the outside dumpster if excessive trash is generated) unless arrangements are made in advance for custodial service.
- Kitchen Use:
  - Equipment/Appliance Use - All appliances (stove, ovens, coffee pots, etc.) if used, must be cleaned, turned off and returned to their proper place.

b. Food - If food is brought in, party must take all unused food with them upon completion of room use. Leftover food cannot be stored in church kitchen or refrigerator

c. You must supply your own plates, cups, napkins, utensils, coffee, filters, sugar, cream, etc. They will not be supplied by Holy Cross.

4. Length of Room Use - room may only be used for agreed upon time. If additional time is needed, the Church Office must be informed A.S.A.P. prior to extended use.

5. Holy Cross will not be responsible for any lost, stolen or damaged equipment or belongings left in the building during use or extended use of the building.

6. Use of Building Key -- a key for building entry and lock-up will be given to the responsible party if the room use will extend past the regular hours that the building is open. (A refundable \$25.00 deposit is required with the use of the building key.)

7. Upon completion of room use, the following will be required of the responsible party:

a. All rest rooms should be checked prior to leaving. Rest rooms should be left in a neat and orderly condition. No soiled diapers are to be left in the trash containers; these should be placed in the outside dumpster upon completion of room use. Lights should be turned off.

b. All excessive trash or food should be brought to the dumpster at the west end of the parking lot upon the completion of room use. If custodial services are required, the above group will be assessed \$100.00 per incident.

c. If appliances in the kitchen are used, they must be turned off, cleaned and returned to their proper place.

d. If the Nursery is used, this room must be put back in order for use the next day.

e. All windows must be shut and locked before leaving the building.

f. All lights must be turned off in the building before leaving. The light outside of the kitchen doorway remains lit as a security provision.

g. Doors must be checked and locked.

h. Building key must be returned to the Church Office within 48 hours after use.

8. The responsible party is to provide a certificate of insurance with Holy Cross Lutheran Church added as an additional insured site. The certificate should also provide a dollar amount of liability coverage. Or the User has separately executed a "Facilities Use Indemnity and Release and Waiver of Liability Agreement" with HCLC in connection with this use.

Should there be any problems during the use of the building or in locking the building, please contact one of the following for assistance:

Pastor Robert Davis ~ (847) 680-6802

Holy Cross is happy to provide the use of our building and facilities, and we ask that you please use care in doing so, so that we may continue to provide its use in Christ's name. Holy Cross Lutheran Church is a non-smoking campus.

Key Provided:  No  Yes, given to \_\_\_\_\_

Key Returned:  No  Yes, by \_\_\_\_\_

April 2015