

A Space for the Community

Lutheran Church of the Good Shepherd welcomes the community to use its facilities. The following spaces are available for use:

- + Music Room – meeting room on the main level furnished with tables and chairs for up to 15 people (375 sq ft, limited availability).
- + Blue Classroom – classroom on the lower level, can be partitioned into 2 rooms (750 sq ft).
- + Yellow Classroom – classroom on the lower level, can be partitioned into 2 rooms (800 sq ft).
- + Lower level kitchen – has a range/oven, refrigerator, sink and microwave.

Monthly rates

- + Music Room: \$45
- + Blue Classroom: \$125
- + Yellow Classroom: \$125
- + Blue and Yellow Classrooms: \$195

Use of Space

1. Organizations or individuals requesting permission to use the facility must do so in writing to the Executive Committee. The Executive Committee, after approval of the Board of Ministers, shall act on such requests. The Executive Committee will determine whether there will be a charge for the use of the facility, and if so the amount of the charge. The amount of the charge shall cover the cost of janitorial services and utilities.
2. Prior to long-term group use, the Facility Use Agreement (included in this packet) must be signed and presented to the Executive Committee. Groups must agree to comply with this resolution.
3. Groups must present a valid certificate of insurance to keep on file in the church office.

General Guidelines

1. The congregation's Board of Ministers has authority over the use of the building.
2. Publicity for events at the church facility must be approved by the pastor(s). The church reserves the right to revoke the use permit of outside groups if any publicity is made without the approval of the pastor(s).
3. General and special worship services for members of the congregation take priority over building use by outside groups. Programs of the congregation have scheduling priority over programs of outside groups.
4. No commercial activities may be held on the church premises.
5. The user must agree to assume full responsibility for the condition of the facility after its use. The building, equipment, furniture, lawn and sidewalks should be left in the same condition as they were prior to the event. Furniture should be returned to its original location unless other arrangements have been made. Any damages or unusual incidents during use of the facility should be reported to the pastor(s) or the church office within twenty-four hours. The user will reimburse the church for any damages to church property, and any other costs incurred relative to use of the property.
6. If the facility is to be used for weekly or monthly meetings, keys may be issued to the person(s) in charge. When the person is no longer in charge or the facility is no longer being used, keys must be returned to the church office. For one-time meetings, arrangements must be made to have the facility unlocked.
7. Before locking up:
 - equipment and materials must be properly stored and the area cleaned, as necessary;
 - any food waste must be bagged and the bags must be tied shut;
 - lights must be turned off except for the designated safety lights;
 - windows must be closed and locked;
 - thermostats should be reset to 65 degrees if it was necessary to turn up the thermostats;
 - outside doors must be closed and locked.

FACILITY USE AGREEMENT

Agreement between Lutheran Church of the Good Shepherd, Prospect Heights, Illinois, ("The Church") and:

_____ Name of Organization ("The Organization")

Address: _____

Contact Person: _____ Phone: _____

Address: _____

Driver's License No.: _____

It is hereby agreed that The Church permits the use of the church facility located at 1111 N. Elmhurst Road, Prospect Heights, Illinois, on:

Date(s): _____

Space to be used: _____ Donation: _____

Equipment needed: _____

Custodial services needed: _____ Cost: _____

The Organization agrees to indemnify and hold harmless The Church, and any and all of its officers, members and employees, from any and all losses, claims, actions, costs, expenses, judgments, subrogations or other damages resulting from injury to any person (including injury resulting in death) or damage (including loss or destruction) to the property of whatever nature, or to any person, arising out of or incident to its use of said property (including, but not limited to its members, guests, invitees, trespassers, employees, agents, sub-contractors).

The Organization agrees to payment of a deposit on the building key, refundable upon the return of the key to the church office. This payment is in the amount of \$20.

The Organization agrees to reimburse The Church for any damages to the facility caused by The Organization's use of the facility.

The Organization has read and agrees to abide by Continuing Resolution C12.R510, Use of the Church Facility.

In witness whereof, the parties hereto have caused this agreement to be executed by their duly authorized officers this ____ day of _____, 20__.

Name of Organization

LUTHERAN CHURCH OF THE GOOD SHEPHERD

By: _____
(print name)

By: _____
(print name)

(signature)

(signature)