

St. Paul United Church of Christ
401 East Main Street
Barrington, Illinois 60010
847-381-0460
stpauluccchurch@gmail.com

Request for Use of Facilities

Name of Individuals or Group _____
Contact Person _____
Address _____
Phone _____ email _____
Day and Date of Event _____ Number of People _____
Time Event Begins _____ Time Event Ends _____
Area(s) / Room(s) Requested _____
(see Schedule of Fees page for costs)

- Fellowship Hall (with stage) _____
Memorial Hall _____
- Kitchen _____
- Nave/Sanctuary _____
- (members only) _____
- (members only) _____
- Janitorial Services _____

Purpose of Event _____

- I/We have read Rules for the Use of St. Paul Church facilities and agreed to their provisions.
- I/We fully understand that St. Paul United Church of Christ, Barrington, along with its members and guests, shall be held harmless by the organization making this request in case of bodily injury, damage, theft or loss of property.
- I/We understand that the organization making this request is responsible for set-up and tear-down of equipment/furnishings for the event.

Signature(s) _____ Date _____

*Please complete and return to St. Paul Church.
Make checks payable to St. Paul United Church of Christ.*

For Church Office Use Only

Date Request Received _____	Building & Grounds Ministry Notified _____
Approval Action _____	Sexton Notified _____
Approval Signature _____	Fees _____
Contact Person Notified _____	Fees Received _____
Key Deposit Received _____	Key and Deposit Returned _____

Church Members Present _____

St. Paul United Church of Christ **Rules for the Use of Facilities**

The members of St. Paul United Church of Christ are pleased to open the doors of St. Paul to groups or individuals of Barrington and surrounding communities, whether on a regular basis or an as-needed basis. We welcome you, and wish to communicate to you the following requirements:

1. All activities conducted within the building and on church property must conform to all safety and fire codes. Activities that endanger people or are likely to damage or deface the property will not be approved.
2. St. Paul Church cannot be responsible for valuables that you or your group brings into the building or onto church property.
3. **Please use ONLY your assigned space. Please respect any other group(s) that may be in the building at the same time. The offices and Education Wing are available for members only.**
4. You are responsible for any damage caused to the building, any equipment therein, or to the grounds, and any such must be reported to the church secretary. If such an occurrence is after office hours, you should leave a note for the church secretary or leave a voice-mail message on the answering machine.
5. Please close windows, turn off lights, and leave the room(s) as clean as when you found them. Lock all outside doors when leaving.
6. Smoking is prohibited within the building. Smoking outside on church property is discouraged. PLEASE, NO LITTERING!
7. Possession or use of alcohol, illegal drugs, or weapons of any kind is prohibited anywhere on church property.
8. Any special equipment for your meeting or event must be brought to the facility for each meeting. St. Paul cannot store equipment for you. The council or its representatives must approve any exceptions to this.
9. A key may be obtained at the church office one (1) business day prior to the event. A key deposit will be required at the time of pick-up. The key deposit will be refunded upon return of the key on the next business day following the event.
10. Regarding use of the kitchen, all food and drink items are to be provided by the requester. The kitchen must be cleaned and all left-over items removed or discarded.
11. Please assure that all kitchen surfaces and kitchen items being used are left in a clean condition and put back in their proper places.
12. Remove all unused food, ice, drinks, etc., that you brought in.
13. Please use the recycling bin that is located in kitchen for all recyclable containers.
14. St. Paul reserves the right to refuse the use of the facilities to any person or group unable or unwilling to abide by the above rules.

If you have any questions regarding these rules, please contact the church secretary during regular church office hours.

St. Paul United Church of Christ
Schedule of Fees

Room Type	Half Day **	Full Day
Fellowship Hall	\$100.00	\$200.00
Memorial Hall	100.00	200.00
Kitchen	50.00	50.00
Nursery		
Library		
Sanctuary	300.00	300.00
Key Deposit	25.00	25.00
Janitorial Services	50.00	50.00
Damage/Cleaning Deposit	100.00	100.00

User fees help to defray the costs of additional custodial work and utilities. Any St. Paul group requesting meeting space for programs and the like will not be charged fees for use. Fees will not be charged for non-profit ecumenical activities. St. Paul members may use the facilities for personal activities at half the listed fee. Community or civic groups, whether or not they include St. Paul members, will be charged the full amounts listed.

** A half-day is any period of use up to four (4) hours. More than four (4) hours is a full day.

*** The damage-cleaning deposit is equal to the applicable room use fee, and will be refunded upon satisfactory inspection of the room and furnishings. This fee is to cover any additional custodial work or repairs that St. Paul must bear as a consequence of the use of the building.

**St. Paul United Church of Christ
Facilities Use Waiver**

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver

In consideration of permission to use, today and on all future dates, the property, facilities, staff, equipment and services of St. Paul United Church of Christ, I, for myself, my heirs, personal representatives or assigns, do hereby waive, discharge, and covenant not to sue St. Paul United Church of Christ, its directors, officers, employees and agents, and release from liability from any and all claims including negligence resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in activities, classes, observation, and use of facilities, premises, or equipment.

Indemnification and Hold Harmless

I also agree to INDEMNIFY AND HOLD the St. Paul United Church of Christ HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement at and to reimburse them for any such expenses incurred.

Severability

The undersigned further expressly agrees that the foregoing Waiver and Assumption of Risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Illinois and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding

I have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of User _____ Date _____

Signature of Parent/Guardian of Minor _____ Date _____

Participant's Age (if minor) _____