



St. Lawrence Episcopal Church

125 W. Church Street
Libertyville, IL 60048
847 362-2110
stlawrencechurch.org

Today's Date: 7/31/18

Our purpose is to live into our Baptismal Covenant by loving God and each other, praying and worshipping, proclaiming the Gospel of Jesus Christ in word and example, promoting justice and peace, and respecting the dignity of all people.

REQUEST FOR BUILDING USE

Group Name Prairie Circle Unitarian Universalist Congregation (PCUUC) Choir

St. Lawrence Episcopal Church sponsored group

Type of Event Choir Rehearsal

Date (s) of Room Request: Wed evenings Aug. 29-May 29

If ongoing, specify time frame Aug. 29-May 29

Room Requested (see map) sanctuary or choir room

Time requested 7:15-9:15pm

Number of people 10-20

Storage Space Requested: Yes or No (Circle One)
Beverages & Food served: Yes or No (Circle One)
Chairs and tables needed: Yes or No (Circle One)

Primary Contact Joyce DeWitt

Address 26258 Hackberry Rd

Phone 847-732-6597 Cell same

E-mail address joycedewitt17@gmail.com

St. Lawrence approval _____ Date approved _____

**SPACE USAGE AGREEMENT
ST. LAWRENCE EPISCOPAL CHURCH**

I agree to represent the following named group,

PCUUC Choir

which I am affiliated, with respect to all matters concerning use by the members of the stated group of the facilities owned by The Episcopal Diocese of Chicago known as St. Lawrence Episcopal Church, 125 West Church Street, Libertyville, IL, 60848.

I have read the Guidelines for Use of Facilities and agree to observe these guidelines. I agree to sign a Waiver and Release of Liability.

St. Lawrence Episcopal Church reserves the right to cancel any scheduled activity to accommodate a parish activity and will make every effort to give at least 48 hour's notice. St. Lawrence Episcopal Church also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

The Wardens and Rector of St. Lawrence Episcopal Church retain the right to amend, and/or change the terms of this document at their discretion at any time.

I further agree to be responsible for any damages incurred to St. Lawrence Episcopal Church facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

Name of group PCUUC Choir

Signature of group representative Date

Joyce DeWitt

7/31/18

847-732-6597

Name of group representative (printed) Cell phone

same

joycedewitt17@gmail.com

Telephone Email
26258 Hackberry Rd Mundelein, IL 60060

Address

Donation amount: _____ Check #: _____

Deposit amount: _____ Check #: _____

Please indicate names and phone numbers of individuals in group who will be holding a key to St. Lawrence:

Name	Phone Number
Joyce DeWitt	847-732-6597

**ST. LAWRENCE EPISCOPAL CHURCH
WAIVER AND RELEASE**

The undersigned, on behalf of himself or herself and on behalf of the group or organization and its members, invitees, guests, speakers, participants and other persons of the group or organization he or she represents (the "Permitees"), have entered onto the premises located at 125 West Church Street, Libertyville, Illinois, 60848, (the "Premises") for the purposes of meeting and discussions, among others, pursuant to the terms of the Guidelines for Use of Facilities and the Space Usage Agreement, copies of which are attached hereto. The Premises are owned by St. Lawrence Episcopal Church (the "Owner").

The Permitees understand and agree that the activities associated with meeting on the Premises involve an inherent risk of injury to persons and property, which risk the undersigned and each Permittee voluntarily and totally assumes. The presence of the Permitees on the Premises, the use by the Permitees of the Premises and facilities appurtenant thereto and the Permitees' engaging in meeting and other activities on the Premises shall be at the sole risk of the Permitees.

The Permitees hereby release, remise and discharge forever the Owner, the Episcopal Diocese of Chicago and all their respective members, rector, vestry, wardens, trustees, agents, employees, successors and assigns from any and all claims, damages, actions, injuries, costs or expenses whatsoever which the Permitees may now have or which may arise in connection with the use of or the presence on the Premises by and of the Permitees, including any damage or injury to any property of the Permitees. The Permitees shall not at any time institute nor shall they assist any other person to institute any proceeding, whether legal, equitable, administrative or otherwise, against the Owner, the Episcopal Diocese of Chicago their respective members, rector, vestry, wardens, trustees, agents, employees, successors or assigns, arising out of or in any way connected with the use of or presence on the Premises by and of the Permitees or any damage or injury to any property of the Permitees.

This waiver and release shall be governed by the laws of the State of Illinois.

Name of group PCUUC Choir

7/31/18

Signature of group representative

Date

Joyce DeWitt

847-732-6597

Name of group representative (printed)

Cell phone

same

joycedewitt17@gmail.com

Telephone

email

26258 Hackberry Rd Mundelein IL 60060

Address

GUIDELINES FOR USE OF FACILITIES ST. LAWRENCE EPISCOPAL CHURCH

The community of St. Lawrence is happy to welcome members of the community in the church building. We remind you that St. Lawrence is a place of worship, and as such the space shall be treated with respect and dignity. Further, other groups use the building throughout the week and on weekends and you may not be the only group in the building during your use of our space. We ask that you please respect other groups using the building.

All requests must be made and confirmed in writing, using the form provided. All ongoing requests will be renewed annually in April. **Use of the kitchen by outside groups requires a separate request and approval. Use of the kitchen without prior authorization can result in cancellation of the building use agreement. Alcohol may not be served unless the group has received prior written approval from the church and has signed a copy of the church alcohol policy.**

1. Users need to visit to see the space desired/assigned. This will help in determining your needs.
2. All rooms are multi-purpose and we cannot guarantee the same room assignment for subsequent meetings or events. Every effort will be made to grant a request for space; however, church affiliated groups will have first priority of space. If you meet on an ongoing basis, and your room is not available due to a church function, every effort will be made to give at least 48 hours notice.
3. Each group must sign a contract for space usage, a waiver and release of liability. This signed document is a commitment to agree to these guidelines for the use of facilities at St. Lawrence Church.
4. You may use only the room or rooms assigned to you. It is important that you stay within the rooms you are assigned to avoid conflicts with other groups using the building.
5. If you need storage space, indicate that on your request form. If you are granted storage space, all items must be stored in plastic tubs with lids with the group's name clearly marked on the outside. NO food storage is allowed. Items must remain in the spot designated to you or they may be removed.
6. Due to liability reasons, you are required to present a copy of your group charter and furnish a certificate of insurance with limits of no less than \$1 million naming St. Lawrence Episcopal Church and the Diocese of Chicago as "additional named insured". You will also be required to execute the attached "Waiver and Release" Agreement.

7. Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported immediately to the Parish Administrators, Wardens, or Rector. No alterations or additions to rooms may occur without prior written approval. This includes additions of signs, decorations, or moving fixtures in the Sanctuary (ie. altar, lectern..) belonging to St. Lawrence Episcopal Church.
8. All rooms must be left in the condition in which you found them. If there is a large amount of garbage, please place it in the dumpster found outside in the garbage enclosure. Please recycle when possible.
9. No youth or children's groups will be allowed to use the building without full-time adult supervision. Adult supervision of children under 18 is required at all times. No children or youth are allowed to be in any of the rooms unattended. We require at least 2 adults be present with all youth/children related activities.
10. St. Lawrence Church is not responsible for any lost or stolen articles.
11. St. Lawrence Church is a non-smoking building. Please be considerate and do not smoke within 25' of the back door. A receptacle for depositing cigarettes is located outside near the back door.
12. St. Lawrence Episcopal Church is a non-profit organization; however, we suggest a donation for the use of our facility to help defray our cost for the utilities and general administration of the building.

Suggested donations;

\$ 10.00 — Classrooms per hour

\$400.00 — Upstairs worship space and foyer, or downstairs parish hall per event
(Non-admission events suggested donation is half)

\$400.00 — Production week & 3 performances, includes scheduled rehearsal rooms during production week.

13. Cleaning/damage/key deposit — St Lawrence requires a \$200.00 deposit in the form of a check that will be returned upon completion of event and return of keys.
14. The contact person (s) is responsible that all participants are aware of and obey these rules. Non-compliance of these rules may result in a review by the governing body of this parish, which could result in the loss of your use privileges. A copy of this agreement should be distributed to all people who might supervise this event.

FINALLY, IT IS IMPERATIVE THAT ALL CLASSROOM DOORS AND CLOSETS ARE LOCKED AT THE END OF YOUR MEETING. TURN OFF ALL LIGHTS AND MAKE SURE THAT ALL OUTSIDE DOORS ARE CLOSED AND LOCKED WHEN YOU LEAVE.