

St. Thomas Mar Thoma Church of Chicago

710 N Main St. Lombard IL 60148



Facility Rental Agreement

This is an agreement between St. Thomas Mar Thoma Church of Chicago (STMTC), located in Lombard, IL and _____ (Name), of _____ (Address), to cover the terms and conditions for the use of Church facilities, during the following dates and times. Nonmembers will be billed extra, for each additional hour after the initial four hours for a maximum of three hours.

Day 1: _____ (Date) Time : From _____ AM / PM, To: _____ AM / PM

Day 2: _____ (Date) Time : From _____ AM / PM, To: _____ AM / PM

of people attending: Day 1 : _____, Use of Sanctuary: _____(Yes/No), Use of Parish Hall: _____(Yes/No)

of people attending: Day 2 : _____, Use of Sanctuary: _____(Yes/No), Use of Parish Hall: _____(Yes/No)

Audio system (Yes/No): Day 1 : _____, Day 2: _____. Live Stream : Available upon special request/Approval

Cleaning (Yes/No) : Day 1 : _____, Day 2: _____. Choir (Yes/No): Day 1 : _____ Day 2: _____.

Purpose: _____

During the use of STMTC facilities, participants and guests of your event are subject to any and all applicable rules and regulations of STMTC. It is understood that STMTC shall be "held harmless" for any liabilities arising from the use of its facilities for the event. Renter hereby agrees to follow all other active CDC, Illinois State, DuPage County, Village of Lombard, and STMTC mandated guidelines for presence inside "Houses of Worship". Additional conditions for STMTC facility use during active COVID-19 precaution period (December 1, 2021 onwards) are applicable as follows:

1. Any attendee with known COVID symptoms (such as high fever, cough, sneeze, etc.) must not enter STMTC
2. All attendees may be subject to additional screening (such as temperature scan, etc.) prior to entering STMTC
3. Renter must limit attendance to number of people as applicable per local/state laws as applicable at the time of facility use
4. All attendees must wear a face mask at all time (fully covering their mouth and nose)
5. All attendees must maintain a minimum distance of 6 feet between two individuals at all times while inside the facility
6. Use of Sanitizers and Hand washing is a must to prevent the spread of COVID and other diseases as applicable
7. Any attendee suspected to have come in contact with a confirmed/potential COVID patient in the past 14 days must not enter STMTC
8. Renter or their contractor may use the church wifi for streaming without any additional cost, but we cannot guarantee speed/bandwidth
9. Renter must contact the Trustees to coordinate the event at the facility
10. Any additional cost for special cleaning of STMTC must be the responsibility of the renter

Cost for use of STMTC facilities will be provided upon evaluation of the agreement by the Trustees.

In addition, we require a refundable **security deposit of \$100 for members and \$250 for nonmembers**, to be paid at the time of the reservation **and all remaining payment should be made at least a week prior to the event**. Cost of any/all damages to the building and furnishings incurred as a result of individuals connected with your group shall be the responsibility of:

Name: _____ Cell # : _____

STMTC Contact person will be : _____ Cell # : _____

Agreed and Accepted by:

On behalf of the STMTC:

On behalf of the renter:

By : _____

By : _____

Address: _____

Address : _____

Signature : _____

Signature: _____

Date : _____

Date : _____