



ST. THOMAS MAR THOMA CHURCH OF CHICAGO

710 N Main St. Lombard IL 60148

Facilities Rental Agreement (effective June 26, 2020 onwards)

This is an agreement between St. Thomas Mar Thoma Church of Chicago (STMTC), located in

Lomabrd, IL and _____ (Name), of _____

_____ (Address), to cover the terms and conditions for the use of Church

facilities of STMTC, during the following dates and times:

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

Day2: _____ (Date), Time : From _____ AM / PM, To: _____ AM / PM

Number of people attending: Day 1 : _____ Day 2: _____

Use of Sanctuary : Day 1 : _____(Yes/No), Day 2: _____ (Yes/No)

Use of Parish Hall : Day 1 : _____(Yes/No), Day 2: _____ (Yes/No)

Details/Purpose of the facility use and any special requests (eg: Audio System/Choir, etc.) are as follows:

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 lockdown period (June 26, 2020 onwards) are applicable as follows:

1. Any attendee with known COVID symptoms (such as high fever, cough, sneeze, etc.) must not enter STMTC(facility)
2. All attendees may be subject to additional screening (such as temperature scan, etc.) prior to entering STMTC
3. Renter must limit attendance to 40 people (Maximum) per event(This includes "celebrant priest" as well as external video personnel)
4. Renter must provide (to the Trustees) full names and contact information (phone #) of all attendees, at least 48 hours prior to the event
5. All attendees must wear a face mask at all time (fully covering their mouth and nose)
6. All attendees must maintain a minimum distance of 6 feet between two individuals (from separate households) at all times
7. All attendees must apply hand sanitizers (on their hands) prior to entering STMTC
8. All attendees must wash their hands with soap and water (for a minimum 20 seconds) prior to entering the Sanctuary
9. Any attendee suspected to have come in contact with a confirmed/potential COVID patient in the past 14 days must not enter STMTC
10. Any additional cost for special cleaning of STMTC must be the responsibility of the renter

Cost for use of STMTC facilities for the above mentioned dates/times are as follows:

Day 1 : \$ _____, Cleaning : \$ _____ ; Day 2 : \$ _____, Cleaning : \$ _____, Total : \$ _____

In addition, we require a security deposit of \$100, 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:

Agreed and Accepted by:

On behalf of the STMTC:

On behalf of the renter:

By : _____

By : _____

Address: _____

Address : _____

Signature : _____

Signature: _____

Date : _____

Date : _____