

Evanston Monthly Meeting of Friends

1010 Greenleaf Street Evanston, Illinois 60202

847 / 864-8511

www.evanstonquakers.com

REQUEST FOR USE OF EVANSTON FRIENDS MEETINGHOUSE 1010 Greenleaf Street, Evanston, IL 60202

General Information Regarding Meetinghouse Use

Evanston Friends Meeting ("EFM") is happy to share its facilities and space with individuals and organizations for purposes it finds consonant with its values and mission. EFM, through its Trustees, has sole discretion in finding such consonance and in determining applicable fees.

Requests for use of the Meetinghouse should be made at least two months prior to the date(s) requested since the Trustees who must approve the use meet monthly.

The individual(s) or organization(s) seeking Meetinghouse use **must complete the "Request for Use of Evanston Friends Meetinghouse" form ["Request"] and follow the procedures and other requirements set out below. BY SUBMITTING THE REQUEST, THE INDIVIDUAL(S) OR ORGANIZATION(S) SIGNIFY THEIR ACCEPTANCE OF AND COMMITMENT TO FULL COMPLIANCE WITH THESE AND ANY OTHER CONDITIONS FOR USE SET BY THE MEETING IN THE REQUEST OR THROUGH THE MEETING'S REPRESENTATIVES.**

1. Contact Caretaker John Knox (847.414.2908, caretaker71@oxnay.com) to check the availability of the meetinghouse for the desired date(s).
2. Complete this Request and contact Trustee Carol Moschandreas (847.864.7582, cvcm2006@netscape.net) to tell her of the request and discuss the best means for transmitting the Request to her. She may ask that a representative of the person/entity requesting use attend the Trustees' meeting at which the Request will be discussed.
3. Following the Trustees' use decision, Ms. Moschandreas will notify the Contact Person and identify any fees (as described below) and required documentation, *i.e.*, certificate of insurance, and the person to whom they should be delivered.
4. Upon notification by Trustees that use is authorized, the Contact Person must contact the Caretaker to make any necessary event arrangements. **If the Caretaker's services are sought in the Request or are required by the Trustees, the Contact Person must arrange for those services directly with the Caretaker at this time.**
5. A member of EFM must be present during the event from set up through clean up unless Trustees waive this requirement. The designated member(s) is/are responsible for opening and securing the building and serve(s) as EFM's representative during the event. **Alternatively, the Caretaker may be hired to represent the Meeting.**
6. **All Usage and estimated Caretaker fees and any required documentation must be received by the Meeting within three weeks following notification of the Request's approval or three weeks prior to the event, whichever is earlier.** The Meeting will have "received" the documentation when it is delivered to person identified by Trustees. **Send separate checks for Usage and Caretaker fees, making them payable to "Evanston Friends Meeting" and indicating on the memorandum line the event date(s) and check purpose, e.g., Usage fee, Caretaker Services.** Failure to provide fees or documentation in a timely manner may be cause for rescinding authorization.
7. The individual(s) or entity (entities) using the Meetinghouse is/are responsible for complying with any and all applicable local, state, and federal laws, regulations, rules or other such requirements (such as obtaining a permit). **Alcoholic beverages of any sort may NOT be served or consumed at the meetinghouse or on its grounds. The Meeting through its representative may terminate an event in progress should there be less than full compliance with all requirements.**
9. If at the conclusion of the event, the Meeting determines that the use necessitated additional Usage or Caretaker services, the Meeting will invoice the additional fees. Payment is due upon receipt.

Fees:

Usage fees. The fees stated below are the maximum fees that may be charged for usage. The Trustees as representatives of EFM have sole discretion in determining both the consonance of proposed use with EFM's values and mission and the applicable fees. The Trustees may choose to waive or reduce these fees.

Usage rates are determined by the **sponsorship of the event** and are **charged hourly, with a two-hour minimum, per area set aside for use.**

Sponsorship:

- 1 EFM events -- no charge.
- 2 Events related to EFM but not sponsored by EFM -- \$15.00 per hour per area used.
- 3 Other uses: \$50.00 per hour per area used.

The areas for use are:

- 1 Upper level, excluding the office and library;
- 2 Lower level, excluding the kitchen;
- 3 Kitchen;
- 4 Side yard.

Example: An outside organization unrelated to EFM requests the use of the upper level for a workshop from 10 a.m. to 3 p.m. (5 hrs.) and use of the kitchen and the rest of the lower level for lunch at noon (2 hrs. minimum for each). The **maximum** usage fee would be \$250 for the use of the meeting room (5 hrs. times \$50/per hr.) and \$200 for the use of the remaining lower level (2 hr. minimum at \$50/per hr. for each area of use). The maximum total that could be charged would be \$250 + \$100 + \$100 = \$450. Note that the Trustees, at their sole discretion, have authority to reduce or waive these fees.

Caretaker service fees. The Trustees will determine the need for Caretaker services. Caretaker services must be arranged directly with the Caretaker and are subject to his availability. When the services required fall within the scope of the Caretaker's responsibilities, *e.g.*, EFM events, there is **no charge**. Services beyond that scope are paid as follows:

- 1 **Minimum fee** for basic services: **\$25.00.**
- 2 **Hourly rate for services beyond minimum:** **\$25.00**, including fees for attending event as EFM representative.

Payment, additional fees, and refunds. Submit checks for the full estimated fees in accordance with No. 6 on p.1. Any additional Usage or Caretaker fees incurred during the event will be invoiced and are due upon receipt. Should a fee **refund** be appropriate, EFM will provide payment within 30 days.

APPLICATION FOR USE

Contact Person:

Name: _____
Phone: _____; Best contact time(s): _____; E-mail: _____
Address: _____

Person or Organization legally responsible for the event (if other than Contact Person):

Name: _____
Address: _____
Type of entity if other than an individual: _____

Acknowledgment of the Person or representative of the Organization legally responsible. By signing below, I acknowledge and affirm that I and, if applicable, the organization I represent: is/are responsible for the event(s) for which usage is requested; will comply with all requirements of use whether stated in this Request or through the Meeting's representatives. If signing on behalf of an organization, by so doing I also acknowledge and affirm my authority to act as its agent and bind it to the terms of this Request.

Printed Name and (if applicable) Title

Signature: _____ Date: _____

Usage requested:

Purpose of use (check all that apply):

- Worship Wedding Lecture Class Party Performance Meeting
 Other (describe): _____

Request is for:

- Specific date(s) Weekly Monthly Other (how often?) _____
Date(s) requested for use: _____
Hours (include set-up & clean-up): from: _____ to: _____

Space(s) desired:

- Upper level (excludes office and library) Lower level (excludes kitchen) Kitchen Side yard

Event information:

How will this event be promoted? _____
(Please attach/forward a copy of any press release, flyer, program, brochure, sign, or other notices.)

Estimated number of attendees: _____

Will attendees be charged a fee or asked to donate for the event? _____ If YES, how much? \$_____

Do you have liability insurance that would apply during your use of the meetinghouse? Yes No
(A certificate of insurance might be required.)

EFM Member with event responsibility: _____

Printed Name

EFM Member's signature: By signing below, I acknowledge that I will serve as the Meeting's representative at the event and perform the representative's responsibilities noted in this request, including but not limited to opening the building for the event, being present throughout the event, securing the building following the event, and monitoring compliance with all requirements created by law and Meeting policy.

Signature

Date

(If it is necessary for more than one person to represent the Meeting in order to provide full coverage, all serving as a Meeting representative must: (1.) sign and date the "Request" on the back of this page; (2.) write "I accept event responsibility"; (3.) print their names; and (4.) indicate the timeframes of their responsibility as Meeting representative.)

For use of EFM

Request of _____

Approved: ____ Denied: ____

Per Trustees' Meeting on _____

If approved:

Event date(s): _____

EFM sponsored: _____ EFM related: _____ Other: _____

Applicable fees? Yes: (specify) _____ Usage fees waived: _____ No: _____

Any documentation required: No: _____ Yes:(specify) _____

Members representing Meeting: _____

OR Member requirement waived: _____

Areas in use and estimated fees:

1 Upper level _____ From _____ to _____ Usage fee: _____ Caretaker: _____

2 Lower level _____ From _____ to _____ Usage fee: _____ Caretaker: _____

3 Kitchen _____ From _____ to _____ Usage fee: _____ Caretaker: _____

4 Side Yard _____ From _____ to _____ Usage fee: _____ Caretaker: _____

Totals _____

Contact Person informed by _____ on _____

Deposit received on _____

Required documentation received on _____