

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

General Information Regarding Meetinghouse Use

Evanston Friends Meeting (EFM) shares its facilities and space with individuals and organizations for purposes consonant with its values and mission. EFM, through its Trustees, has sole discretion in permitting use and determining fees.

Request to use Meetinghouse should be made at least two months prior to date requested so Trustees can review Request at their monthly meeting.

Trustees requests that events on behalf of EFM or one of its committees include completing the Request Form in addition to contacting the Caretaker as noted in No. 1 below. This does not include regular committee meetings.

Individuals or groups seeking Meetinghouse use must complete the "Request for Use of Evanston Friends Meetinghouse" form (Request) and follow procedures below. **By submitting this Request, applicants signify acceptance of and commitment to full compliance with these and any other conditions for use set by EFM in this Request or through EFM's representatives.**

1. Contact Caretaker **John Knox 847-414-2908, john1962knox@sbcglobal.net** to check Meetinghouse availability for requested dates.
2. Complete this Request and contact Trustee **Joan Pine, 2joanpine@gmail.com** to discuss the best means for transmitting Request to Trustee. Applicant may be asked to meet with Trustees. If a committee is sponsoring the use, a committee representative should complete the form on behalf of the outside presenter.
3. Joan Pine will notify Applicant of use decision, identify any fees (as described below) and required documentation, (i.e., certificate of insurance), and to whom they should be delivered.
4. Upon Trustees' approval of Request, Applicant must contact Caretaker to schedule necessary arrangements, including Caretaker's services sought in request, or required by Trustees.
5. **Trustees must approve an EFM member or attender to serve as EFM's Representative for event. Representative is responsible for opening and securing building and providing Meeting oversight of event and must be present during event from set-up through clean-up unless Trustees waive this requirement.** For lengthy events Representatives may serve sequentially. Alternatively, Caretaker may be hired to represent EFM. EFM Representative must be present when kitchen is used.

6. All Use and Caretaker Fees and required documentation must be received by EFM within three weeks following notification of the Request's approval or three weeks prior to event, whichever is earlier. EFM will have "received" the documentation when it is delivered to Joan Pine's designee (see No.3 above). Send 2 separate checks payable to Evanston Friends Meeting for Usage and for Caretaker Fees, to **Evanston Friends Meeting, Attn: Joan Pine, Trustees, 1010 Greenleaf Street, Evanston, IL 60202.** Write on each check's memorandum line the event date and either Usage Fee or Caretaker Fee. Failure to provide fees or documentation in a timely manner may be cause for rescinding authorization.
7. Individuals or groups using Meetinghouse must comply with local, state, and federal laws, regulations, and requirements (such as obtaining permit). **Alcohol and tobacco may NOT be served or consumed at the Meetinghouse or on its grounds. EFM through its Representative may terminate an event in progress for less than full compliance with all requirements.**
8. Additional Usage or Caretaker services will incur additional fees with payment due upon receipt of invoice.

FEES

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

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

Sponsorship:

- EFM, ILYM, Chicagoland Friends Gathering: no charge for space or Caretaker, covered by EFM insurance. This includes weddings and memorial services under the care of EFM. This kind of event may be approved by the Clerk of Trustees without a Trustees Meeting.
- Third party event sponsored by EFM committee: no charge for space; however, Caretaker service fees will apply (see below). For this type of event, a committee member should fill out the form. This kind of event may be approved by the Clerk of Trustees without a Trustees Meeting. Example: Nonviolent Communication workshops, sponsored by PJ&E, but given by non-members.
- Events related to EFM that are not Meeting events: \$15/hour per area used, plus Caretaker service fees (see below). This includes events sponsored by members or regular attendees of EFM which are not Quaker-themed events, as well as AFSC and Chicago Friends School events. Example: a member requests use of the lower level for a Garden Club meeting.

- Other uses: \$50/hour per area used, plus Caretaker service fees (see below).

Areas for use are:

- Upper level, excluding the office and library
- Lower level, excluding the kitchen
- Kitchen
- Side yard

Caretaker service fees are charged for other than EFM, ILYM, CFG events. The person or entity using the Meetinghouse must schedule directly with the Caretaker for his services, which are subject to his availability (see No. 1 above). Services are paid as follows:

- **Minimum fee** for basic services: **\$25**. This covers scheduling and minimal setup.
- **Hourly rate for services in addition to minimum fee (this includes serving as EFM rep): \$25**

Example: An outside organization requests use of the Meeting Room space for a workshop for 4 hours, and the use of the kitchen and lower room for 2 hours for lunch. The fee would be $(\$50 \times 4) + (\$50 \times 2) + (\$50 \times 2) = \400 .

In addition, there would be the \$25 minimum fee for Caretaker basic services, plus $(\$25 \times 4) = \125 (assuming that the Caretaker is serving as EFM's Representative during the event).

Payment, additional fees, and refunds. Submit checks for the full estimated fees in accordance with No. 6 above. 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: _____

Email: _____ Best contact time(s): _____

Address: _____

Person, Organization or EFM Committee 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 that I and the organization I represent are responsible for the event for which use is requested and will comply with all requirements of use whether stated in this Request or through EFM's representatives. If signing on behalf of an organization, I also acknowledge my authority to act as its agent and bind it to the terms of this Request.

Signature and Date

Printed Name (and Title if applicable)

Usage requested:

Purpose of use (check all that apply): Worship Wedding Lecture Class Party Performance Meeting Other (describe below)

Dates of use: Dates requested: _____

Hours (include set-up & clean-up) from: _____ to: _____

Specific dates Weekly Monthly Other (how often?) _____

Spaces desired: Upper level (except office and library) Lower level (except kitchen) Kitchen Side yard

Event information: How will this event be promoted?

(Please attach 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 (EFM committees are covered by our insurance, otherwise a certificate of insurance is required)

EFM member or attender proposed to serve as EFM Representative:

Proposed Representative's Commitment: By signing below, I acknowledge that I will serve as EFM's Representative at the event and perform the Representative's duties noted in this request (Nos. 5 & 7 above), including 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 EFM policy.

Signature and Date

Printed Name

If more than one EFM Representative will cover the event, all Representatives 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 EFM Representative.

USAGE AND HOLD HARMLESS AGREEMENT
(Must be completed and submitted as part of the Application)

I enter into this Usage and Hold Harmless Agreement on my own behalf and, if an organization is applying for use of the Meetinghouse, as an authorized agent of that organization. I understand and agree that EFM and its trustees, employees, representatives, and agents shall not be held liable in any way for any occurrence in connection with the event described in this Application for Use that may result in injury or damage to persons or property.

As part of the consideration for being allowed to use the Meetinghouse, including building, grounds, appliances, fixtures, and equipment, I on my own behalf and as agent assume all risk and responsibility in connection with the proposed use and its consequences. I on my own behalf and as agent release EFM, its trustees, representatives, employees, and agents from claims for any damage to people or property that may arise from the proposed use and its consequences. Furthermore, I on my own behalf and as agent agree to save and hold harmless EFM, its trustees, representatives, employees, and agents from all claims by any individual or organization arising out of or related to the proposed use.

I am authorized to sign this agreement on my own behalf and as agent. I understand that the terms of this Agreement are contractual and not mere recital and have signed it of my own free will. I affirm that I have read it and understand it.

Signature and Date

Printed Name (and Title if applicable)

For Use of EFM

Request of _____ Approved Denied

Person Requesting _____

Per Trustees Meeting on _____

If approved: Event dates: _____ EFM related Other

Usage fees waived or modified: (specify) _____

Any documentation required: No Yes

If Yes, specify: _____

Approved Meeting representative:

OR representative requirement waived: (specify terms of waiver)

Areas in use and estimated fees:

Caretaker services: From _____ to _____

Usage fee: \$25/hr + Setup fee: \$25 = Total _____

Upper level _____ From _____ to _____ Usage fee: _____

Lower level _____ From _____ to _____ Usage fee: _____

Kitchen _____ From _____ to _____ Usage fee: _____

Side Yard _____ From _____ to _____ Usage fee: _____

Total _____

Contact Person informed by _____ on _____

Usage fees received on: _____

Caretaker fees received on: _____

Documentation received on: _____

Any post-event additional fees assessed?

If so, amount: _____ Additional fees received on: _____

Additional Notes and Follow-up: