

**THE SOUTHMINSTER PRESBYTERIAN CHURCH
FACILITY USE APPLICATION (1 of 2 pages)**

SIGN AND RETURN TO: Southminster Presbyterian Church (Office)
916 East Central Road, Arlington Heights, IL 60005
Phone: 847/392-1060 www.spcch.org

Organization: _____

Does Organization have Not-For Profit status? Yes _____ No _____

Liaison/Position: _____

Address: _____

Phone: hm. () _____ cell. () _____ FAX: () _____

Person responsible for key and locking up:

Name _____ Phone No. _____

FACILITIES DESIRED: _____

Purpose and content of meeting(s): _____

Date/dates of activities: _____

Times desired: FROM: _____ TO _____ Group size _____
(actual hours facilities needed; include setup, take down, etc.)

Will you need any special services of the church? Yes _____ No _____
(may be an extra charge)

Certificate of Liability Insurance? _____ Yes _____ No _____ Provided on: _____

I/We do hereby stipulate and agree to indemnify and forever hold harmless said Southminster Presbyterian Church against any and all claims and demands of actions which may hereafter at any time be made or instituted against said church, arising out of our occupancy of the Southminster Presbyterian Church. We further agree to the guidelines and conditions stated in the Facility Use Guidelines and to all other reasonable considerations for the use of Southminster Church.

SIGNED: _____ DATE: _____

Application approved by _____ Date: _____ Donation: _____

Regular scheduled use agreements expire at the end of August each year – please pick up another form in church office for renewals starting in September. Please inform the church office if there are changes to you use request.

**SOUTHMINSTER PRESBYTERIAN CHURCH
FACILITY USE DONATIONS
FEE SCHEDULE**

Room	Capacity	Member	Non-Profit Group	Non-Member
Sanctuary Air conditioning, if used	260	\$100 \$100	\$100 \$100	\$400. \$100
Chapel Air Conditioning, if used	80	\$60 \$75	\$70 \$75	\$80 \$75
Library/Conference Room Air Conditioning, if used	30	\$50 \$50	\$50 \$50	\$75 \$50
Community Room (Lower Level)	40	\$50	\$50	\$75
Jones Fellowship Hall (Lower Level)	200	\$100	\$125	\$150
Music Rehearsal Room (Lower Level)	35	\$90	\$90	\$90. Professional Musicians only
Add Kitchen use to any room, or serving food that is delivered		\$75	\$75	\$130
Custodial Services, Per Event		\$80	\$80	\$80.
Parking Lot Only		No charge	No charge	\$90.
Technical/Media Support, required if using choir loft computer unless a member of tech team volunteers.		\$50*	\$50	\$50

* \$50 for a singular event e.g. wedding service, etc. . . . “if more than 1.5 hours” needed, an hourly rate will apply.

The contributions listed are for normal use of the space(s) in this agreement and normal preparations only. Additional contributions above the minimum charges are gratefully accepted. In “special cases” the minimum donations may be altered or waived, at the discretion of the approving bodies.

All donations are to be received at least one week in advance at the church office.

Thank You