



# CHICAGO MAR THOMA CHURCH

240 Potter Road, Des Plaines, IL.60016

Phone: 847-803-4933/847-401-9021/224-381-9484.

[www.chicagomarthoma.org](http://www.chicagomarthoma.org), E-mail: trustees@chicagomarthoma.org

## FACILITY USAGE BOOKING FORM

Mutual Agreement between Chicago Mar Thoma Church, 240 Potter Rd, Des Plaines, IL 60016  
And

(Name & Address) \_\_\_\_\_

This agreement is drawn to cover the Terms and Conditions where by the facilities of the Chicago Mar Thoma Church will be used on the following date & time.

Date \_\_\_\_\_ Time \_\_\_\_\_

Purpose of facility use \_\_\_\_\_ Approximate Number of attendees' \_\_\_\_\_

Details of Facility Fees:      Deposit Amount: \_\_\_\_\_

Area Prayer Meetings: \_\_\_\_\_

All other programs: \_\_\_\_\_

Sound System: (optional) \_\_\_\_\_

Cleaning: (optional) \_\_\_\_\_

**Total Payment:** \_\_\_\_\_

**Cost of all damages incurred during the event will be the responsibility of the person sign this Agreement.**  
During the use of Church facility, participants and guests are subject to the rules and regulations of the Church.  
It is clear that Chicago Mar Thoma Church shall be **“held harmless”** for any liabilities caused during the event.

I agreed the terms and conditions of the CMTC Guidelines and Policies.

For Chicago Mar Thomas Church

Person requesting the facility:

(Trustee) \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Endorsed by Vicar \_\_\_\_\_

Telephone # \_\_\_\_\_

Date: \_\_\_\_\_

Email ID \_\_\_\_\_

**WAIVER AGREEMENT**

In consideration of the use of Chicago Mar Thoma Church property and facilities,

I \_\_\_\_\_ the undersigned, as the person in charge of the approved activity or an officer of the organization, hereby agree that in the event of injury or damage to myself or other participants and or property that I will accept responsibility for any and all supervisory duties and that will in no manner whatsoever hold or attempt to hold Chicago Mar Thoma Church, or its representatives, liable in any supervisory capacity or for any supervisory functions.

I further state that I have carefully read the “Facility Usage Guidelines and Policies” and understand the foregoing statement, and I sign this waiver as my own free act, intending to bind myself, there by holding Chicago Mar Thoma Church or its representative or agents, harmless for my injuries and or damages that may be sustained while our group or organization is using said facilities or any part thereof.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

**Office Use Only**

Approved by: \_\_\_\_\_

Added to the calendar: \_\_\_\_\_

Total Fees: \_\_\_\_\_

Chairs (#): \_\_\_\_\_

Tables (#): \_\_\_\_\_

Sound System: \_\_\_\_\_

Cleaning: \_\_\_\_\_

# CHICAGO MAR THOMA CHURCH

## FACILITY USAGE: GUIDELINES AND POLICIES

Fellowship Hall: Available for Prayer Meetings/Receptions under following conditions:

1. The facility use must be limited to those related to a wedding, baptism, birthday, engagement, funeral or prayer meeting APPROVED BY THE VICAR.
2. Any requests for the use of the Church Facilities must be submitted on the prescribed form to the Trustees at least two weeks prior to the event and the decision will be taken in consultation with the Vicar.
3. A security deposit fee of \$100.00 is required along with the signed contract. The Security Deposit will be reimbursed in full or part after Trustee's inspection of the premises used, after the event.
4. All fees need to be remitted to the office by the previous Sunday.
5. The permission to use the facility shall be limited to six (6) hours and not to exceed 10.00 pm.
6. All the furniture used for the event must be returned to the assigned area within the specified time.
7. Tables used for the event be covered with table clothes.
8. NO alcoholic beverages, controlled substance or smoking is permitted in the Church premises.
9. Kitchen can be used for warming up of foods and not for cooking.
10. The area used for the event must be cleaned and all the garbage must be thrown in the outside garbage bin, if you are cleaning yourself.
11. No decorations allowed in the wall or ceiling.
12. The user shall be responsible for protecting Church property and to reimburse in case of any damage during the event.
13. The maximum seating capacity for Fellowship Hall be limited to 250.
14. A cancellation fee of \$50.00 will be applied if cancelled within 72 hours of the event that will be deducted from the deposit amount.
15. Collect Church key from Parsonage and must be returned to Parsonage too.
16. In case of any dispute, the decision of the sub-committee shall be final.
17. Since the facility is located in a residential area, the Church requires that the peace and privacy of our neighbors is respected.

### Facility Usage Fees (For CMTC Members Only):

Deposit Amount:	\$100.00
Area Prayer Meetings:	\$200.00
All other programs:	\$400.00
Church Sound System (optional):	\$ 50.00
Cleaning (optional):	\$ 75.00 (for Fellowship Hall only)

---

Approved by: CMTC Executive Committee 2016