

Facility/Event Reservation Form

Submission Date: _____

22W415 Butterfield Road, Glen Ellyn, IL 60137

Office: 630-469-1394 Email: office@saint-barnabas.net

Please complete and return this form via email, mail, or in person.
Following approval, you will be notified by the Church office.

EVENT INFORMATION

Event Name: _____

Sponsoring Organization: _____

Event Date & Time: _____

Set-up Time: _____ Clean-up Time: _____

Clean-up Contract Name: _____

Description of Event: ☐ Parishwide Event ☐ Diocesan Event
☐ Other Church Event ☐ Parishioner Request ☐ Outside Group

☐ Announcement Requested ☐ Sign Display Requested

Expected Attendance: _____

Adults: _____ # Children under 12: _____

Space(s) Requested: _____

Check all that apply: ☐ Sanctuary & Narthex ☐ Undercroft
☐ Donne-Herbert Room ☐ Kitchen ☐ Nursery

Estimated Fees: _____

ALL REQUESTS FOR SPACE, ROOM SET UP, OR A/V EQUIPMENT MUST BE
NOTED ON THE FORM AT THE TIME OF SUBMISSION.
50% DEPOSIT REQUIRED

FACILITY USE CONTRACT

By signing the Facility Use Contract the renter agrees to be responsible for facilities and equipment requested on the FACILITY/EVENT RESERVATION FORM.

General Rules of Facility Rentals:

1. A Certificate of Insurance naming St. Barnabas Episcopal Church as an additional insured party is required. If there is no Certificate of Insurance, the accompanying "Hold Harmless Agreement," must be signed.
2. Groups must use only their designated areas and approved entrances during the days and times outlined in the FACILITY REQUEST FORM.
3. All groups must abide by the following policies:
 - a. St. Barnabas is a smoke free facility. Smoking is not allowed in the facility.
 - b. Children must be supervised by parents or a responsible adult at all times.
 - c. All beverages and food containing alcohol must be clearly and distinctly labeled. Equally attractive, non-alcoholic alternatives must be offered as conspicuously as alcoholic beverages. Food must be available at all functions where alcohol is served. There are no exceptions to this rule.
 - d. No gambling is allowed on the premises.
 - e. Nothing may be taped, tacked, pinned, nailed, cemented or attached in any way to the walls, ceilings or doors on St. Barnabas property.
 - f. At the conclusion of the stated function, all groups must follow these procedures:
 - i. Garbage must be contained in the receptacles provided and taken to the dumpster located in the Church parking lot.
 - ii. Reset any equipment, furniture, etc. as you found it.
 - iii. Turn off all lights when finished. This includes restrooms. Groups using the building in the evening will lock all doors upon exiting the facility.
 - g. Every precaution shall be taken by officers, leaders and members of groups to avoid personal injury and/or damage to St. Barnabas property: including, but not limited to, prevention of running or rough play before, during and after meetings; exclusion of the use of balls, darts, or other projectiles; unsupervised use of kitchen facilities.
 - h. St. Barnabas Episcopal Church is not responsible for any injuries sustained by any group member or guest while using church facilities not caused by its negligence.
 - i. St. Barnabas Episcopal Church is not responsible for the loss of any personal property by any group member or guest during the time church facilities are being used.

Failure to observe and adhere to the above rules, regulations, terms and/or conditions will result in cancellation of your group's contractual privilege to utilize St. Barnabas' facilities.

Contract Agreement

I, _____, representing Renter, have read and agree to all rules for use of these facilities at St. Barnabas Episcopal Church and will be responsible for all loss or damage resulting from this contract. Organizations will provide a Certificate of Insurance prior to using the facilities. I understand that any deposit and donations for use of these facilities are to be paid with submission of signed contract and that additional fees and/or charges may apply. Building use will be considered tentative until full payment is received by the Church Office.

Renter/ Organization Representative's

Signature: _____ **Date:** _____

Hold Harmless Agreement

(When Certificate of Insurance is not available)

We/I, _____ agree to protect, indemnify, save and keep harmless, ST. BARNABAS EPISCOPAL CHURCH, the Episcopal Diocese of Chicago and the Bishop against and from any and all loss, cost, damage or expense, including attorney's fees arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or damage to any property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above cited entities to be protected from any and all claims arising out of our use of the aforesaid premises.

Renter/Organization Representative's

Signature: _____ **Date:** _____

St. Barnabas Representative's

Signature: _____ **Date:** _____

Facility / Event Room & Equipment Form

Environmental "Green" Policy: In an effort to reduce paper and plastic waste, we request that, whenever possible, groups bring china, glassware, bups, and utensils that can be washed and reused or use St. Barnabas's china, glassware, cups, and utensils. We have two automatic dishwashers to handle the cleaning.

Catering: Caterers must be approved by the Church and their timing and use of the space coordinated with the Parish Administrator.

Linens: Please arrange with caterer or rental company.

Technology: St. Barnabas reserves the right to supervise use and/or installation of equipment.

Facilities: The facilities at St. Barnabas Episcopal Church are available for parish use as

well as for outside groups. Facility hours are 8am until 10pm, Monday through Friday. Extended hours may be available for weekend use.

IT Audio/Visual

Available equipment varies by space. Equipment requests may require on-site technician. Fees for this service are listed below.

Available Equipment	Affiliate Space	On-Site Tech required?
Portable Mic/speaker		
Projection + Screen	Undercroft	
Projection + Screen	Donne-Herbert Room	

Facility Fees

Facility	Seating Capacity	Technology Available	Notes	Space Rental Fee
Sanctuary	300	video & audio recording	Arrange with IT group. Supplemental fee of \$100.	250.00
Narthex	80	n/a		100.00
Donne-Herbert Room	80	n/a	Projection Display and TV/Video Monitor	100.00
Undercroft	185	CD Player TV/Video Monitor Sound system	Tables, chairs and place settings for 200 people available Arrange with IT group for AV equipment . \$100.00 supplemental fee.	250.00
Kitchen	n/a	n/a		200.00
Nursery	20	n/a	Infant – age 4 8 per attendant Crib room available	50.00 per attendant
Janitorial Services		n/a	Required for any even lasting 4 hours or more (i.e., weddings,	100.00