

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.

Events on behalf of EFM or one of its committees do not require completing Request form. Simply contact the Caretaker as noted in No.1 below.

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, caretaker71@oxnay.com)** to check meetinghouse availability for requested dates.
2. Complete this Request and contact Trustee **Kathie Biddle (847.733.0362, ckbiddle@escapees.com)** to discuss the best means for transmitting Request to her. Applicant may be asked to meet with Trustees.
3. Kathie Biddle 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 event 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.
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 Kathie Biddle'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: Kathie Biddle, 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, MCGM events – no charge for space or Caretaker
- Events related to EFM that are not Meeting events: \$15/hour per area used, plus \$25/hour for Caretaker. 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.
- Other uses: \$50/hour per area used, plus \$25/hour for Caretaker.

Areas for use are:

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

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 $(\$50 \times 4) + (\$50 \times 2) + (\$50 \times 2)$ or \$400. In addition, there would be Caretaker fees for 4 hours, or \$100.

Caretaker service fees are charged for other than EFM, ILYM, MCGM 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 on p.1). Services are paid as follows:

- **Minimum fee** for basic services: **\$25.**
- **Hourly rate for services beyond minimum: \$25,** including fees for attending 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: _____ Email: _____
Phone: _____ Best contact time(s): _____ Email again: _____
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 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 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) _____

Dates of use: Specific dates Weekly Monthly Other (how often?) _____

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

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
(A certificate of insurance might be 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 on p.1), 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 Date Print Name

