



**LUTHERAN CHURCH  
OF THE ASCENSION**  
A FAITH COMMUNITY ON CHICAGO'S NORTH SHORE

**460 Sunset Ridge Road  
Northfield, IL 60093  
(847)446-8335  
info@ascension-church.org**

### FACILITIES USAGE REQUEST FORM

Name of Organization/Individual(s) (hereafter referred to as USER)

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Address \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Name of Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Home Work Mobile (circle one)

Contact Email \_\_\_\_\_

\_\_\_\_\_ One-Time Request          \_\_\_\_\_ Long-Term Request

Date(s) requested \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ (please include time for set up and clean up)

Nature or Purpose of Event (e.g. support group, baby shower, family reunion)

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Number of participants \_\_\_\_\_

Space(es) to be used:

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Sanctuary             | <input type="checkbox"/> Classroom H | <input type="checkbox"/> Production Room |
| <input type="checkbox"/> Fellowship Hall       | <input type="checkbox"/> Game Room   | <input type="checkbox"/> Classroom F     |
| <input type="checkbox"/> Augustana Room        | <input type="checkbox"/> Coke Room   | <input type="checkbox"/> 3-4 Yr Old      |
| <input type="checkbox"/> Front Conference Room | <input type="checkbox"/> Youth Room  | <input type="checkbox"/> Classroom E     |
| <input type="checkbox"/> Choir Room            | <input type="checkbox"/> Nursery     | <input type="checkbox"/> Ark Room        |
| <input type="checkbox"/> Parking Lot           |                                      |  |

Set up required (please describe): \_\_\_\_\_

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Insurance Policy Required (determined by Lutheran Church of the Ascension)  Yes  No

1. A  One-time  Weekly  Monthly  Annual fee of \$ \_\_\_\_\_ (see "Facility Rates") will be paid to Lutheran Church of the Ascension one week before the date of usage. Usage fee is non-refundable.
2. The Evangelical Lutheran Church of the Ascension reserves the right to refuse the use of this facility by any group without prior warning or reason.
3. There is a strict NO SMOKING policy in our facility.
4. Upon leaving the building, make sure all lights are out (except for hall security lights, which are always on).
5. Lock all doors. Please check all doors to ensure that the building is properly secured.
6. The person signing the agreement must be at least 21 years of age or older. He/She assumes full responsibility for the group using the facilities and must be present at all times during the usage period.
7. All children in attendance must remain in the assigned meeting room(s) with proper supervision. Children are not permitted to remain unsupervised in any area of the building.
8. USER shall be responsible for all damages, including property damages and/or personal injuries suffered or incurred in or on Ascension property. USER agrees to indemnify and hold harmless Lutheran Church of the Ascension, all entities affiliated with the church and each of its respective officers, council members and employees (the "Indemnities") of and from all actions, cost, claims losses, expenses and/or damages, including reasonable attorney's fees arising out of or resulting from an event or the USER's use of facilities.
9. If insurance is required, USER shall maintain Property and Liability Insurance with limits not less than \$1 million / \$3 million and The Evangelical Lutheran Church of the Ascension shall be listed as an additional insured.
10. Usage of building is limited to areas requested only. All other parts of the facility are "off-limits" (excluding restrooms).
11. The USER is responsible for cleaning and leaving areas in the same condition as found. This includes the use of any equipment/furniture.
12. Room(s) requested as part of this agreement shall not be altered in any way. Meaning the use of nails, hooks, tape, adhesives, staples, glitter, confetti and candles is strictly prohibited.
13. Any exterior door key that the USER may be given must not be duplicated or given indiscriminately to others. This key must be turned back in to the office at the end of the usage time. The individual who signs for the key is responsible for overseeing the USER event and making sure that all doors are locked at the conclusion of the event.
14. Use of kitchen:
  - Any equipment, utensils or dishware used are to be cleaned, dried and returned to their appropriate location before leaving the facilities.
  - Any refuse is to be placed in the refuse containers. Supplies in the cupboards (paper goods, food stuffs, etc.) are not to be used by non-congregational groups. They are for the use of the congregation.
  - Remove all left-over foods from the kitchen – Do not place left-overs in the refrigerator.
  - If oven or stove is required, advance notice must be given as part of the application and use request process and notice must be made to the property chairman.

- 15. Any illegal activity, the use of any controlled substance, smoking or the use of alcoholic beverages anywhere on Ascension's property is expressly forbidden. Exception to alcohol use policy may be made with approval of Congregation Council.
- 16. Our policy is to not provide in-house church publicity for outside events. Please arrange for your own publicity. Individual member contact information will not be provided to any outside group. Church office support is not included in this approval.

USER has read and agrees to the regulations pertaining to building usage and has signed the agreement required by Ascension. USER will provide a Certificate of Insurance as required by the agreement prior to use of the premises.

X \_\_\_\_\_ Date \_\_\_\_\_  
 User Representative Date

<b><u>For Ascension Office Use Only</u></b>	
Loaner Key # _____	Date Signed Out _____
Loaner Key Returned Date _____	
Approved / Not Approved (circle one)	
Approved by: _____	
Date Approved: _____	
Date Organization Notified of Decision _____	
Recorded on Church Calendar _____	
Copy of Insurance Certificate Received _____	Expiration Date _____
Deposit Required _____	Date Paid: _____ Returned Date: _____
Reason Not Returned _____ Date and Person Notified: _____	
Donation Received _____	Date: _____ Check/Cash: _____

*Lutheran Church of the Ascension Facility Rates*

**WEDDING**

**Worship**

	<i>Member</i>	<i>Non-Member</i>
Sanctuary (seats 267) Wedding Only	\$0	\$500
Wedding and Rehearsal	\$0	\$750
Pastor (wedding, rehearsal, marriage preparation)	\$350	\$350
Custodian	\$125	\$125
Organist (without rehearsal)	\$250	\$250
Organist, Wedding & 1 Rehearsal	\$350	\$350
Audio/Video	\$75	\$150
Additional Musicians	\$250/ea.	\$250/ea.

**Reception**

Fellowship Hall (seats 136 @ 17 tables of 8)	\$0	\$0
Round Tables & Chairs	Inc	Inc
Kitchen -water only	Inc	Inc
Kitchen- full use	\$250	\$250
Custodian	\$125	\$125
Audio/Video	\$100	\$200

**FUNERAL**

**Worship**

	<i>Member</i>	<i>Non-Member</i>
Sanctuary (seats 267)	\$0	\$0
Pastor	\$350	\$350
Custodian	\$125	\$125
Organist	\$250	\$250
Audio/Video	\$ 75	\$150
Additional Musicians	\$250/ea.	\$250/ea.

**Reception**

Fellowship Hall (seats 136 @ 17 tables of 8)	\$0	\$0
Round Tables & Chairs	Inc	Inc
Catering Service	Cost to be determined	
Custodian	\$125	\$125
Audio/Video	\$100	\$200

**Other Events** (Single Usage)

	<i>Member</i>	<i>Non-Member</i>
Sanctuary (seats 267)	\$100	\$200
Sanctuary Platform Removal	\$100	\$100
Fellowship Hall (seats 136 @ 17 tables of 8)	\$75	\$150
Augustana Room	\$50	\$100
Front Conference Room	\$25	\$50
Kitchen (water usage only)	\$0	\$125
Choir Room	\$50	\$100
Parking Lot (132 cars - 6 handicapped)	\$50	\$100

*Education Wing*

Classroom H	\$25	\$50
Game Room	\$25	\$50
Coke Room (J)	\$25	\$50
Youth Room	\$25	\$50
Nursery (A) [s, br]	\$25	\$50
Production (G) [s]	\$25	\$50
Classroom F [s]	\$25	\$50
3-4 Year Olds (B) [s]	\$25	\$50
Classroom E [s]	\$25	\$50
Ark Room (D) [s]	\$25	\$50

*s = sink, br = bathroom*

**ADDITIONAL SERVICES**

Chair Setup/Take Down	\$30/hr	\$30/hr
Round Table Setup/Take Down	\$30/hr	\$30/hr
Additional Custodian Time	\$30/hr	\$30/hr

**DEPOSIT**

A \$200 deposit may be required for use of facilities. Deposit will be held and returned if space is left in good condition and no damage has been caused by renting group. Deposit will not be returned if any of the following occur:

1. Damage is caused to the rented space.
2. The rented space is not cleaned and a janitorial service call is required.