

## SECOND PRESBYTERIAN CHURCH

1936 South Michigan Avenue  
Chicago, Illinois 60616  
Telephone: 312-225-4951  
church@2ndpresbyterian.org

Thank you for expressing an interest in holding your event at Second Presbyterian Church. These materials will provide you with all the information you need as you consider our facility for your event.

The following items are included in this packet of information:

- Building Use Request Form
- Building Use Fee Structure
- Building Use Rules and Requirements

Mail, fax, or email the form to the attention of the Office Administrator using the contact information shown above. Your form will be forwarded to the chair of the Facilities Committee who will present it for approval to the Committee and to the church Session. You will be notified once your event has been approved.

If you have any additional questions, please call the Office Administrator at the telephone number or email address shown above.

**BUILDING USE REQUEST FORM**  
**Second Presbyterian Church, 1936 S. Michigan Avenue, Chicago, Illinois 60616**

Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_ (fax): \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Age Range of Participants (if not adults): \_\_\_\_\_

Will participants be charged for this event/activity?: \_\_\_\_\_

**ONE-TIME USE**

Day and Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_

**ONGOING USE**

Day(s) of Week Requested: \_\_\_\_\_

Start and End Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Total Number of Hours for each use: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Special Equipment Needs: \_\_\_\_\_

Will food be served?: \_\_\_\_\_

Will food be prepared on site? \_\_\_\_\_

Other Questions/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Church Use Only:**

Date Application Received: \_\_\_\_\_

Date Approved by Facilities Committee: \_\_\_\_\_

Date Approved by Session: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

Date Entered on Calendar: \_\_\_\_\_

Date Deposit/Fee Received: \_\_\_\_\_

Other: \_\_\_\_\_

## **BUILDING USE FEE STRUCTURE**

### FELLOWSHIP HALL (150 capacity)

- \$60 per hour, for non-profit groups not charging for participants to an event  
(discounted to \$50 per hour for regular use, i.e. once a month or more)
- \$100 per hour, for-profit entities and groups charging for participants
- \$35 per hour kitchen fee if cooking is taking place -OR-
- \$35 kitchen fee (flat amount) for food staging only
- \$50 refundable cleaning deposit for all events at which food is served

### GYM (150 capacity)

- \$35 per hour for the first 50 hours in a 12 month period
- \$30 per hour for more than 50 hours in a 12 month period

### SANCTUARY (1,000 capacity)

- \$200 per hour

### MEETING ROOMS (10 to 20 people)

- \$30 per hour  
(discounted to \$25 per hour for regular use, i.e. once a month or more)

A \$100 deposit will be required to hold the date and time and will be applied toward the total fee due. Any amount above and beyond total fee due will be refunded after event.

Discounts may apply for regular (monthly) use and for member-related activities.

Depending on the type of the nature of activity and the size of a group, a certificate of insurance may be required as part of the use agreement.

## **BUILDING USE RULES AND REQUIREMENTS**

1. Participants in activities at the church are restricted to the areas of the building associated with the approved activity or event and to the hours of participation authorized by the Church.
2. There is no smoking at any time in any part of the Church building or its (outdoor) grounds.
3. The use of alcohol, drugs or any illegal product or item or the possession of a firearm or other weapon is prohibited. Any person believed to be under the influence of alcohol or drugs or otherwise in violation of this requirement is to be excluded from the event or activity and may be subject to arrest.
4. Profanity or vulgar language or behavior is prohibited on Church property.
5. Any movement of furniture in the sanctuary must be done by, and at the direction of, an official representative of the Church. No other Church furniture or fixtures, except for the chairs and tables in Fellowship Hall, may be moved, except under the direction of an official representative of the Church.
6. Decorations in the sanctuary must be appropriate to the worship setting, irrespective of whether a worship activity is being undertaken. All decorations in the sanctuary must be draped and may not be affixed by tape, nail, glue, etc. No balloons or noise makers are allowed in the sanctuary. Nothing may be placed upon the Communion Table or the Baptismal Font, nor may decorative items be affixed to the floor or the windows of the Church at any time.
7. Use of the piano or organ must be approved, in advance, by the Church Music Director. Use of the Church sound system or any other sound system or device must be coordinated with a Church representative.
8. Floral arrangements placed in the sanctuary may only be placed in areas authorized by the Church representative.
9. If the Church kitchen is used during an event, the event sponsors must remove all food items from the premises and clean up the kitchen area and utensils at the end of the event.
10. Parties using the Church may be required to provide a certificate of insurance.
11. All applicable fees must be paid in full prior to the start of the event. Use of the building beyond the approved hours may result in an extra charge on a half hour basis.
12. Additional requirements for specific events or activities may be imposed at the discretion of the Church.