



Grace Episcopal Church of New Lenox Hall Rental Policy and Regulations

209 N. Pine Street, New Lenox, IL 60451
(815) 485-6596, info@gracenewlenox.org

Reservations for use of the hall must be made through our Church Office by calling (815) 485-6596 or by email: info@gracenewlenox.org

1. Rentals are scheduled no less than 4 weeks prior to the date of event.
2. A signed, completed application and security deposit in the amount of \$250 is required of any applicant. Confirmation of date and time from Administration is required to ensure your event date has been accepted.
3. Grace Episcopal Church of New Lenox Episcopal Church ("Grace Episcopal Church") reserves the right to have a member representative present during any use of the Parish hall.

A. Rental Rates – 50 Person Maximum

Community Groups and Individuals \$80/per hour

- An Event requires a minimum of 4 hours paid. Time MUST be added to include 1 hour allowance for party set up and cleaning. You must enter and exit at agreed upon times.
- Events of less than 30 attendees, require 2-hour minimum hours paid.
- The maximum length of any event is 7 hours including set up and cleaning.
- All events, including clean-up, must end by 10:00 pm.

Service Organizations and Not for Profit Groups: Priced on a case by case basis

Table sizes/items available for use

Rectangle	Round	Chairs
8- 8 ft tables	10- 5ft tables	135
11- 6 ft tables		
1- 4 ft tables		

B. Payment and Use Requirements

- 1) Applications must be completed and signed by an adult over the age of 21 who assumes responsibility for the event & will be present during the entire rental period.
- 2) A \$250 security deposit is required for rental of the Parish Hall. The applicant must submit full payment 14 days prior to the rental date. If the payment is not received prior to 14 days, Grace Episcopal Church reserves the right to cancel the reservation. If the rental application is made within that 14-day period, full payment is due immediately via cash or charge.
- 3) Cancellation policy within the 14 days period prior to the rental date:
 - 8- 14 days prior: 50% of Security deposit is retained. The rest will be refunded within a period of 30 days.
 - 7 days or less: 100% of Security deposit will be retained.
- 4) A Grace Episcopal Church representative may be present during any event. The facilities and grounds are required to be left in the conditions in which they were found prior to the event.
- 5) The rental fee includes round tables, banquet tables, chairs, WI-FI access, trash can liners and some cleaning products and supplies.
- 6) The applicant is required to arrive and depart at the times agreed upon via the Application for the Use of Grace Episcopal Church Parish Hall. Failure to do so can result in a forfeiture of the security deposit. All events, including clean-up, must end by 10:00 pm.
- 7) Rental fees are charged for all of the time used in the facility. Set up and clean up times must be included in the rental time period.
- 8) The Parish Hall, lavatories, kitchen, hallways, and all other areas of Grace Episcopal Church are to be left in the same condition as they were found. All individuals, groups, and organizations are responsible for the orderly condition of the facility upon their departure. The security deposit will be retained to cover excessive clean-up cost, additional rental time not specified on the contract, and damage done to the property or equipment. If the cost of the aforementioned conditions exceeds the security deposit, the person signing the contract will be responsible for the balance and will be billed accordingly.
- 9) All requirements and policies include the Parish Hall, kitchen area, restrooms, hallways, the parking lot and outdoor property. Entrance to other areas on the property is prohibited. At NO TIME may you or your party use the nursery that is attached to the Parish Hall.
- 10) Renters may provide their own food and beverages, or they may utilize professional caterers for the event.
- 11) Alcohol is allowed on premises. **ALCOHOL IS NEVER TO BE SOLD ON THE PREMISES.** Additional requirements and policies regarding alcoholic beverages are in the Section E below entitled THE USE OF ALCOHOL AT CHURCH FUNCTIONS IN THE DIOCESE OF CHICAGO. The user assumes all legal responsibilities and consequences for behavior of their guests; acceptance of booking absolves Grace Episcopal Church, its members, and the Diocese of Chicago of all legal liability.
- 12) The possession and/or use of marijuana and cannabis products are forbidden on the premises.

- 13) No smoking is allowed in the church building. All smoking must take place outside the building no closer than **15 feet** from any entrance. All cigarette butts and associated waste materials must be deposited in the refuse cans provided outside the building.
- 14) Firearms are prohibited on the property and inside the premises.
- 15) Children attending the event must be supervised at all times. A ratio of 1 adult over the age of 21, to every 10 children under the age of 18, is required at all events.
- 16) The use of outdoor playground equipment requires adult supervision. Trash left outside must be cleaned up.
- 17) Decorations are welcomed and encouraged. However, the use of tacks, nails, or anything that permanently alters the walls, ceilings, floors, or doors to secure decorations is prohibited. 'Command strips' and painting tape are recommended adhesives. Any adhesive materials used must be completely removed prior to the departure of the rental party. The use of confetti and glitter is not allowed. If damage or additional cleanup is caused by decorations, a portion of the security deposit will be withheld.
- 18) Chairs and tables any other items owned by Grace Episcopal Church **MUST BE RETURNED** to their original location. Pots, pans, dishes and silverware are for the use of Grace Episcopal Church parishioners only.
- 19) The stoves and ovens in the kitchen area may be used for re-heating of prepared foods only. Other than re-heating, food preparation should be completed offsite.
- 20) All food, drinks, disposable paper products, and other consumable supplies will be furnished by the applicant.
- 21) Recycle and trash receptacles in the kitchen are labeled and available for your use. All trash must be removed from the Parish Hall and the grounds and placed in the outdoor dumpster.
- 22) Parking in parking lots owned by local businesses is not allowed at any time. **Specifically, there is to be NO parking in the Family Dental parking lot on Pine Street across from Parish Hall doors.** Parking in this lot is NEVER available, at any time, under any circumstances.

C. Clean Up Requirements

You are responsible for cleaning up and returning everything to its pre-event condition before leaving the premises.

PARISH HALL CHECKLIST:

1. Sweep and wet mop the area as necessary
2. Hall must be cleared of belongings of the organization using it immediately after the event is over. Grace Episcopal Church will not be responsible for any articles left after the event.
3. Bathrooms: trash & debris, including personal hygiene items properly disposed of, and all faucets turned off. Report toilet issues to the rental volunteer.

KITCHEN CHECKLIST:

1. Trash cans emptied, bags tied, and placed in the blue trash bin located by our garage.
2. Any and all food particles swept and or disposed up properly (this includes countertops & floors)
3. Dishes should be put in the dishwasher or cleaned by hand & returned to the proper place. Dishes are available only to Grace Episcopal Church parishioners. Renters

OUTSIDE CHECKLIST:

1. Pick up any garbage or debris including but not limited to wrappers & paper products.
2. Check the playground area for trash & debris.

D. Emergency Church Functions

Grace Episcopal Church reserves the right to cancel or move any scheduled event without liability. This may occur for any reason, including a funeral, memorial service or building issue. Grace Episcopal Church will assist in providing comparable, alternative rental accommodations.

E. THE USE OF ALCOHOL AT CHURCH FUNCTIONS IN THE DIOCESE OF CHICAGO

The Episcopal Church has no policy prohibiting the use of alcohol among its members. Scripture sanctions alcoholic beverages as a gift from God, and the Lord Himself dignified the use of serving alcoholic beverages in His first miracle at Cana and in the institution of the Holy Eucharist.

However, where there is potential for good, there is potential for evil. Nowhere is this more evident than in the use of alcoholic beverages. Alcoholism is a disease which has reached epidemic proportions. For that reason, it is imperative that Church members use prudence regarding alcohol. The church has a responsibility to those who abstain from alcohol for whatever reason.

The 1979 General Convention passed legislation requesting that each Diocese develop a policy on the use of alcohol at church functions on church property. Therefore, the following guidelines are given for the purpose within the Diocese of Chicago.

1. Church or church related groups should consider the nature of the functions at which alcoholic beverages are proposed to be served, to determine whether or not these functions would be enhanced by the serving of such beverages. The consumption of alcohol is appropriate before a meeting at which clear thinking and judgment are required. If significant matters are to be discussed or important business transacted, the serving of alcoholic beverages should be postponed until after such matters have been concluded.
2. Any beverage containing alcohol must be clearly labeled as such: this also applies to any food in which the alcohol has not been "cooked out."
3. Whenever alcohol is served in any form, food and non-alcoholic alternatives **MUST** be offered. Non-alcoholic beverages must be accessible, and served as attractively, as those containing alcohol, so that people who choose to abstain from alcohol may do so comfortably.
 - Although beverages and foods containing alcohol may be **offered** (along with non-alcoholic alternatives), they must never be **promoted** in such a way as to imply that the partaking of them is any kind of social requirement. Alcohol should not be used as an enticement to participate in a church-related activity. Occasions at which alcoholic beverages are to be offered should not be openly advertised as such. (For Example, "Bratwurst Festival" should be used instead of "Beer and Bratwurst").
 - All Federal, State, and Local Laws and Ordinances, including those requiring that alcoholic beverages are not to be sold without a license, and those prohibiting the serving of alcohol to minors, must be observed. Care must be taken that responsible people are in control of alcoholic beverages. Groups must

recognize that they incur a liability in doing so, and assume responsibility for persons who might become intoxicated. This includes providing transportation for anyone whose driving might be impaired.

- It is the duty of the Rector/Vicar, the Wardens and Vestry/Bishop's Committee to assume responsibility for the dissemination and observance of these guidelines.

Text as approved as B.A.C.O.A. Meeting 4/21/1983 and adopted by Diocesan Council of The Episcopal Diocese of Chicago