

**APPLICATION FOR THE USE OF  
GRACE EPISCOPAL CHURCH PARISH HALL**  
209 N. Pine Street, New Lenox, IL 60451  
Parish Office 815-485-6596

*Please fill out all fields of the application and save a copy for your records.  
Please e-mail your completed and signed application to [info@gracenewlenox.org](mailto:info@gracenewlenox.org)*

Name of Person or Organization:

Address:

Email:

Telephone #:

**BOOKING INFORMATION**

Date:

Start Time:

End Time:

(Must end by 10:00 pm)

Type of Affair:

*Your party must exit or enter the hall the times stated above. Failure to abide by times may result in loss of deposit funds.*

You are responsible for cleaning up and returning everything to its pre-event condition. Your cooperation in leaving the hall in a clean and tidy condition ensures the hall is available for the next user. Grace Episcopal Church reserves the right to have a representative present during any use of the Parish Hall.

Estimated Number of People Expected:

**Maximum Capacity 50 people**

Calculated Rental Rate: (\$80 per hour × contracted hours)

*(We accept payment by cash, check or credit card)*

When renting the hall, two payments will need to be submitted to the church. The first will be your deposit of \$250 (cash or check made out to Grace Church). The second payment is your calculated rental cost. It is due two weeks (14 days) prior to the date of your rental and may be paid by cash, check or credit card. Note that refund of entire deposit is dependent on adherence to time, damage and cleanliness standards outlined in our policy.

Will there be wine, beer, or other alcoholic beverages on the premises? ☐ YES ☐ NO

**\*\* THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS. PLEASE READ CAREFULLY \*\***

I hereby submit that I have received, read and will comply with the Grace Episcopal Church of New Lenox Hall Rental Policy and Regulations ("Hall Rental Regulations"). I agree to and will abide by the rules and regulations before, during and after the event. I understand that I must be 21 years or older to be the responsible party for this rental and that I must be present for the duration of the rental. I understand that the Grace Episcopal Church reserves the right to approve or deny any rental request and to cancel or move any scheduled event without liability.

I understand that a \$250 hall rental deposit is required at the time of the rental booking. I understand that I shall forfeit this deposit if I fail to meet the conditions of the Hall Rental Regulations.

I understand that I must pay my rental balance in full at least 2 weeks prior to rental date, or my rental may be cancelled and my \$250 deposit withheld.

I understand that cancellations must be submitted in writing to Grace Episcopal Church, by the person who signed the contract, at least 30 days prior to event in order to receive a deposit refund (minus \$5 service charge) and that refunds will not be granted to cancellations made less than 30 days before event.

I understand that I shall be liable for any and all costs for services performed that are associated with this request. I understand this includes indemnification of Grace Episcopal Church against all claims, causes of action, damages, judgments, costs or expenses including attorney fees and other litigation costs which may arise from any renter, vendor, or guest use of or presence upon the facilities of Grace Episcopal Church.

I understand that I am responsible to see that all activities are properly controlled and supervised and for the conduct of all guests attending the event as outlined in the Hall Rental Regulations, and that conduct breaches may result in financial penalties.

I understand that I may be asked to reduce noise levels. If compliance is not met, I understand that I may be asked to leave and lose future rental privileges and deposit. I understand that noise levels include music played, and that music played must be language and subject matter appropriate for use at a church (no explicit lyrics). If Grace Episcopal Church finds selection inappropriate, I understand I may be asked to make another music selection.

I agree to depart and to make sure all guests have departed by the designated end of event and that failure to comply with timely departure will incur forfeit of deposit.

I understand the clean up duties that are required of me include returning the room to the same condition in which it was found at the beginning of the event and that failure to meet these duties may forfeit deposit.

I understand and agree that the consumption of alcohol is regulated by "THE USE OF ALCOHOL AT CHURCH FUNCTIONS IN THE DIOCESE OF CHICAGO" section of the Hall Rental Regulations. I specifically understand that all Federal, State, and Local Laws and Ordinances must be observed including those requiring that alcoholic beverages are not to be sold without a license, and those prohibiting the serving of alcohol to minors.

I understand that parking in private lots of neighborhood businesses is NOT PERMITTED AT ANY TIME. This specifically includes the parking lot for Family Dentistry at 210 N. Pine Street in New Lenox, IL.

I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH IN THE HALL RENTAL REGULATIONS AND THAT FAILURE TO ADHERE TO THESE REGULATIONS CAN RESULT IN THE IMMEDIATE SHUTDOWN OF THE FUNCTION AND/OR WILL INCUR FINANCIAL PENALTIES AND POSSIBLE LEGAL ACTION. I certify that all the information above is accurate and correct. I have read the Hall Rental Regulations pertaining to the use of Grace Episcopal Church facilities and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract and (3) reimburse Grace Episcopal Church for all loss or damage to equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless Grace Church of New Lenox from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility(ies), by reason of any act or omission by the Grace Episcopal Church or any of its clergy, officers, agents or employees or the condition of its property. I recognize that injury to person includes injury resulting from exposure to any and all infectious diseases, including but not limited to, SARS-CoV-2 and/or any mutation or variation thereof.

#### ACKNOWLEDGEMENT OF RENTAL AGREEMENT

PRINT NAME OF RESPONSIBLE PARTY

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SIGNATURE OF RESPONSIBLE PARTY

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DATE