

SHARED SPACE AGREEMENT BETWEEN
UNITY EVANGELICAL LUTHERAN CHURCH and



NAME

Base agreement, with details, continually renewable thru (date)
prices subject to change per agreement

This agreement is mutually made, and entered into, by and between
Unity Evangelical Lutheran Church, 1212 W. Balmoral, Chicago, IL,
a not-for-profit organization, (hereinafter referred to as "Unity") and

(Name)

(hereinafter referred to as "GUEST")

and shall be effective for the date(s) listed in the terms and conditions on addendums.

The following terms and conditions:

The Space, Cost, Payment Due

- 1) GUEST will have use of ROOMS for event DATE AND TIME as listed here.
- 2) GUEST will pay a deposit before their event as listed on addendum. This deposit will be to secure dates, times and spaces as well assurance that all conditions of agreement are met.
- 3) GUEST will make payment as listed on addendum.

Monies Received

- 4) Guest agrees that once monies are received by Unity, including any payments and deposit, those monies are not refundable.

Dates or Hours in addition to this agreement

- 5) GUEST agrees if interested in adding dates or hours outside of those listed on this agreement or addendum that GUEST will first contact the Center to schedule. All rehearsal dates and/or hours, will be at an agreed upon cost, based on a standard of \$12 per hour.

The Deposit

GUEST will be required to pay a deposit, dollar amount \$100.00.

Receipt of deposit by Unity will secure, date, time and space. This deposit will be held during use for the assurance that all conditions of agreement are met including but not limited to ~

- Adherence to entering, exiting and building security during event
- Adherence to schedule, especially entrance in evening not before 6:45pm
- Required cleaning and resetting of space daily
- Return of any key(s)

Return of full deposit depends, however is not limited to the above conditions being met.

If an Evening Space Sharing Partner

- ❑ GUEST agrees that all members of group will wait to enter building until 6:45pm. Unity contracts with three after school groups. Those groups have contract on entire lower level and gym from 300-630pm Monday thru Friday. Up to 50 children can be exiting the building between 630-645pm.

Cleaning

- ❑ GUEST agrees to adhere to required Cleaning Checklist as part of this agreement. Addendum provided.
- ❑ The room(s) must be left in ready condition for the next group.

Storage

GUEST agrees not to store anything on site. All items must be removed daily. If GUEST is interested, small lockers can be rented for \$5 per month. A larger locker is available for \$25 per month. GUEST supplies their own lock and Unity reserves right to remove lock at any time after attempting to notify GUEST

Participant Safety and Damages

- ❑ GUEST will be responsible for the safety and security of their participants while they are in the building.
- ❑ GUEST will be responsible for monetary reimbursement to Unity for replacement and/or repairing any damage which occurs as a result of their usage, and is to report such damage immediately.

Entering, Exiting and Building Security during Event

- ❑ GUEST may be in possession of state keys distributed, Balmoral door.
- ❑ GUEST agrees not to duplicate or share keys with any other parties.
- ❑ GUEST will insure that upon leaving Balmoral Entrance door is locked and closed. Balmoral Entrance door locks automatically.
- ❑ **GUEST agrees they will NOT prop open Balmoral Entrance at anytime**, with the exception of loading items in or out of building, at loading times a GUEST representative is required to be at door at all times door is open.
- ❑ **GUEST agrees that when members of their group are entering building at each scheduled event, the Balmoral Entrance WILL NOT be left unattended and propped open.**
- ❑ **GUEST agrees to station a GUEST representative at the Balmoral Entrance until all members of their group have arrived.** Once group has arrived the Balmoral Entrance is to be closed and locked. Late arrivals will be required to call GUEST on mobile phone for entrance. (Calling is required over ringing door bell so as not to disturb any groups in the VN Community Hall)
- ❑ **GUEST understands the necessity of items 8, 9,10 to insure the safety and**

security of all inhabitants of the building as well as the building itself.

- ❑ GUEST agrees to following regarding windows in VN Community Hall.
- ❑ Windows can be opened by GUEST. The open and close mechanism does not work on any of the windows. The windows can be opened by releasing latch and pushing.
- ❑ **IMPORTANT All windows must be closed and locked at end of space use.**
- ❑ **To close and lock one person must be outside the building to push window back into casing completely while person on inside secures latch.**

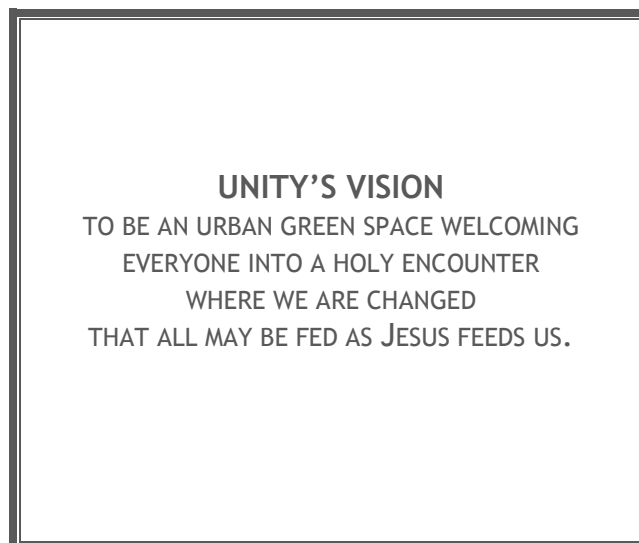
Liability

- ❑ If GUEST is an incorporated agent, company or non-profit, GUEST may be asked to supply Unity with proof of insurance within 30 days of the signing of this agreement. OR GUEST may be asked to provide up to 2 references. References will include Name, Address, Phone Number and how Reference is connected to GUEST. Accepted references are Employer, Landlord, Commercial or Community Organization that GUEST has previously rented space from.
- ❑ GUEST acknowledges that they themselves in regards to this event or this event group is not required to pay sales tax.

Closing Agreements

- ❑ GUEST, it successors and assigns shall indemnify Unity and hold harmless from, and against, any and all loss, cost, damage or expense, including, but not limited to, court costs and attorney's fees, for which Unity may become liable by virtue of injury to, or death of any person(s), or the loss of, or damage to, any property arising out of or in connection with GUEST use on the subject site.
- ❑ This contract may be declared null and void at any time by the mutual agreement of both the GUEST and Unity.

This contract will only be considered viable when signed, dated, and returned to the Pastor or Center Director.



UNITY'S CORE VALUES

- + THE GOSPEL OF JESUS
- + WEEKLY WORSHIP
- + WELCOMING EVERYONE
- + CARING COMMUNITY
- + CHILDREN & YOUTH
- + EXPERIENCING GOD
- + ENGAGING OUR NEIGHBOR
- + PUTTING FAITH INTO ACTION COURAGEOUSLY

Signature for Guest

Signature for Unity Lutheran Church

Print Name & Title

Print Name & Title

Date

Date

Driver's License Number

Street Address

Phone

E-mail

Contact Information

Please contact Pastor Fred at any time during space sharing event with any questions or concerns.

Fred Kinsey, Pastor

cell (773) 992-6951

home office (773) 697-4612

Unity Lutheran Church

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