

COMMUNITY
together

Partners in our community.
Supporting our community.
Building our community.

Welcoming all for over 100 years.



SHARED SPACE AGREEMENT BETWEEN
UNITY EVANGELICAL LUTHERAN CHURCH and
(FIRST & LAST NAME)

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,

(First & Last Name)
(hereinafter referred to as “GUEST”)

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

The following terms and conditions apply:

1) GUEST will have use of ROOMS for event DATE AND TIME as listed below.
Space Sharing Schedule

Date	Times	Amount	Space Use
2022 - May			
1			
2			
3			
Total Hours			
<i>*Note: Partial hours are counted as a full hour for billing purposes.</i>			
Summary			
Total of <u>0</u> Rehearsal hours @ \$0.00 per hour = \$			
Storage Locker = n/a (Guest must provide their own lock and remove lock on last day. Unity is not responsible for loss or theft.) Total = \$			
Refundable Deposit = n/a (required to reserve space/ refunded upon completion of contract and key return)			
Payment Due: \$ due upon receipt			
Other			
<i>Payments may be half down and half on start date</i>			
Thank you for your partnership!			

2) Deposit

GUEST will be required to pay a deposit, dollar amount \$ 0.
Deposit will be returned when all the requirements of this agreement are met, including the return of the exterior entrance key and the interior Sanctuary key.

3) Insurance

If GUEST holds liability insurance, GUEST will provide a copy to UNITY.

4) COVID-19

GUEST is responsible for all group participants at UNITY to be vaccinated, and follow the [CDPH recommendations corresponding to the Phase](#) we are in. Please contact me if any of your group comes down with Covid-19 or tests positive so we can take appropriate precautions with all our space sharers. GUEST voluntarily assumes all risks related to exposure to COVID-19 and agrees to not hold UNITY liable for any illness or injury.

5) Personal Belongings & Trash

- Personal Belongings - please remember to take out what you have brought in, for your own benefit, and to respect the next space sharing partner who comes after you.
- Trash & Recycling - please separate recycling from trash, and place recycling in Blue bin at top of front staircase, and trash in waste basket in Sanctuary or trash container in east hallway by Gym.
- Lights - please turn off all lights when leaving. If you need instruction on using the Sanctuary lights I'm happy to help.
- Lights - if your group is the final Space Sharing Group to leave building any lights in the space your group has made use of are required to be turned off, included are Sanctuary, Gym, VN Community Hall, Washrooms hallway, hallway leading to Washroom, and Balmoral Entrance also any back hallways leading to storage

6) Doors Locked

- Sanctuary Door - make sure this door is manually locked upon leaving
- Balmoral Ave Entrance Door - make sure this door is closed tight upon leaving
- All other Doors - all other doors inside building remained unlocked

7) Damage

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.

8) Entering, Exiting | Building and Occupants Security during Event

- GUEST will be responsible for the safety and security of their participants while they are in the building.
- GUEST will be issued a key for the Balmoral Ave Entrance . GUEST agrees not to duplicate or share keys with any other parties.
- GUEST agrees they will **NOT prop open Balmoral Ave Entrance at anytime**, with the exception of loading items in or out of building, at loading times a GUEST reprehensive 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 Ave Entrance WILL NOT be left unattended and propped open.**

8) 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.

9) Closing Agreements

This contract may be declared null and void at any time by the mutual agreement of both the GUEST and Unity.

Unity is a Reconciling in Christ congregation, committed to racial equity and support for people of all sexual orientations, gender identities and gender expressions. We welcome all ages, races, ethnicities, nationalities, physical and mental capacities. Wherever you are on your spiritual journey– whether returning, longtime member, or questioning–all are invited to the gathering, membership, and leadership of this assembly.



Unity Lutheran Church & Community Center
 1212 W. Balmoral Ave, Chicago, IL 60640
[773.878.4747](tel:773.878.4747) www.unitylutheranchicago.org

PAYMENT METHODS

- Cash**
- Check, payable to “Unity Lutheran Church”** (if paying total by check, please use separate check for deposit)
- Payable on Unity’s secure website at:**
www.unitylutheranchicago.org/ click “Donate Now” (add 3.5% online fee)

Additional Dates or Hours

GUEST agrees if interested in adding dates or hours outside of those listed on this Contract that GUEST will first contact Office & Space Sharing Manager to schedule. All hours or any portion of an hour will be at a cost of \$0.00 per hour.

*Prepared:
October 21, 2022 Shared Space Agreement | Schedule, Cost & Payment Addendum*

Signature for Guest

Signature for Unity Lutheran Church

Print Name & Title

Print Name & Title

Date

Date

Driver’s License Number and State

Street Address

Phone

E-mail

Copy of Insurance if applicable