

REQUEST TO USE EVANSTON FRIENDS' MEETINGHOUSE
1010 Greenleaf Street, Evanston, IL 60202

General Information Regarding Meetinghouse Use

Evanston Friends Meeting (EFM) shares its facilities and space with individuals and organizations for purposes consonant with its values and mission. EFM, through its Trustees, has sole discretion in permitting use and determining fees.

Individuals or groups seeking use of the Meetinghouse must complete the "Application for Use" and follow the steps listed below. **A completed application to use the Meetinghouse should be submitted at least two months prior to the date of the proposed event so it can be reviewed by Trustees at their next regular monthly meeting.** Submission of this Application will signify applicants' acceptance of and commitment to full compliance with these procedures and any other conditions for use that EFM states in this Request or through its designated representative(s).

For special events being sponsored by EFM or one of its committees, Trustees ask that the Application form also be completed. (This is in addition to the contact with Caretaker noted in #1 below.)

Steps in Application Process:

1. Check the potential availability of the Meetinghouse on your preferred date(s) by contacting Caretaker **John Knox (847-414-2908)** or caretaker71@oxnay.com
2. Complete your Application for Use and contact Trustee **Joan Pine** (2joanpine@gmail.com) to transmit your application and/or discuss any questions regarding your request. An applicant may be asked to meet with Trustees. If an EFM committee is sponsoring the request on behalf of an outside presenter, a member of the committee should be delegated to complete the form on the presenter's behalf.
3. Trustees must approve an EFM member or attender to represent EFM for the duration of the event, from setup through cleanup. Representative is responsible for opening and securing the building and providing oversight throughout the event, particularly during use of the kitchen. (For lengthy events, two or more representatives may serve sequentially.)
4. Joan Pine will notify your named Contact Person to report the Trustees' decision, instructions for payment of any fees, and how to provide any required documentation (e.g., certificate of insurance).
5. After your Application has been approved, contact Caretaker again to schedule necessary arrangements, including services named in the Application or required by Trustees.

6. Upon notification that your application has been approved, send two separate checks (one for usage and one for Caretaker fees), each payable to **Evanston Friends Meeting, 1210 Greenleaf St., Evanston, IL 60202, Attn: Treasurer**. On each check's memo line, write the date of your event and either "Usage Fee" or "Caretaker's Fee." Fees and required documentation must be received within 3 weeks after notification that your Application for Use has been approved or 3 weeks prior to your event, whichever is earlier. Failure to provide fees or documentation in a timely manner may be cause for rescinding permission for use.

7. Additional fees will be charged for additional time or space or Caretaker's services. Payment will be due upon receipt of invoice.

8. Individuals and groups using the Meetinghouse must comply with local, state, and federal laws, regulations, and requirements. In addition:

a. Alcohol and tobacco may NOT be served or consumed at the Meetinghouse or on its grounds.

b. No animals are permitted inside the Meetinghouse. The only exception is a working dog that meets the American Disabilities Act's definition of a "service animal."

FEES

Fees for Use: Fees vary by category of sponsorship and are charged hourly, according to the areas needed and the length of the event (two hours minimum per area).

The examples below reflect the maximum charges for use of the Meetinghouse in each category. The Trustees, as representatives of EFM, have sole discretion in determining both the consonance of the proposed use with EFM's values and mission and the applicable fees. The Trustees may choose to waive or reduce these fees.

Usual Fees by Categories of Sponsorship:

- Memorial services or weddings under care of EFM and meetings or events conducted by committees of EFM or ILYM. No charge for space or Caretaker. EFM's insurance usually covers these events.
- Workshops or events sponsored by a committee of EFM but conducted by a third party. Example: Workshop in nonviolent communication sponsored by PJ&E Committee but presented by an outside organization. Although a committee member should complete the "Application for Use" form, there is no charge for space. If the event is advertised to the general public or an admission fee is charged, a certificate of co-insurance from the presenting organization may be required. Fees for Caretaker's services may apply.
- Events sponsored privately by a member or regular attender of EFM; or events of an organization that EFM supports financially. Examples: a member's Garden Club meeting; an event of AFSC or Chicago Friends School. Basic fees for use would be \$15 per hour per area used, plus applicable fees for Caretaker's services.

- Workshop or event sponsored by an organization or individual not connected to EFM: \$50 per hour per area of the Meetinghouse used (2-hour minimum) plus applicable fees for Caretaker's services.

Areas for Use:

- Upper level: Meeting Room, excluding the office and library
- Lower level: Friendship Hall, excluding the kitchen
- Kitchen
- Side yard

Fees for Caretaker's Services are charged for events not conducted by EFM. Caretaker's services must be scheduled directly with him (see contact information on page 1).

- **Minimum fee for basic services** (scheduling and minimal setup): **\$25**
- **Hourly rate for additional services** (including serving as EFM's representative) **\$25**

Example: An outside organization requests use of the Meeting Room for 4 hours for a workshop and use of the kitchen and Friendship Hall for 2 hours to have lunch. The fee would be $(\$50 \times 4) + (\$50 \times 2) + (\$50 \times 2) = \400 for areas used.

In addition, the fee for Caretaker's basic services would include the \$25 minimum plus \$100 ($\$25 \times 4$ hours) for a total of \$125 if the Caretaker is expected to serve as EFM's representative during the event.

Payment, additional fees, and refunds: Follow the directions in #6 above to submit checks for the full amounts of estimated fees. Any additional fees for Use or Caretaker that may be incurred during the event will be invoiced and are due upon receipt. Should any refund be due, EFM will provide payment within 30 days.