

APPLICATION TO USE MEETINGHOUSE

CONTACT PERSON:

Name: _____ Phone: _____

Email: _____ Best Time(s) to Phone: _____

Address: _____

Person, Organization or EFM Committee legally responsible for event (if not Contact Person):

Name: _____

Address: _____

Type of entity if not an individual: _____

Acknowledgment by the Legally Responsible Person or Representative of the Organization:

By signing below, I acknowledge that I and the organization I represent are responsible for the event for which use is requested and will comply with all requirements of use whether stated in this Request or through EFM's representatives. If signing on behalf of an organization, I also acknowledge my authority to act as its agent and bind it to the terms of this Request.

Signature and Date

Printed Name (and title if applicable)

PURPOSE OF USE (check all that apply): Worship____ Wedding____ Memorial____ Party____

Reception____ Lecture____ Class____ Performance____ Meeting____ If Other, describe below:

DATE(S) AND SPACES REQUESTED:

Specific Date(s) _____ Or Weekly____ Monthly____

Hours: (including set-up & clean-up) from: _____ to: _____

Spaces desired: Upper level (except office and library) _____ Lower level (except kitchen) _____

Kitchen____ Side yard____

Notices or Type of Publicity: How will this event be announced or promoted?

(Please attach flyer, program, brochure, sign, etc., and/or links to any publicity via electronic media.)

Estimated number of attendees: _____ Will attendees be charged a fee or asked to donate for the event? _____ If YES, how much? \$ _____

You may be asked to provide a certificate of liability insurance which names Evanston Monthly Meeting of Friends as a "co-insured" during the period of use.

Name of EFM member or attender proposed to serve as EFM Representative:

Proposed Representative's Commitment: By signing below, I acknowledge that I will serve as EFM's Representative at the event and perform the Representative's duties noted in this request (Nos. 5 & 7 above), including opening the building for the event, being present throughout the event, securing the building following the event, and monitoring compliance with all requirements created by law and EFM policy.

Signature and Date

Printed Name

If more than one EFM Representative will cover the event, all Representatives must: (1) sign and date the Request on the back of this page; (2) write "I accept event responsibility"; (3) print their names; and (4) indicate the timeframes of their responsibility as EFM Representative.

USAGE AND HOLD HARMLESS AGREEMENT

(Must be completed and submitted as part of the Application)

I enter into this Usage and Hold Harmless Agreement on my own behalf and, if an organization is applying for use of the Meetinghouse, as an authorized agent of that organization. I understand and agree that EFM and its trustees, employees, representatives, and agents shall not be held liable in any way for any occurrence in connection with the event described in this Application for Use that may result in injury or damage to persons or property.

As part of the consideration for being allowed to use the Meetinghouse, including building, grounds, appliances, fixtures, and equipment, I on my own behalf and as agent assume all risk and responsibility in connection with the proposed use and its consequences. I on my own behalf and as agent release EFM, its trustees, representatives, employees, and agents from claims for any damage to people or property that may arise from the proposed use and its consequences. Furthermore, I on my own behalf and as agent agree to save and hold harmless EFM, its trustees, representatives, employees, and agents from all claims by any individual or organization arising out of or related to the proposed use.

I am authorized to sign this agreement on my own behalf and as agent. I understand that the terms of this Agreement are contractual and not mere recital and have signed it of my own free will. I affirm that I have read it and understand it.

Signature and Date

Printed Name (and Title if Applicable)