



# BROADWAY UNITED METHODIST CHURCH

3344 North Broadway  
Chicago, Illinois 60657-3520

Telephone: 773/348-2679  
FAX: 773/348-2521

## Building Use Agreement

The Broadway Church building and property are seen by the congregation as resources for outreach and assistance to the larger community as well as a “home” for its own activities. We are especially eager to support those groups and activities which are committed to providing healing space or are working on justice issues consistent with Broadway’s priority commitments dealing with racism, sexism, homophobia, and economic justice. *For that reason we welcome your interest in using our space!*

At the same time, we are aware of the stewardship responsibility we have for the maintenance, repair, improvements and other care of these resources. We feel that the following *conditions*, requirements, and understandings are necessary for us to be faithful to that responsibility. **Every group or individual using our space is expected to adhere to every aspect of these guidelines.** Failure to do so will result in possible cancellation of use privileges, monetary assessments, or other restrictions. *Signing this building use agreement constitutes a statement of agreement to all conditions contained herein.*

1. Space--Space is not assigned to the **exclusive** use of any group. All space except the church administrative offices and pastors’ offices is shared space. During the specific time space is assigned to an individual or group for use, it is available for exclusive use *of that group*.
2. Reservations--Reservations for the use of space may be made through the church secretary or pastors.
  - A. Space will be assigned on a first-come, first served basis.
  - B. In the event of a concurrent request, Broadway United Methodist Church groups, committees and members will normally have priority with regard to space reservations.
3. The Board of Trustees and the church office reserve the right to reassign space based upon size and overall church needs.
4. Contributions--The Broadway Church and Property is not for “rent”. The contribution schedule below *does not* meet the costs incurred by the church for the use of the space for the times indicated. All use of our building and property is subsidized by the membership of Broadway Church. Any use of space at a reduced contribution or without contribution can be done only with the approval of the pastor and the President of the Board of Trustees.

### Contribution Schedule

For up to 2 hours, unless otherwise stated

Sanctuary	\$150
Basement – Area C	\$100
Basement – Area A or B	\$25
Friendship Hall	\$100
Library, Wesley Room, Nursery	\$25
Kitchen (up- or down-stairs)	\$10 per event or meeting



## For Overnight Use

Basement – Area C	
1-10 people	\$50
11-30 people	\$100
31-60 people	\$150

A refundable \$50 custodial fee deposit may be required of “single event” building users.

No building use contribution will be expected of any member of Broadway Church for the use of the building for weddings, funerals or other religious services approved by the pastors.

5. Security Monitors—Broadway employs persons who work part-time as building Security Monitors during most hours that the building is in use by outside groups. These persons are authorized to provide both security and hospitality. When present, *Security Monitors* have the authority of the Pastors and The Board of Trustees in responding to needs and circumstances relating to the building, parking lot and their use. It is expected that building users will cooperate with the Security Monitors in all matters. Unresolved concerns should be directed to the Church Office the following day.
6. Keys—When necessary the appropriate keys will be issued to the responsible person *identified* who is indicated by the building user on this form. These keys must not be duplicated or transferred without prior authorization from the church office. Unlocking doors for groups or individuals who have been issued keys or replacing keys which are lost will result in a \$5 assessment per occurrence. The North and West entrance doors to the church respond to the same key. By turning the key counter-clockwise the “catch” will retract. By holding the catch in manually and turning the key clockwise past the slight resistance, the door will remain unlocked. Doors must not remain propped open. Doors found propped open will result in an assessment to the group of \$5 per occurrence. **Doors that are left unlocked will result in an assessment of \$10 per occurrence to the responsible group or person leaving the door unlocked, in addition to liability for theft, damages or unlawful act resulting from the door being left unlocked.**
7. Building Regulation and Custodial Responsibilities--
  - A. All groups using the building agree to practice inclusivity and non-discrimination in their activities with respect to race, sexual orientation, class, handicapping conditions and gender.
  - B. Smoking is not permitted in any part of the building. Receptacles outside each entrance are provided for cigarette butts. Flower pots must not be used for this purpose.
  - C. No alcoholic beverages may be used in the building except for religious purposes with prior approval of the pastors.
  - D. Rooms and equipment must be returned to their original order and placement after use.
  - E. Clean-up and trash disposal is required by all groups using space, unless a separate custodial fee of \$50 is paid. Clean-up equipment including mops is available in the custodian’s closet, near Men’s restroom. Trash should be



removed from the building and placed in the cans outside. Any left-over food or other perishables must be removed from the building. All food and supplies must be labeled. Unlabeled items may be used or discarded by others at their discretion.

- F. No adjustment to the computerized thermostats in the building is permitted by building users.
- G. Reasonable behavior and treatment of the building and equipment is expected of all building users. The activities of groups are restricted to the rooms for which they have been given explicit permission for use.
- H. When closing the building or leaving, all bathrooms should be checked and all lights, except for emergency lighting, should be turned off throughout the building.

Failure to comply with any of the items listed above will result in an assessment to the group of \$5-\$25 per item depending on the seriousness of the failure as determined by the pastors or Board of Trustees.

All "assessments" are separate from and in addition to contribution agreements.

- 8. Parking--The church's parking lot is under considerable pressure for available space at all times. Persons parking in the lot without authorization are subject to towing. During the time of scheduled use building users are invited to use available spaces in the parking lot as they are available. Cars may not be parked in the handicapped designated space (without a state issued disability tag) or so that they prevent entrance or exit from the parsonage garage or from any designated parking spaces. Cars parked improperly will result in an assessment of \$20 per car per incident to the group or activity in which the 'parker' is participating. The assessment is payable at the time of the occurrence. In extreme cases, cars may be towed. Courtesy to and understanding of other persons using the lot is expected of all building users. The failure of any group's participants to adhere to the parking guidelines will result in that group's forfeiting its right to use the parking lot.
- 9. Religious services--All weddings, covenant services, funerals and other religious services must receive prior approval from the pastor before being scheduled.
- 10. Any change in information on the form below must be reported to the church within 7 days.
- 11. Failure to comply with any of these guidelines may result in cancellation of the building use agreement. Repeated assessments--even if paid--may also result in the revocation of permission to use the building.
- 12. Limitation of Liability – Neither Broadway United Methodist Church nor its agents shall be liable for any damages incurred by virtue of Broadway's failure to keep the premises in good repair, or caused by water, ice, frost, plumbing, leakage, gas, the heating or cooling system, defective equipment, fixtures, or furnishings located on the premises, as well as in, above, upon, or about the premises, nor for any damage to the Building User's property located in or about the premises, nor for any damages or injuries arising from acts or neglect of other occupants or persons on the premises. Broadway United Methodist Church shall have no duty to protect Building Users nor their property from criminal acts of other persons.

We hope these *conditions of use* <guidelines and regulations> are received in the spirit in which we offer them. It is our intent to be in responsible ministry to and with you as a building user. If you have any questions or concerns about this agreement or the building, do not hesitate to contact the church office.



**BUILDING USE EMERGENCY CONTACT NUMBERS:**

773-327-0449 / 773-230-8925(cell) Gregory Dell, Pastor  
 773-348-2679 Vernice Thorn, Associate Pastor  
 773-525-8727/ 773-882-3697(cell) Scott McGowan Trustees, President  
 708-689-0342 Lori Tubbs Trustees, Building Use  
 773-248-4493 Charlotte Lill

**BUILDING USE RESPONSE FORM**

The undersigned, as authorized representative of the group listed below, agree to all of the terms and conditions of the building use agreement above.

**[Please Print]**

Group Name \_\_\_\_\_

Area/Room(s) Requested \_\_\_\_\_

Day, Date and Time Requested for Use \_\_\_\_\_

Donation Pledged \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Address \_\_\_\_\_  
[Street, city, state, zip code]

Telephone \_\_\_\_\_  
[Daytime] [Evening]

Email \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Name of Person receiving key  
if different from Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
[Street, city, state, zip code]

Telephone \_\_\_\_\_  
[Daytime] [Evening]

Email \_\_\_\_\_

Signature of Person receiving key \_\_\_\_\_

