

THE**COMPASS**CHURCH

# FACILITY RENTAL AGREEMENT

This Facility User Agreement (hereinafter referred to as the "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between The Compass Church, an Illinois 501(c)(3) (hereinafter referred to as the "CHURCH") and authorized USER Representative (hereinafter referred to as "USER") in order to validate reservations. By completing and signing this Agreement, the USER agrees to be bound by and adhere to the policies and procedures stated herein. These documents must be returned four (4) weeks prior to the date of the event.

1. Organization Users – USER promises and warrants that is carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The USER will provide a certificate of insurance to the CHURCH naming The Compass Evangelical Free Church as additional insured on USER's policy with respect to use by USER of the below described premises.
2. Signed Facility Agreement.

## USER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Set Up/Tear Down Time: \_\_\_\_\_

Spaces Requested *(See Campus representative for room descriptions):*

Approved by Facilities? ☐ Yes ☐ No

Approved by Tech? ☐ Yes ☐ No

## RENTAL FEES

Total Rental Fees (list exactly what is being rented):

See fee table below. The day rate is 8 hours, fee can be prorated to 4 hours for half of the fee and 2 hours for a quarter of the fee. The fee includes tech and facility fees for set up and tear down.

	<b>Fee – Day Rate (8 hours)</b>	<b>Member Day Rate</b>	<b>Tech Included?</b>	<b>Facilities Included?</b>
<b>Worship Center</b>	\$1,000	\$650	Yes	Yes
<b>Large Room (75-150) Gym, the HUB</b>	\$850	\$550	Yes	Yes
<b>Medium Room (25-100) S101</b>	\$400	\$200	No	Yes
<b>Small Room (10-25) Family Room, Lounge</b>	\$200	\$100	No	Yes
<b>Other Parking Lot, Outside</b>	TBD	TBD	TBD	TBD
<b>Tables</b>	\$4 Round \$3 Rectangle			
<b>Chairs</b>	\$1 each			

**Payment:** Please submit a check for the facilities rental fee, made payable to The Compass Church, along with your application.

**Cancellation and Default:** Should USER cancel the event less than seven days before event, the CHURCH shall retain any previously paid facility deposit fee(s) as a cancellation fee. In the event of any default or non-performance by the CHURCH the liability of the CHURCH shall be strictly limited to the return of the facility deposit(s) paid by the USER. If feasible, re-scheduling of the event will be at the sole discretion of the CHURCH at a mutually agreed upon date. USER assumes responsibility of advertising and promotion of re-scheduled date. Our Naperville and South Naperville Campuses are reunification sites. In the event of an emergency and the church to be used as a reunification site, the liability of the church is strictly limited to the return of all facility deposits paid.

**Non-Exclusive Right:** USER agrees not to interfere in any way with the ordinary use by others of any portion of the building or grounds not expressly covered in this agreement. USER agrees that during the term of this Agreement, other events may be held, and joint use may be made in those parts of the CHURCH.

**Assignment:** USER shall not transfer or assign this Agreement, or the privileges created herein. Any such assignment shall be null and void and shall be cause for cancellation of the Agreement by the CHURCH.

**Modifications:** This Agreement contains the whole agreement of the parties, and none of the provisions, terms, or conditions of the Agreement shall be in a manner modified, waived, or abandoned, except in written instrument signed by both parties.

**Performance Riders:** All riders for performing artists will be an addendum to this agreement and this agreement will supersede all performance riders.

**Promotion:** All promotions and dates must be approved in writing by the CHURCH prior to release, including, but not limited to internet, radio, handouts, and posters. The CHURCH will not create or distribute any promotional information for the event.

**Tickets:** The CHURCH requires all ticket sales and registration fees to be managed and maintained by USER, unless otherwise agreed upon.

**Copyright:** Performances of copyrighted works at public performances at the CHURCH must be licensed by all appropriate rights organizations and is the responsibility of the USER.

**Staffing:** A minimum staff, the number of which will be based on the scope of the event will be provided for each event. These fees are included in the above rental fees.

- Facility/Janitorial Staff (1)
- Technical Director (1)
- Security (1)

**Production and Technical Staff:** Fees will be negotiated based on the scope of the event and charged accordingly. Qualified and trained volunteers may also be used at the sole discretion of the CHURCH. Includes use of all house equipment. If there is a break in use of technical staff, production fees will be billed for the entire event unless otherwise specified.

**Room Set-Up:** It is the responsibility of the USER to submit all room set-up requirements for approval at least two (2) weeks prior to the rental date. Tables and chairs can be rented according to fees in the fee schedule. Linens are not provided but may be rented by the USER from an outside source.

**Catering:** The CHURCH reserves the right to approve any caterer providing food and/or drink at the CHURCH. Consumption or carrying of food and beverages shall be allowed only in approved rental spaces. Beverages are allowed in the Worship Center. No food is allowed in the Worship Center. All alcoholic beverages are strictly prohibited.

**Signage and Décor:** Permanent signage and décor will remain. USER agrees not to nail, tape, screw, erect, post, place or affix any signs, advertisements, show bills, lithographs, posters, or cards of any description on any portion of the CHURCH (walls, floors, ceiling, outside areas) without prior written permission of the CHURCH. Décor is not included in the rental fees and must be approved by the CHURCH prior to load in and set-up. Plants and foliage will remain in the Atrium area.

**Facility Rental Hours:** Hours will not be extended beyond 10p.

**Loss of Damage to Facility or Equipment:** The USER's supervisor or designated representative must remain on-site during the entire event. The USER must supply adequate supervision for all events, including supervision for minors. USER is responsible for the safety and good order of all equipment, furniture and other property owned by the CHURCH and is liable for said equipment and other property if it is lost, stolen, damaged or misplaced by USER's agents or the attendees at the USER's function, whether or not invited. Damage to the facility or equipment shall be paid for in full by the person or group signing this agreement. USER further agrees to leave the premises in the same condition as found when rental began.

**User's Property:** USER assumes all responsibility for any good or materials, which USER may place in the CHURCH during the event. All of USER's property will be removed from the church at the termination of the event. If USER's property is not removed, the CHURCH will have the right to dispose and/or remove such property at the expense of the USER.

**Deliveries:** USER shall not have items (i.e., floral displays, table decorations, cakes, etc.) delivered before its scheduled rental period, without prior approval from the CHURCH.

**Objectional Conduct or Attire:** The CHURCH reserves the right to remove or cause to be removed from the premises any person or persons whose conduct at the facility or attire is unlawful, disorderly, or otherwise objectionable. Smoking is not permitted inside any areas of the building.

I/We understand and agree that neither The Compass Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises. As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release The Compass Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless The Compass Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity. I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

USER Signed: Kelly Kalvig Print Name: Kelly Kalvig Date: 8.28.2025

CHURCH Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Campus staff instructions for submitting this application: Please request the facilities space in EventU. Once the space is approved, please submit the Facilities Agreement and a check for the balance due via interoffice mail to: Business Services, Central Offices.*