



# BROADWAY UNITED METHODIST CHURCH

3338 N Broadway St, Chicago, Illinois 60657 Office Phone: 773-348-2679

## 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 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 conditions.** Failure to do so may result in possible cancellation of use privileges, monetary assessments, or other restrictions.

***Signing this building use agreement constitutes acceptance of 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 must be made through the Office Manager at [bumclakeview@gmail.com](mailto:bumclakeview@gmail.com).
  - A. Please be aware that we receive many requests for space. Space will be considered 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.
  - C. Property Caregivers and the church office reserve the right to reassign space based upon size and overall church needs.
3. Contributions — The Broadway Church and Property is not for “rent”. We continually strive to be partners in ministry with you. Contributions do *not* meet the costs incurred by the church for the use of the space for the times indicated.
  - A. The following Usage Agreement, between Broadway UMC and \_\_\_\_\_, will be for \_\_\_\_ months, and will be re-visited \_\_\_\_\_.
  - B. The Church has permission to run a background check on \_\_\_\_\_, to comply with Safe Sanctuary policies.
4. 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. Donations are expected from members for non-religious private events.
5. Security Monitors — Broadway employs persons who work part-time as building Security Monitors during most hours that the building is in use by community groups. These persons are authorized to provide both security and hospitality. When present, Security Monitors have the authority of the Pastors and the Property Caregivers 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 current code to our lock box will be given to the person designated on this form. The building user will unlock the lock box, use the key to unlock the door, and immediately put the key back into the lock box. Doors must not remain propped open and unattended at any time. Doors found propped open will result in an assessment to the group of \$5 per occurrence. **Doors that are left propped open will result in an assessment of \$10 per occurrence to the responsible group or person leaving the door propped open, in addition to liability for theft, damages or unlawful act resulting from the door being left propped open.**
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 or on church property except for religious purposes with prior approval of the Pastor.
  - 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 supplies are available in the custodian's closet. Trash should be removed from the building and placed in the cans outside by the parking lot.
  - F. You must bring your own supplies for kitchen use, for example: paper plates, silverware, cups, napkins, food and beverages. Any left-over food or other perishables must be removed from the building. All food and supplies must be labeled, if stored in the kitchen. Unlabeled items may be used or discarded by others at their discretion.
  - G. No adjustment to the computerized thermostats in the building is permitted by building users.
  - H. In case of an accident or incident involving person or property, the Pastor or designee must be notified immediately, and an incident report must be completed.
  - I. 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.
  - J. 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.
  - K. 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 Property Caregivers. *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. Cars may not be parked in the handicapped designated space (without a state issued disability tag), block the parsonage garage door, or exit of vehicles parked in designated parking spaces. Cars parked improperly will result in an assessment of \$20 per car per incident to the violator's group. The assessment is payable at the time of the violation. 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 promptly and, in any event, before the beginning of the designated building use.
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 loss or damage of property or injuries resulting from Broadway's failure to keep the premises in good repair, including but not limited to damages or injury resulting from water, ice, frost, plumbing, leakage, gas, heating or cooling systems, defective equipment, fixtures, or furnishings located in or on the premises. Neither Broadway United Methodist Church nor its agent shall be liable for damage to the Building User's property located in or about the premises, nor for any damages or injuries arising from the acts 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. **A current copy of your proof of liability insurance should be maintained in the Church office.**
13. Termination — Space Owner and Space User will regularly monitor for appropriateness of continued relationship. Either Space Owner or Space User can terminate this Use Agreement without due cause with a thirty (30) day notice.
14. Changes to this Agreement — All notices/changes to this agreement must be done in writing and with the approval of the Property Caregivers and Pastor, and must be submitted to and signed by all parties.

We hope these *conditions of use* are received in the spirit in which they are offered. 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 RESPONSE FORM**

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

*Please print, complete and return to the Broadway UMC office by email ([bumclakeview@gmail.com](mailto:bumclakeview@gmail.com)) or by mail (3338 N Broadway St, Chicago, IL 60657).*

Group/Person's 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 code (if applicable) if different from Contact Person \_\_\_\_\_

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

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

Email \_\_\_\_\_

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

**BUILDING USE EMERGENCY CONTACT NUMBERS:**

Alexia Rivera, Office Manager

773-348-2679 (office)

bumclakeview@gmail.com

Rev. Alka Lyall, Pastor

815-474-6721 (cell)

pastoralkalyall@gmail.com

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**For Office Use Only**

Room(s) Assigned:

Location	Donation
Room 203 (Sanctuary)	\$75/hr
Friendship Hall	\$75/hr
Room 204 (Wesley Room/Library)	\$25/hr
Room 209 (Nursery)	\$15/hr
	<i>(min. 2 hrs)</i>
Room 106 (main basement area)	\$75/hr
Room 104 (basement room)	\$15/hr
Room 105 (basement room)	\$15/hr
	<i>(min. 2 hrs)</i>
Kitchen (upstairs)	\$50
Kitchen (downstairs)	\$10
	<i>(per event)</i>
For Overnight Use	
Room 106	\$10/person
	<i>(min. 10)</i>

**Total**

Total Donation Requested: \_\_\_\_\_

Donation Received: \_\_\_\_\_

Date: \_\_\_\_\_

Assessments Made: \_\_\_\_\_

Assessments Received (date): \_\_\_\_\_

By: \_\_\_\_\_