

DECORUM

All involved parties must observe behavior appropriate to a house of worship. All participants should dress in harmony with the principles of taste, modesty, and appropriateness. Children are to be supervised at all times.

SEATING CAPACITY

Sanctuary: 850 (24 rows, 4 sections)

Balcony: 150

Chapel: 100.

MUSIC / INSTRUMENTS

All musical selections must be sacred or classical in context, and emphasize glorification of God. Choices must be approved by the music Director. No musical instruments are to be moved without permission from the Music Director. Nothing is to be placed on the pianos or organs other than sheet music. Dancing is not permitted.

PREPARATION

Sabbath Hours

No preparations are to be made on the Sabbath.
(1-hr before sunset Friday to
1hr after sunset on Sabbath)

Platform

The deacon supervises cleaning of the sanctuary platform for your event, see music

Candles

Only dripless candles are permitted.

Flowers / Plants

Those providing flowers and plants must exercise special protective care. Carpets, woodwork, and furniture are to be protected from water and other possible damage. Mats or dishes must be used under all flower arrangements and plants on the wooden platform area.

Foods

Serving or eating flesh foods of any kind, drinking alcoholic beverages, or smoking are not permitted in any of our buildings or on the premises.

Tack/ Nails / Tape

No tacks, nails, or other objects are to be used that mar the woodwork or finish. Tape is not to be used on any painted or wooden surfaces. Use tape sparingly, and remove it immediately following your event.

CLEAN-UP

All equipment and/or decorations brought in for your event must be removed immediately from the facilities after your event. Tables and chairs are to be put back in their original places. All exit doors are to be checked and locked. Internal doors to the sanctuary and lower level hallways are to be closed for fire safety.

DAMAGE

The Individual or group using the church facility is responsible for any damage that occurs.

SECURITY DEPOSIT/ FEES

An event date is considered confirmed upon receipt of a fully completed application, the appropriate security deposit, and written approval of the church office administrator/pastoral staff. All fees must be submitted in advance of the event date. The subject-to-refund the security deposit will be held until after the event when refund, if any, will be determined after walk-through, assessing cleaning costs and/or damages. Any unused portion will be refunded along with an expense summary.

LIABILITY

The Hinsdale Seventh-day Adventist church accepts no responsibility for personal or other items, lost or damaged during use of the facilities.

HINSDALE
SEVENTH-DAY ADVENTIST
— CHURCH —



FACILITY-USE POLICY

Our church is a place of worship. We request that you be reverent and respectful of our buildings and grounds at all times.

We are pleased to make our facility available for your special event. Applications for use of all church facilities are authorized by the church's Pastoral staff and office administrator.

GENERAL APPLICATION

Event _____

Date _____

Start _____ am _____ pm

End _____ am _____ pm

Rehearse

Date _____

Start _____ am _____ pm

End _____ am _____ pm

Decorate

Date _____

Start _____ am _____ pm

End _____ am _____ pm

Number of people attending _____

Contact Person

Phone H _____

C _____

Email

MY EVENT REQUIREMENTS

FACILITIES

- ___ Sanctuary
- ___ Chapel
- ___ Fellowship hall
- ___ Kitchen
- ___ Board Room
- ___ Classrooms (specify which) _____

- ___ Church House
- ___ other _____

TECHNICAL SERVICES

___ AUDIO ENGINEER

- ___ Mics:
- ___ Choir
- ___ Hand # _____
- ___ Hand +Stand. # _____
- ___ Lapel # _____
- ___ Pulpit
- ___ Headsets # _____
- ___ Monitors (Floor) # _____
- ___ Portable Sound System

___ VIDEO ENGINEER

- ___ Audio Track playback
- ___ CD playback
- ___ Video DVD
- ___ Mini Disk player
- ___ CD recording
- ___ Video recording
- ___ Webcasting projector
- ___ Laptop Hookup

___ HOUSE GRAPHICS ENGINEER

- ___ PowerPoint Presentation

MUSICAL SUPPORT

- ___ Organ
- ___ Piano
- ___ keyboard
- ___ Choir
- ___ Music Stands # _____
- ___ Instrument Hookup

OTHER

- ___ Church Access (Deacon)
- ___ parking lot reservation

I, and all others in our group, agree to the terms (As outlined in this document) and appropriate fees during our use of these facilities.

Signed _____

Date _____

OFFICE USE ONLY

Date

Application received _____

Usage fee \$ _____

Security deposit \$ _____

Refunded \$ _____

Approved

Admin/Pastoral staff _____

Music Director _____

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