

# Facility Agreement

St. Gregorios Malankara Orthodox Syrian Church  
905 S. Kent – Elmhurst, IL 60126  
630.359.3107  
[www.stgregorioschicago.org](http://www.stgregorioschicago.org)

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Name of Person/Group Booking Event: \_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_

Type of Function: \_\_\_\_\_

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

Date(s) Required: \_\_\_\_\_

Time(s) Required (*set-up and clean-up times must be included in the hours*):

From \_\_\_\_\_ AM or PM (*circle one*) To \_\_\_\_\_ AM or PM (*circle one*)

Rehearsal Time Required? YES or NO (*circle one*)

If yes - Date and Time: \_\_\_\_\_

Facility/Service	Member Rate	Non-Member Rate	Clean-Up Fee
Marriage	\$750	\$1000	\$100
Baptism	\$250	\$500	\$100
Basement	\$250	\$500	\$100

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For a Marriage, the follows parts of the facility will be made available:

- Sanctuary
- Basement
- Fireplace Room
- Back Dining Room

For a Baptism, the following parts of the facility will be made available:

- Sanctuary
- Basement
- Back Dining Room

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\_\_\_\_\_ This church is a smoke- and alcohol-free premise (sanctuary and parking lot). We have zero tolerance on this matter. Any sign of the aforementioned entities will result in a fine of \$2,000 to the Renter.

\_\_\_\_\_ Two checks are to be submitted along with the Facility Rental Form at the time of booking: (1) the security deposit of \$200 and (2) the down payment that will be 25% of the total amount due. All checks should be written out to St. Gregorios Orthodox Church and should be delivered to the Event Coordinator upon booking. Payments should be complete within two weeks of the event.

\_\_\_\_\_ Costs incurred for any damage to equipment or facilities, other than from normal use, shall be taken from the security deposit. If the damage that occurred exceeds the cost of the security deposit, the mentioned renter will be responsible to pay the additional damages. In the event that there are no damages, the security deposit will be returned to the Renter.

\_\_\_\_\_ Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.

\_\_\_\_\_ All photographers and florist attending the event must abide by the following rules. (1) The Photographer and their team are not allowed to be on the front step of the altar nor on the aisle of the church. (2) Florist and their team are not allowed to go above the step of the church for setup. They will need to consult the Vicar or event coordinator before doing so.

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### Important Information

Please include an email address so confirmation and a copy of the Facility Rental Form, Facility Rental Policies and Facility Rental Agreement can be emailed to you. (There is space on the first page of this form for your email address.)

All bookings and arrangements must be made through the Event Coordinator in consultation with the Vicar at least **four weeks** prior to the event.

In the event that the facility is being booked for a Marriage, there will be a \$100 fee payable to the Church for the services of the Event Coordinator. The event coordinator will make sure any facility concerns are taken care of.

The Event Coordinator and Renter are to meet at least two weeks prior to the event to discuss all logistics and details to ensure the smooth running of the event. The Event Coordinator is to be present at the event during the times as indicated on the Facility Rental Form.

The maximum capacity of the sanctuary per the city of Elmhurst is 450 people.

The distance from the church step to the back of the church for the aisle runner is approximately 845 inches' length and 70 inches wide.

The number of pews our church will provide is 21 on each side. On the balcony, we have 5 benches on each side that can be used if the church is filled.

The church can provide the Indian Orthodox Church, as printed by the Diocese of South-West America, wedding service books for any marriage in the church. There are an estimated 350 books that can be provided.

The church can provide 26 circular tables in the basement that can seat 10 people each. There are also two long tables that can be provided to serve food.

All food that are provided must be given in the basement of the church. It is up to the renter of the church to find their own volunteers to serve their food. No plates, cups, water bottles or other amenities will be provided and must be brought by the renter.

For marriages, it is highly recommended to rent out A/V equipment in order to ensure maximum sound quality in the sanctuary.

If a choir is asked to sing for an event, it is required that they should stand downstairs in the sanctuary during the service rather than the balcony.

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Signatures on this form indicate the agreement of the Renter to the aforementioned terms and conditions, and the approval of the rental application by St. Gregorios Malankara Orthodox Syrian Church.

Security Deposit:                   \$ \_\_\_\_\_  
Rental Total:                       \$ \_\_\_\_\_  
Event Coordinator:               \$ \_\_\_\_\_  
Total Amount Due:               \$ \_\_\_\_\_  
Down Payment:                   \$ \_\_\_\_\_  
Balance Due:                       \$ \_\_\_\_\_

The final balance due is to be delivered to the Event Coordinator by: \_\_\_\_\_

Renter's Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

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*For Office Use Only*

RECEIVED AND APPROVED BY	
Event Coordinator: _____	Vicar: _____
<input type="checkbox"/> Security Deposit	
<input type="checkbox"/> Down Payment	
Date Received: _____	
<input type="checkbox"/> Final Payment	
Date Received: _____	