

**CHRIST CHURCH OF OAK BROOK**  
**Application for Facilities Use**

<b>Part I APPLICANT INFORMATION</b>			
Applicant Group or Organization:			
Contact Person:			
Address:			
Telephone Number(s):			
Email:			
<b>Part II EVENT INFORMATION</b>			
Description of Event:			
Event is: (√ as applicable)		A one-time event to be held on (insert date):	A recurring event to be held at periodic intervals (insert start date and intervals):
Time of Event:	Start Time	End Time:	
Room(s)/Other Facilities Requested for Event:			
Expected Number of Attendees:	Adults:	Minor Children Supervised by Parents/Guardians:	Minor Children Supervised by Adult Leaders Supplied by Applicant:
Furnishing and Equipment Requirements (e.g., tables, chairs, lighting, sound or other audio-visual equipment):			
Food Service Requirements:			
<b>Part III APPLICANT CERTIFICATION</b>			
By submitting this Application for Facilities Use to Christ Church of Oak Brook ("CCOB"), Applicant certifies that:			
<ul style="list-style-type: none"> <li>• Applicant has received and carefully reviewed the Additional Information on Facilities Use appearing on the reverse side of this Application and the attached copy of CCOB's Facilities Use Policy.</li> <li>• If Applicant intends to provide care for minor children who will not at all times be under the direct supervision of their parents or guardians, Applicant has received and carefully reviewed the attached copy of CCOB's Child Protection Policy for Facility Users.</li> <li>• Applicant understands that CCOB is not a "public accommodation," gives priority to events and programs sponsored by CCOB, does not guarantee that the use of its facilities will not be restricted or impeded by maintenance and construction activities, and, to the extent it elects to make its facilities available for outside uses, restricts use of its facilities to "Qualified Persons" within the meaning of the Facilities Use Policy.</li> <li>• To the best of Applicant's knowledge and belief, Applicant and each other person who will be actively involved in the management or sponsorship of the event, is a Qualified Person.</li> <li>• Applicant agrees to provide such further information regarding Applicant or the Event as CCOB may request.</li> <li>• Applicant understands that, if this application is approved in CCOB's discretion, such approval will not confer any rights or impose any obligations upon either Applicant or CCOB unless and until Applicant and CCOB enter into a separate Facilities Use Contract confirming the terms under which CCOB facilities will be made available to applicant, including where applicable the payment of facilities usage fees to cover CCOB's costs for the facilities to be made available.</li> </ul>			
<b>Part IV APPLICANT SIGNATURE</b>			
Signature of Authorized Person:			
Title of Authorized Person:			
Date:			

## ADDITIONAL INFORMATION ON FACILITY USE

### BLACKOUT DATES

Certain dates are reserved for internal events, religious celebrations and holidays. We are unable to accommodate outside facilities use during these times, including:

- Mid November through the first week in January.
- Ash Wednesday through the weekend after Easter.
- The Saturday before the start of Global Mission Festival through the following Sunday.
- The Saturday before the start of the Global Leadership Summit through the following Sunday.
- The Saturday before the start of Domestic Mission Festival through the following Sunday.
- Other holidays observed by CCOB staff, including: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day through the following weekend.

CCOB is also unable to accommodate outside facilities use on dates reserved for facilities maintenance and construction projects.

### BUILDING HOURS

Building Hours for outside facilities use are limited to:

Monday through Thursday: 8:00 am - 9:00 pm  
Friday: 8:00 am - 7:00 pm  
Saturday: 8:00 am - 5:00 pm

### FACILITIES SUPPORT SERVICES:

#### Food Services

Due to Health Department requirements, please note that if any food, snacks, or beverages are involved in your meeting or event, it will be necessary to contact our Director of Food Services before final approval can be given.

For any meeting or event involving food or snacks, there will be a maintenance surcharge.

#### Audio Visual Services

Audio visual equipment and services may be available by prior arrangement. For services and fees, please contact the Event Services Director.

Requests to bring in outside audio visual equipment must be approved by our Technical Services Director.

#### Childcare

Christ Church of Oak Brook does not provide childcare services for outside facilities users.

#### Marketing

Due to the volume of ministry events at Christ Church of Oak Brook, we are unable to promote or advertise to our congregation any outside events held at CCOB facilities.

#### Registration and Ticket Sales

The Facility User is solely responsible for managing its event or program registration and ticket sales.