

Shiloh Baptist Church of Waukegan Rental Contract  
Terms and Conditions  
Effective January 2015

**Background:**

Shiloh Baptist Church of Waukegan is a Christian-based facility. The facility is primarily used by the church membership. Shiloh Baptist Church of Waukegan also allows use of its building for various Church and non-Church activities.

**Types of Events:**

- The types of events permitted at Shiloh Baptist Church of Waukegan include religious services, funerals, social gatherings, community services, weddings and receptions.
- The Pastor, Deacons and the Trustee Board reserve the right to deny certain activities and music at the Church's sole discretion.

**Scheduling Events:**

- Scheduling priority will be given to Church-sponsored events over non-church events.
- Individuals interested in renting the facility should contact the Office Manager at 847 662-6325 or [shiloh.b@shilohbcw.org](mailto:shiloh.b@shilohbcw.org).
- Set-up and clean-up time must be accounted for and included in reservation times, when selected on the Rental Contract.
- Events will begin and end as prescribed in the Rental Contract. Non-compliance will result in additional fees.
- Use of space is restricted to areas listed in the Contract. Non-compliance will result in additional fees.
- No event will be scheduled on Sunday prior to 1:30pm. All events must end by 10:00pm.

**Fees:**

- See Rental Contract for a detail of fees.

**Restrictions:**

- Smoking and alcoholic beverages are not allowed in or around Shiloh Baptist Church of Waukegan facility at any time.
- No food or beverages allowed in the Sanctuary or classrooms.
- No animals are permitted with the exception of service animals.
- Children must be supervised at all times.
- No nails, tacks, screws, staples or paint-damaging tape may be used on the walls, floors, furniture or ceilings at the facility.
- Shiloh Baptist Church of Waukegan shall not be responsible for any items on the premises that may be damaged, lost or stolen.
- Shiloh Baptist Church of Waukegan shall not be responsible for set-up and removal of props, decorations and signage.
- All decorations must be removed at the end of the event.
- Shiloh Baptist Church of Waukegan does not provide storage for event materials.
- **A member should not acquire the church for a non-member or organization activity to avoid fees.**

**Deliveries:**

- All delivery times must be confirmed a week prior to the event and noted on the Rental Contract. Deliveries shall be made at West Martin Luther King Drive entrance only.

**Guest Behavior:**

- There is no tolerance policy for fighting, consuming liquor, smoking, carrying a weapon, and/or defacing the Church's property.
- Evidence of these activities will result in the immediate ending of the event with no return of any monies paid for the rental.
- Shiloh Baptist Church of Waukegan reserves the right to contact law enforcement, if deemed necessary.

**Use of the Kitchen:**

- The individual listed below is responsible for any food and/or cooking that takes place; supplies, including decorations and basic cleaning.
- Shiloh Baptist Church of Waukegan **IS NOT** responsible for providing any supplies such as paper cups, plates, tablecloths, plastic ware, napkins or trash bags; nor use of food such as coffee, tea, juices, Kool-Aid, sugar, cream, milk, etc.

I \_\_\_\_\_ have read and understood the terms and conditions and agree with all. I as the responsible party acknowledge and agree that I will be the party responsible for items left behind, for sickness and for accidents occurring during this use of the church facility, and I agree to indemnify and hold Shiloh Baptist Church of Waukegan harmless for any and all damages it may sustain as it relates to items left behind, sickness, accidents, or loss creating acts arising from this use of the Church.

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

Shiloh Baptist Church of Waukegan Approval \_\_\_\_\_

**Shiloh Baptist Church of Waukegan Rental Contract**  
**Effective January 2015**

**Legal Waiver**

Please read this form completely and sign it using your REAL LEGAL NAME.

If you are under 18 years of age, the form must be filled out by your parent or legal guardian. Failure to complete this form fully will result in it being terminated.

It is the purpose of this agreement to exempt, waive, and relieve Shiloh Baptist Church of Waukegan, its members, their officers and employees from liability for personal injury, property damage, and wrongful death caused by negligence.

Participant and/or participant's parent(s)/guardian(s) acknowledge that they have been provided and have read the above paragraphs and have not relied upon any representations of releases.

I \_\_\_\_\_ understand that by checking these boxes and signing this form, I agree to all terms set forth herein.

Please review the following statements and initial/sign in the required places which are denoted by a "X" symbol.

I agree that Shiloh Baptist Church of Waukegan will not be held responsible for any injuries, loss of item(s), or damage of goods.

I agree to comply with the set terms and conditions of the rental contract.

These include written and unwritten rules. I will conduct myself in a manner becoming a competent and responsible individual. I realize that failure to follow the rules or conducting myself in an appropriate manner may result in the termination of this agreement.

I \_\_\_\_\_ (Full Name) agree to the above statements. In summary I agree that I will hold harmless the Shiloh Baptist Church of Waukegan including its members and any other directly or indirectly related individuals. Furthermore I confirm that I am of at least 18 years of age, or have had an appropriate parent or legal guardian sign this form stating that I am eligible.

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

DOB: \_\_\_\_\_

Emergency contact number(s):

( ) \_\_\_\_\_

( ) \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Shiloh Baptist Church of Waukegan Approval \_\_\_\_\_ Date \_\_\_\_\_