

Hinsdale  
Seventh-day Adventist  
Church

**DECORUM**

ALL INVOLVED PARTIES MUST OBSERVE BEHAVIOR APPROPRIATE TO A HOUSE OF WORSHIP. ALL PARTICIPANTS SHOULD DRESS IN HARMONY WITH 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 CONTENT 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 ORGAN 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 1-HR AFTER SUNSET SABBATH).

**PLATFORM**

THE DEACON SUPERVISES CLEARING 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 FURNISHINGS ARE TO BE PROTECTED FROM WATER AND OTHER POSSIBLE DAMAGE. MATS OR DISHES MUST BE USED UNDER ALL FLOWERS AND PLANTS ON THE WOODEN PLATFORM AREAS.

**FOODS**

SERVING OR EATING FLESH FOODS OF ANY KIND, DRINKING CAFFEINATED OR ALCOHOLIC BEVERAGES, OR SMOKING ARE NOT PERMITTED IN ANY OF OUR BUILDINGS OR ON THE PREMISES.

**TACKS / 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. (SUBMIT COMPLETED CHECKOUT FORM)

**DAMAGE**

THE INDIVIDUAL OR GROUP USING THE CHURCH FACILITIES IS RESPONSIBLE FOR ANY DAMAGE THAT OCCURS.

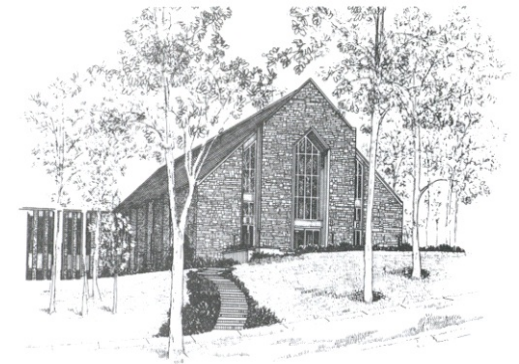
**SECURITY DEPOSIT / FEES**

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. ALL FEES MUST BE SUBMITTED IN ADVANCE OF THE EVENT DATE. THE SUBJECT-TO-REFUND 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.

201 NORTH OAK STREET  
HINSDALE, ILLINOIS 60521  
630-323-0182  
630-323-5755 FAX



## **FACILITY-USE POLICY**

### **G E N E R A L**

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. APPLICATION FOR USE OF ALL CHURCH FACILITIES IS AUTHORIZED BY THE CHURCH OFFICE ADMINISTRATOR.

# GENERAL APPLICATION

EVENT \_\_\_\_\_  
 \_\_\_\_\_

DATE \_\_\_\_\_

START \_\_\_\_\_

END \_\_\_\_\_

## REHEARSE

DATE \_\_\_\_\_

START \_\_\_\_\_

END \_\_\_\_\_

## DECORATE

DATE \_\_\_\_\_

START \_\_\_\_\_

END \_\_\_\_\_

NUMBER ATTENDING \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_  
 \_\_\_\_\_

PHONE \_\_\_\_\_ H

C

EMAIL \_\_\_\_\_

# MY EVENT REQUIRES USE OF THE FOLLOWING

## FACILITIES

- \_\_\_ SANCTUARY
- \_\_\_ CHAPEL
- \_\_\_ FELLOWSHIP HALL
- \_\_\_ KITCHEN
- \_\_\_ BOARDROOM
- \_\_\_ CLASSROOMS (SPECIFY) \_\_\_\_\_  
 \_\_\_\_\_
- \_\_\_ CHURCH HOUSE
- \_\_\_ OTHER \_\_\_\_\_

## TECHNICAL SERVICES

- \_\_\_ AUDIO ENGINEER
- \_\_\_ PULPIT MIC
- \_\_\_ LAPEL MIC # \_\_\_\_\_
- \_\_\_ HEADSETS # \_\_\_\_\_
- \_\_\_ PORTABLE SOUND SYSTEM
- \_\_\_ TAPE PLAYBACK
- \_\_\_ CD PLAYBACK
- \_\_\_ VIDEO PLAYBACK
- \_\_\_ MINI DISK PLAYER
- \_\_\_ CASSETTE RECORDING
- \_\_\_ VIDEO RECORDING
- \_\_\_ GRAPHICS ENGINEER
- \_\_\_ POWER POINT PRESENTATION
- \_\_\_ FLOOR MONITORS
- \_\_\_ LAPTOP HOOKUP
- \_\_\_ OVERHEAD PROJECTOR

## MUSICAL SUPPORT

- \_\_\_ ORGAN
- \_\_\_ PIANO
- \_\_\_ KEYBOARD
- \_\_\_ CHOIR
- \_\_\_ MUSIC STANDS # \_\_\_\_\_
- \_\_\_ INSTRUMENT HOOKUP

## OTHER

- \_\_\_ DEACON / CHURCH ACCESS
- \_\_\_ 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.

SIGN \_\_\_\_\_

DATE \_\_\_\_\_

## OFFICE USE ONLY

DATE

USAGE FEE \$ \_\_\_\_\_

SECURITY DEPOSIT \$ \_\_\_\_\_

REFUND \$ \_\_\_\_\_

RECEIVED \_\_\_\_\_

OR \_\_\_\_\_

SENT \_\_\_\_\_

APPROVED \_\_\_\_\_

OFFICE ADMINISTRATOR \_\_\_\_\_