



This is What You Need to Know About Using Space at Pilgrim Congregational Church, UCC Oak Park, IL

Welcome to Pilgrim Congregational Church! As a member church of the United Church of Christ, we are a congregation that believes in justice, equality, and faith development for all of God's children. We also want to be involved and supportive of the surrounding community. Part of how we work to do that is make some rooms and spaces at Pilgrim Congregational Church (the Church) available for reserved use for a variety of activities ranging from meetings and classes to weddings and concerts.

Certain spaces at the Church may be available to individuals and to groups that are open to the public-at-large and whose goals are consistent with those of the Church and its mission. We welcome all people regardless of race, ethnicity, gender, or sexual orientation. We have detailed all the information we think you will need to reserve space at Pilgrim Congregational Church below; however you should feel free to call or email us at the Church office with any additional questions or concerns that you may have at 708-848-5860 and/or office@pilgrimoakpark.org.

When you reserve space from the Church you are agreeing to adhere to certain rules, regulations and behavior expectations. Please note that most of our requirements are basic for any facility use, however there are a few that may be unique to Pilgrim Congregational Church:

- We do not allow use of church space sight unseen. If you and/or your organization are checking us out for the first time, please contact the office manager at the Church to make an appointment to see the facility before turning in an application.
- There are certain times of the season when space may not be available such as the two weeks before Easter and Christmas.
- We do not have space available for private social gatherings, parties or commercial ventures.
- No drugs, alcohol, tobacco and firearms are allowed in the Church building or on the Church grounds. Smoking is prohibited anywhere on the Church property.
- Everyone must read, sign and adhere to the [Pilgrim Safe Church Policy](#). *(Available online or by email request)*

RESERVING SPACE:

You are encouraged to call the office to check space availability as early as possible. We also recommend that you review the attached pricing.

If you are looking to schedule a meeting or music lessons, for example, you can [click here to download a reservation form](#). If you are looking to reserve space for a special event (wedding, etc.); click here to download the [special events reservation form](#). Or you may stop by the church, at 460 Lake Street, Oak Park, Illinois, to pick up a paper copy of either form. Feel free to call or email us with your questions.

You may submit your form via email, mail, fax, or in person. Note, your request cannot be considered until we receive your completed reservation request. Email is preferred.

Once your reservation is reviewed, the requested room(s) will be tentatively reserved until payment is received. All reservations are tentative until payment is received. Once payment is received the reservation will be confirmed by agreement between the Church and you.

All activities by Church and non-Church groups alike must be reserved and scheduled through the Church Office. Groups may only use the space reserved for them and only at the times scheduled and reserved. Groups should take care to request the actual space they would like to use.

Pilgrim Church reserves the right to pre-empt any reservation in cases of unexpected occurrences such as weather, physical damage, or fire emergencies. Notice will be provided as early as possible. Please also be aware of certain dates and times that are not available. These blackout dates include, but are not necessarily limited to Holy Week (Palm Sunday through Easter Sunday), Thanksgiving Day, Christmas Eve, and Christmas Day.

SPACE SETUP OPTIONS

Each space is unique, and those rooms where setup of tables and chairs are available may be limited to common style setups including auditorium, conference and classroom style. A description of the available spaces and layouts are included here.

Multiple spaces may be reserved.

All spaces have Wi-Fi access. Please be sure to provide your own laptop, as this is one equipment choice we do not offer.

KITCHEN & REFRESHMENTS:

Groups using the Fellowship Hall may use the kitchen at no extra cost for serving refreshments. **An extra donation will be included for use of the kitchen to prepare and cook food if use of the stove is needed.** Each group should provide all of its own supplies. Church supplies may not be used. If the kitchen is used, it must be cleaned thoroughly, and all trash must be placed in plastic bags provided and taken to the dumpster located at the back of our parking lot.

If refreshments are served in any space, you will be expected to clean all left over food and drink from the building. Spills should be cleaned up immediately and tables and chairs wiped off. **Food and refreshments may NOT be served or consumed in the Chapel or Sanctuary.**



"We don't know who designed the windows, but the subtle greens, browns and lavender create an elegant version of the diamond pane motif fostered by many shingle architects."

ACCESS:

The primary entrance at the 460 Lake Street Church building is from the Church's Lake Street parking lot via stairs or an exterior wheelchair lift. An alternate entrance from the Scoville Avenue portico may be arranged. Male and female restrooms are available east of the foyer entrance. An ADA compliant unisex restroom is available north west of the Pilgrim Memorial Chapel. In general, Pilgrim Congregational Church facilities are handicap and wheelchair accessible. The availability of the wheelchair lift MUST be pre-arranged.

A key(s) may be issued to the person responsible for or in charge of the activity. The key must be returned to the Church office within 48 hours following the event. Failure to return the key as requested might result in forfeiture of the deposit. Keys may not be duplicated.

PLEASE BE ADVISED -- Pilgrim Congregational Church reserves the right to pre-empt any facility use for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible. Blackout dates are dates that weddings, civil unions and special events cannot be booked due to extensive church activities. These include Holy Week (Palm Sunday thru Easter Sunday), Thanksgiving Day, Christmas Eve, and Christmas Day.

COURTESY:

As a courtesy to other groups/individuals using the Church building within the same period as your event, please be mindful that these spaces are not sound proof and noise carries. Communicate with the office manager and/or your assigned Coordinator about concerns or conflicts with sound or other disruptions.

PROHIBITED:

No drugs, alcohol, tobacco or firearms are allowed in the Church building or anywhere on the Church grounds. Smoking is prohibited anywhere on the Church property.

CHILDREN & YOUTH/SAFE CHURCH POLICY:

Children & youth are welcome at Pilgrim Church. Responsible adults must supervise all and youth at all times. It is the policy of Pilgrim Congregational Church to have more than one adult working with children and youth at all times. All children & youth must be supervised at all times. All children, youth, and volunteers must stay within the Church space agreed to in the contract. *Adult supervisors must be 18 or older and must be at least 5 years older than the children with whom they are working.* You are required to read, sign and adhere to the [Pilgrim Safe Church Policy](#). (Available online or by email request).



ACCIDENTS AND INJURY:

The Church is not responsible for any accidents that may occur on Church property to individuals attending programs or meetings in the Church property. Users reserving space will be held responsible for any accidents occurring as a result of the group's activities.

STORAGE/CLEANING/DAMAGES:

Groups should provide storage for their equipment or materials offsite due to limited storage facilities at the Church. The Church cannot be responsible for locating and holding items or materials that are left behind.

Normal cleaning is included in the building use fee. If janitorial services are needed beyond routine cleaning, each group will be billed accordingly. An advance cleaning charge may be required for larger group events.

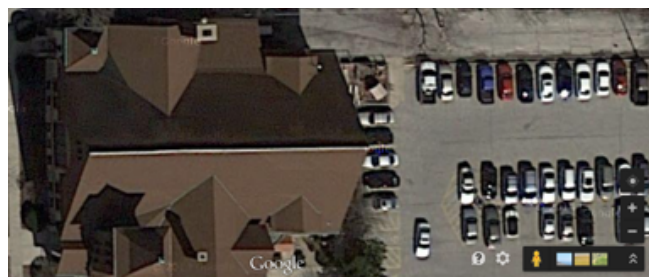
Any damages, which occur during a group's use of the building, must be reported as soon as possible to the Church Office and must be paid for promptly. Groups using the facilities will be liable for damage to church property or equipment due to negligence or willful misconduct.

PARKING:

Unsecured parking is available in the Church parking lot.

PROMOTIONAL MATERIALS:

All promotional materials must contain the statement **"This meeting/program is not sponsored by Pilgrim Congregational Church."** Use of the Church's logo without the Church's written consent could result in the cancellation of your reservation. Groups can not use the Church's telephone number as a contact point.



PERSONNEL SERVICES:

Some desired services for your event might necessitate special expertise and/or handling. You may request one or more of these services. Some of these services are included with Special Event bookings.

Pilgrim Special Events Coordinator/House Manager: If you are requesting space for a Special Event including concerts, weddings, etc. an individual functioning as the church's representative will be responsible for arranging, coordinating, and monitoring on-site delivery of services identified and agreed to by both parties. This is included with Special Events.

Sound System/Equipment Technician: If you are requesting the use of audio and/or video equipment or special lighting, you will need to have a Pilgrim technician to arrange, deliver, monitor, and trouble shoot the use of all equipment and services identified and agreed to by both parties. This service may require an additional fee.

Special Stage Crew: If you require special space layout including but not limited to stage extensions or risers, you will need to have a Pilgrim Crew set up and breakdown such furniture and equipment in advance of and following all events. This service may require an additional fee.

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Door Monitor/Wheelchair Lift Operator: If you expect attendance by individuals with special physical needs requiring use of the outside Wheelchair Lift, you will need a specially trained operator to operate the lift. This person will also be available for light security including addressing intoxicated or aggressive behavior, theft, and monitoring the facility and grounds during the event. This service may require an additional fee.

Nursery Child Care Staff: If childcare is requested, two trained Child Care providers will be required to supervise, entertain, and keep safe the children assigned to their care during an event. This service may require additional fees.

DEPOSITS AND FEES:

A non-refundable RESERVATION FEE will be charged to hold any space. The amount will be included as part of the overall charge. All reservations are considered tentative until payment is received. If you are a member of Pilgrim Congregational Church, or represent a local group or a not-for-profit organization please enquire about special rates. Refundable damage and key deposits are required. Please see the **Pricing Schedule** included in **Attachment A** for current rates.

PAYMENT:

Please be advised that the charges for space, services or equipment usage vary as delineated in **Attachment A**. All space users are required to sign an agreement that outlines expectations and obligations while using Pilgrim Congregational Church space. You may also be required to make refundable and/or non-refundable deposits.

Full payment is due no later than two (2) weeks in advance of the date your approved reservation is scheduled. Payment for multiple dates approved for a single event must be made as one (1) payment. Long-term lease payments are due on the first day of each month in advance. If payment is not received the room you reserved may become available for use by others. *You may pay via check or cash, by mail or in person.*

Requests made less than one (1) week in advance must be paid for at the time the request is made.

No part of your rental fee will be refunded if you cancel a confirmed event less than seven days before the scheduled date. Please be fully aware of this part of our policy.

The following pages have detailed descriptions of all spaces, services and equipment that may be made available for your use at a Pilgrim Congregational Church building and grounds. *Special pricing is available to local nonprofits; community groups or organizations as well as those with substantial involvement from Pilgrim Church members.*

AVAILABLE SPACES:

The following pages are designed to help you choose which space(s), services and equipment will likely fit your needs. In general, acceptable uses include classes, meetings, rehearsals, services, weddings, funerals, baptisms, receptions, special events, and concerts. If you are planning a wedding or civil union ceremony; funeral, memorial, or worship service at Pilgrim Church, please be advised that a meeting with the Senior Pastor, in advance, is required. This can be arranged through the Church office.

Please review this information carefully before submitting the Reservation Form. You may also check possible availability on the **PCCalendar460** without obligation. <https://www.google.com/calendar/embed?src=pccalendar460@gmail.com>

Please be reminded that you must visit in person and make any and all deposits that may be required before your reservation can be finalized.

PILGRIM CONGREGATIONAL CHURCH SANCTUARY

Pilgrim's Sanctuary is on the north wing of the building's main floor and was recently upgraded with new carpet and paint. Our historic Sanctuary, on the main floor, can seat over 500 people in 42 traditional church pews. When the east wall between the Sanctuary and the Parlor door are raised, an additional 60 people can be accommodated for a total of 560 people.

The Sanctuary offers spectacular acoustics, baby grand piano, electric organ, raised pulpit, and a 34-member choir loft with an attached semi-private choir room.

The Pilgrim Church Sanctuary is ideal for worship services*, weddings or civil unions*; funerals or memorial services; * music concerts and such other occasions as are appropriate to worship space such as classes, lectures or rehearsals.

- Minimum 2 hour reservation including time for set-up and cleanup as needed
- Maximum Sanctuary occupancy is 500, but can increase to 600 when the parlor, pulpit and church loft are included.
- Grand Piano
- Electronic Organ**
- Sound system***: 2 cordless handheld and headset¹, one stand, and 1 lectern microphones

Also available for use in this space:

- Music Stands (10)
- LCD Projector and Screen available***
- Stage Extensions and Risers***
- Wireless Internet Access
- Greeter Table(s)
- Setup Options: Permanent pews in Auditorium style separated in three columns of 14 pews each including one cut out for wheel chairs in the back of the east pew. Some cushioned pews and rocking chairs are available in the rear area for special needs and busy children. Two tables for material display and greeters may be located in the rear or just outside of the Sanctuary entrance in the narthex. Nursery accommodations may be available upon request.
- **FOOD AND BEVERAGES MAY NOT BE SERVED OR CONSUMED INSIDE THE SANCTUARY.**



* Requires approval by the Pilgrim Church Senior Pastor

** Requires pre-approval from the Music Minister

*** Requires oversight by the Pilgrim Event Coordinator

¹ to be purchased

PILGRIM MEMORIAL CHAPEL

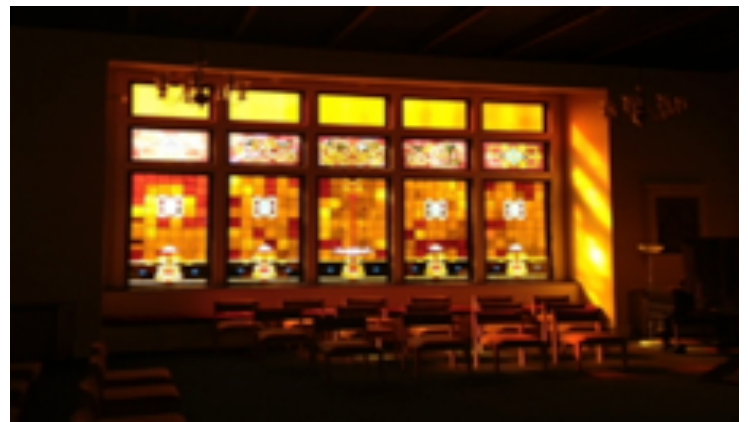
The Pilgrim Memorial Chapel was the Church's first sanctuary dating back to 1889 when the primary entrance was on Scoville. The Chapel is on the southern wing of the building's main floor. This space is highly flexible making it ideal for intimate gatherings in an enclosed location. The Chapel has excellent sound control, a raised pulpit, grand piano, and small pipe organ.

The Pilgrim Memorial Chapel is ideal for small worship services, memorial services, weddings and civil unions. It will also accommodate small concerts, classes, rehearsals, recitals, lectures or workshops.

- Minimum 2 hour reservation including time for set-up and cleanup as needed
- Maximum occupancy is 60
- Baby Grand Piano
- Small Pipe Organ
- Lectern w/out microphone

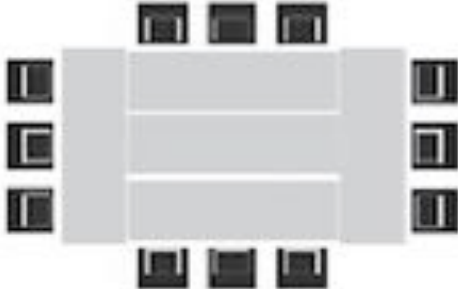
Also available for use in this space:

- 2 Easel Whiteboards with post it easel pad
- 6 to 10 Lightweight Tables
- Music Stands (10)
- 2 Easel Whiteboards with post it easel pad
- LCD Projector and Screen
- Wireless Internet Access
- Setup Options: Flexible space can accommodate up to 24 people, classroom style with 3 people per eight 6' rectangular conference tables facing forward; or 40 people, conference style with 5 people around eight 6' rectangular conference tables; or, up to 60 people with chairs arranged in auditorium style. Two tables are available for refreshments and/or material displays and/or greeters just outside of the Chapel entrance near two moveable coat racks.
- FOOD AND BEVERAGES MAY NOT BE SERVED OR CONSUMED INSIDE THE CHAPEL.



The stained glass windows in the Chapel were done by the Linden Glass Company, which did the windows in Frank Lloyd Wright's Dana House [Springfield], Robie House [Hyde Park] and Unity Temple [Oak Park]. The company was known for its European craftsmen and the jewel-like quality of its windows. The windows in this room have a geometric motif of the Aesthetic Movement. The bay and the windows were restored in 1998.

Standard Layout Options for Pilgrim Memorial Chapel, Parlor or Fellowship Hall



U SHAPE



CLASSROOM



THEATER STYLE



PARLOR

The Parlor was part of the Church's 1900 expansion and is surrounded by offices on the ground floor with Sunday school classrooms in the balcony. The Parlor is entered through swinging doors immediately across from the front Lake Street entrance in the eastern wing of the building's main floor. It can become a part of the main sanctuary when a wall is lifted.

The Pilgrim Memorial Chapel is a flexible space ideal for meetings, classes, workshops, recitals, or receptions.

- Minimum 2 hour reservation including time for set-up and cleanup as needed
- Maximum occupancy is 120
- Upright Piano

Also available for use in this space:

- A variety of chair styles
- 6 to 10 Lightweight Tables
- 2 Easel Whiteboards with post it easel pad
- Music Stands (10)
- LCD Projector and Screen
- Greeter Table(s)
- Wireless Internet Access
- Setup Options: Flexible space can accommodate up to 30 people, classroom style with 3 people per each of ten 6' rectangular conference tables in two columns of five tables facing forward; or 40 people, conference style with 5 people around eight 6' rectangular conference tables; or, up to 100 people with chairs arranged in auditorium style and stage seating for 6 at three 6' rectangular conference tables. For a reception style gathering, up to 120 individuals can be accommodated plus three 6' rectangular conference tables for refreshments and/or material displays.
- Also see Standard Layout Options on page 7 of this document.



ADULT EDUCATION ROOM (AER)

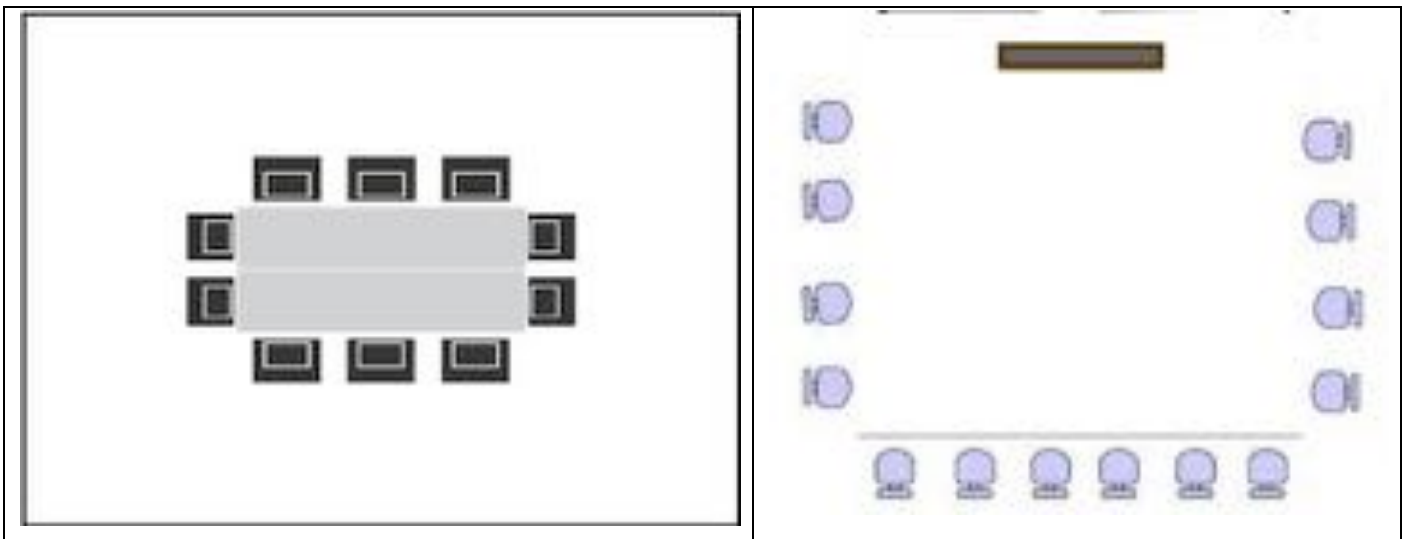
This small room is on the first floor behind the Parlor. It is flexible and ideal for a small group meeting, class or a private lunch.



- Maximum occupancy is 16
- Physical and sound isolation
- Flat Screen TV with DVD Player*
- 6 Lightweight Tables with cushioned chairs
- 2 Easel Whiteboards with post it easel pad
- Wireless Internet Access
- Setup Options: Flexible space can accommodate up to 10 people comfortably seated around two, joined 6' rectangular conference tables; or 16 people in chairs around the room with no tables.

* Requires approval of the Office Manager

Standard Layout Options for AER



FELLOWSHIP HALL

This open space is located in the lower level of the Church and can be accessed directly from outside through a rear door, an external wheel chair lift, internal stairs from the narthex of the main entrance or covered stairs from the east garden.

Fellowship Hall, also referred to as the Gym by some, is a very flexible room that is ideal for wedding and other receptions with buffet or restaurant style foodservice. A large kitchen is connected with sinks, refrigerator, and freezer, an oven, microwave and commercial coffee makers.

Because of its physical and sound isolation this is also an ideal space for band concerts; instrumental music and dancing lesson; or, exercise classes.

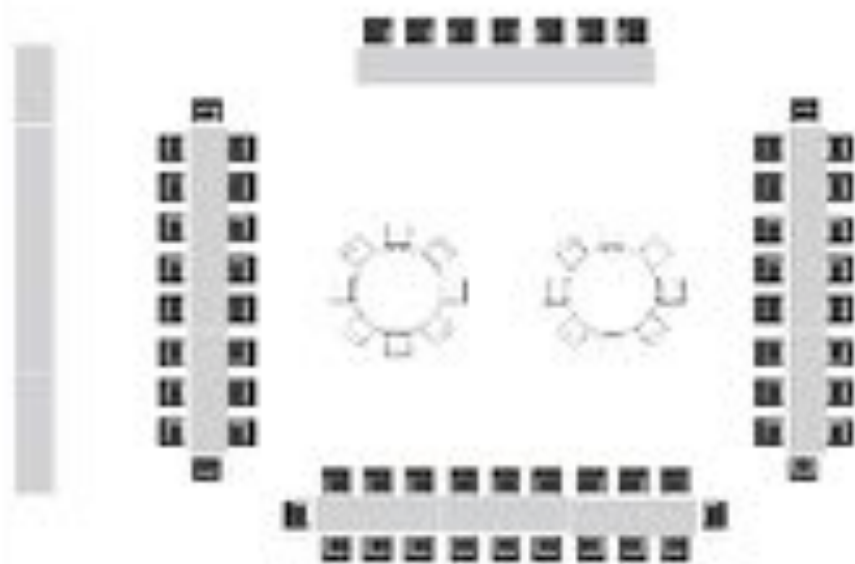
- Minimum 3 hour reservation including time for set-up and cleanup as needed
- Maximum occupancy is 200
- Physical and sound isolation
- Upright Piano

Also available for use in this space:

- 20 Lightweight Tables
- 2 Easel Whiteboards with post it easel pad
- Music Stands (10)
- LCD Projector and Screen
- Moveable Coat Rack (2)
- 1 Moveable Lectern
- Greeter Table(s)
- WI-FI Access
- Setup Options: Flexible space can accommodate up to 42 people, classroom style with 3 people at each of fourteen 6' rectangular conference tables facing forward; or 70 people, conference style with 5 people around twelve 6' rectangular conference tables; or, up to 128 people around 16 tables in restaurant style. For a reception style gathering, up to 200 individuals can be accommodated without seating with three 8' rectangular tables for refreshments and/or material displays.



Standard Layout Option for Fellowship Hall



- Also see Standard Layout Options on page 7 of this document.

Attachment A: Pilgrim Church Facility Pricing Schedule

SPACE USAGE <i>Hourly Rates in green</i>	Major Church wide Event (Concerts, Weddings, Civil Unions, etc.)	Worship, Memorial, or Funeral Service	Single Music Concert	Single Reception or Fundraising Event	Workshops, Recitals, Rehearsals, Meetings, or Classes	Any non-church use by Pilgrim members
FEES AND DEPOSITS						
<i>NON-REFUNDABLE RESERVATION FEE*</i>	\$100	\$50	\$30	\$30	\$30	\$25
<i>REFUNDABLE DAMAGE DEPOSIT</i>	\$75	\$75	\$75	\$30	\$30	\$75
<i>REFUNDABLE KEY DEPOSIT</i>	\$25	\$25	\$25	\$25	\$25	\$25
SPACES RENTAL						
Pilgrim Sanctuary (2 hour minimum)	\$575	\$150	\$100	x	\$50	@50%
Pilgrim Memorial Chapel (2 hour minimum)	√	\$150	\$30	\$30	\$30	@50%
Adult Education Room (AER)	√	x	x	x	\$20	√
Parlor (2 hour minimum)	√	√	x	\$30	\$30	@50%
Fellowship Hall (4 hour maximum)	√	\$30	\$30	\$30	\$30	@50%
Kitchen Stove (per event Nov. - May only)	√	\$40	\$40	\$40	\$40	@50%
Staffed Fellowship Hall Nursery Room (2 hr. min 4 hr. max)	\$80	\$80	\$80	\$80	\$80	\$80
Reserved Lot Parking (\$25 per hour, max. 80 spaces)	√	√	\$25	\$5	\$5	x
SERVICES AVAILABLE						
Pilgrim Special Event House Mgr.	√	\$25	\$25	\$25	\$25	x
Pilgrim Minister***	\$300	\$300	x	x	x	\$300
Pilgrim Choir w/Director (12 or more singers)	\$500	\$500	x	x	x	\$500
Director for Singing Group or Chorale	\$150	\$150	x	x	x	\$500
Pilgrim Solo Vocalists	\$125	\$125	x	x	x	\$125
Pilgrim Pianist	\$125	\$125	\$125	x	x	\$125
Pilgrim Organist (\$150 - \$225)				x	x	\$150
Other Musicians (\$50 - \$150)						
Door Monitor and Wheelchair Lift Operation	√	\$15	\$15	\$15	\$15	x
Sound/Lighting/Equipment Technician for Audio and/or Video	\$20	\$20	\$20	\$20	\$20	x
Wireless Internet Access	√	√	√	√	√	√
BASIC setup/breakdown furniture & equipment	√	√	√	√	√	x
SPECIAL Stage Crew (risers, extensions, etc.)	√	\$30	\$30	\$30	\$30	\$30
Nursery Child Care (min. 2 staff; max. 6 children)	\$50	\$50	\$50	\$50	\$50	\$50
EQUIPMENT AVAILABLE						
Sanctuary Grand Piano Use	√	√	√	√	√	√
Chapel Grand Piano Use	√	√	√	√	√	√
Parlor Baby Grand Piano Use	√	√	√	√	√	√
Fellowship Hall Upright Piano Use	√	√	√	√	√	√
Requested Piano Tuning (pre-paid)	\$80	\$80	\$80	\$80	\$80	\$80
Greeter Tables (2)	√	√	√	√	√	√
Easel Whiteboard (w/1 post it easel pad)	\$25	\$25	\$25	\$25	\$25	\$25
LCD Projector & Screen (free w/technician)	√	√	√	√	√	√
Sanctuary Lectern Microphone	√	√	√	√	√	√
Cordless Microphone & Stand (1) free w/technician	√	√	√	√	√	√
Corded Microphone & Stands (2) free w/technician	√	√	√	√	√	√
Special Lighting free w/technician	√	√	√	√	√	√
Music Stands (max. 10) free w/special set up	√	√	√	√	√	√
Stage Extensions free w/special set up	√	√	√	x	x	x
3 Level Stage Risers free w/special set up	√	√	√	x	x	x
Moveable Coat Racks (2)	√	√	√	√	√	√

Pilgrim Church reserves the right to waive any fee or charge for any reason. Special items and services such as Ushers may be arranged on a case-by-case basis

X = not available	Green is for hourly rate
√ = included with fee	Blue is for special attention
* = Deducted from rental	*** = Pilgrim Minister coordination required for weddings, civil unions and funeral services
** = @ 50% discount where available	

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√+ = long term fees negotiated on an individual basis per space used and purpose	
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