



SHRINE OF OUR LADY OF GUADALUPE
1170 North River Rd. Des Plaines, IL 60016
P. (847) 294-1806 F. (866) 895-8451
Email: info@santuarioguadalupe.com

PILGRIMAGE / FACILITY RENTAL FORM

Name of Person/Group Booking: _____

Name of Contact Person (If different from above): _____ Phone: _____

Type of Event/ Pilgrimage: _____ Fax: _____

Date(s) Required: _____

Time(s) Required: (Please make sure to include set-up and clean-up times)

From: _____ ☐ A.M. To: _____ ☐ A.M.
☐ P.M. ☐ P.M.

Estimated Number of Participants: _____

Will there be Children involved? * Yes ☐ No ☐ If yes, how many? _____

**Please be aware that the Shrine requires appropriate adult supervision for groups with children under 13.*

Will there be Senior Citizens, Handicap, or Children with special needs? Yes ☐ No ☐

Please indicate the space you will require during your visit:

___ Chapel of Saint Joseph – capacity for 1100

___ Marian Chapel – capacity for 250

___ Villa (Sto. Martin de Porres) & Porch capacity for 60

___ Tepeyac Center

Main Hall - capacity for 300

Rooms 7, 10, 12 & 13 – capacity for 10 - 15

Rooms 1 & 2 – capacity for 40 – 50

Room 14– capacity for 150 (this room contains a wall in the middle)

Rooms 5, 6, 9 & 15 – capacity for 20

Will you be having Mass during your event? Yes ☐ No ☐

Masses take place in one of our Chapels.

Please indicate the time _____

Will you be bringing your own Priest? Yes ☐ No ☐

If yes, what is his name? _____

If no, would you like to request our Clergy Service? _____

Mass will be in English ☐ or Spanish ☐ ? Other _____



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Please indicate below the equipment you will require during your visit:

☐ **Access to Wi-Fi**

☐ **Audio Sound System***

☐ **Projector ***

☐ **Screen***

**Does not apply to all spaces*

FACILITIES RENTAL FEES

There will be a rental charge for the use of the facility. There is also a standard, refundable deposit fee of \$300. This Security Deposit will be refunded in full, unless there is damage to the facility, or the rented area is not left clean. ***Security Deposit Fee must be made with a Credit Card at the time of booking the Event.***

Chapels

- **Marian Chapel** (*Capacity of 250*) - Donation of \$250
- **Chapel of Saint Joseph** (*Capacity of 1100*) – Donation of 350
- If a Mass is celebrated, a collection of donations is required for the Shrine of Our Lady of Guadalupe.
- Maximum time of the use of the Chapels is two hours.

Tepeyac Center

- Main Hall (*Capacity 300*) - \$400 for the first 3hrs.
- Two rooms (*Capacity 40-50*) - \$150 for the first hour.
- Four rooms (*Capacity 20*) - \$100 for the first hour.
- Four rooms (*Capacity 10-15*) \$75 for the first hour.
- One Room (*Capacity 150*) \$200 for the first hour.

The Villa

Sto. Martin de Porres & Porch (*Capacity 50-60*) - \$300 up to 4 hours.

- The rental for the Villa only during business hours.
- Every additional hour will be \$50 charge (*for the reservation of all rooms*)



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FACILITIES USE, POLICIES & PROCEDURES

PURPOSE

The Shrine of Our Lady of Guadalupe is happy to assist in making your pilgrimage and or event with you as spiritually enriching as possible. In order to help us be of service to as many pilgrims as possible, we would like to make explicit the following responsibilities for those using our facilities:

QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the facilities shall be given to Parishes and organized groups that are a part of a ministry, Archdiocesan Agency, or sponsored activities of the Shrine of Our Lady of Guadalupe.
2. The facilities and equipment of the Shrine of Our Lady of Guadalupe will be made available only to non-parishioner groups that meet the following qualifications:
 - A. Groups whose general objectives are in harmony with the principles and objectives of Shrine of Our Lady of Guadalupe.
 - B. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct stated herein.
 - C. Groups that are known to Shrine of Our Lady of Guadalupe. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.
3. The Shrine reserves the right to cancel any use agreement at any time if the group is not in compliance with the Shrine of Our Lady of Guadalupe Facilities Use, Policies & Procedures Guidelines.

INTERIOR USE GUIDELINES

NOTE: Parish/Agency/Organization/Group planning to use the facilities must meet with the Office Manager to finalize plans for set up and use of equipment BEFORE final permission will be granted.

- Groups are restricted to only those areas of the building and grounds it has reserved. Children must be always under adult supervision. They are not allowed to be or enter areas not reserved for their event.
- There shall be no drugs or alcoholic beverages allowed in the buildings or on the grounds.
- Smoking is prohibited inside facilities.
- Food and beverages will not be allowed in classrooms.
- At the end of your event all trash must be place in the provided garbage cans.
- Any group using a room must return tables and chairs and all equipment to their original position after use.
- Church equipment, tables, and chairs, etc., are available only by request. Classrooms, audio visual room will remain locked unless use is specifically requested.

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- Restrooms must be kept clean.
- There shall be no furnishings of any kind removed from the building. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc., from walls or windows, ONLY use Removable Poster Tape.
- All lights must be turned off upon departure. Please make sure no one else is in the building before leaving.

EQUIPMENT, FURNISHINGS AND SUPPLIES

1. Church owned equipment (tables, chairs, audio visuals) shall not be removed from the building.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. In the event of damaged or broken furniture or equipment, the group will be responsible for the cost of replacement.

SET-UP

1. Please review the space that's being rented prior to its use and indicate any damage of the space before your group arrives. (This includes building, audio/visual equipment and any other material being provided).
2. You may wish to plan ahead for set up. Be advised that the setup time must be included in your agenda.
3. You must inform the Office Manager ahead of time when you will be doing a set up for your event.

Note: Failure to leave the space in proper order may result in not refundable security deposit or additional fee for clean-up, and it may forfeit group's ability to have access to our facilities in the future.

EVENTS WITH YOUTH

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
- A responsible leader, 21 years of age or older, must be present during all hours of reserved use.
 - All youth groups require adequate adult supervision at all times.

VISUAL AND AUDIO GUIDELINES

1. The Shrine has limited services for sound systems. You are welcome to bring and are responsible for any additional sound system if your event requires it.
2. If our Audio/ Visual equipment will be used for your event, there will be a rental fee for the equipment being used.

Main Hall:

- PA System - \$50.00 (PA System includes wireless handheld microphone, loud speakers, auxiliary input from external audio player or laptop computer)
- Projector - \$25
- Wi-Fi Access is available on request free of charge.



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OPERATIONS

- 1) Building Access: You will be given access to the facility at the time of the event.
- 2) Building Hours: Facilities are available during the following hours:
9:00 AM – 4:00 PM (for all rooms)
- 3) Reservation Form, when a reservation request is made, the event will be put on the Shrine's calendar once the Office Manager approves the request the security deposit is received and the Meeting Request/ Rental Agreement Form are completed, signed, and returned to the Shrine of Our Lady of Guadalupe.
- 4) The Shrine reserves the right to have a representative present at any meeting/function held at the Shrine.
- 5) The Shrine will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
- 6) All groups/organizations agree to pay for any and all damages to premises and furnishing / equipment.
- 7) Use of the Shrine's facilities does not imply endorsement or sponsorship of the event in any way by the Shrine.
- 8) The Shrine of Our Lady of Guadalupe does not allow rental of our facility to any group intending to make money during the event at our facility.
- 9) Please be advised that the Shrine bears no responsibility in the event of an accident, bodily injuries or stolen items during your event or for the care of your group. Event organizers are fully responsible for care and well-being of their participants.
- 10) The contact person must call us two weeks prior to the event to make any final changes and make the final payment.
- 11) If you need to cancel the reservation it must do 2 weeks prior to the event and no security deposit will be refundable.

By my signature, I acknowledge that I have read, understood, and agree to the Facility Use, Policies, and Procedures of the Shrine of Our Lady of Guadalupe. I understand that failure to abide can result in cancelation of the event, forfeit of deposit and future request.

SIGNATURE OF AUTHORIZED APPLICANT

DATE

SIGNATURE APPROVAL OF RECTOR

DATE