



The First Congregational Church of Ann Arbor Current Rental Policies

(Applies to ALL Outside Rentals of the building. Policy Effective Date: June 5, 2008.)

- 1 **Safe Sanctuaries:** This is a "peanut and tree nut free" building. When planning your event, please do not bring any products or food into the church building that may contain any kind of nuts or nut oils.
- 2 Smoking, the consumption of alcohol, or use of non-prescription drugs is strictly prohibited on church property.
- 3 The church does have regularly scheduled piano tunings in June and December. If you want the piano tuned specifically for your event, there will be an additional charge of \$100.00. We will need at least 6 weeks advance notice to schedule this service.
- 4 There is **NO Parking** available at any time in the parking area behind the building. The parking lot may be used for unloading and loading only. The Maynard Street public lot is the closest parking structure to the church.
- 5 If you will need extra parking, meters around the church may be bagged for your use. For more details, please contact Republic Parking Systems, 324 Maynard Street, Ann Arbor, MI 48104. You may call Carol or Jada (JAY-duh) at (734)761-7235.
- 6 For any scheduled rehearsals, and up to a half hour before the start of your event, the **ONLY** doors that will be unlocked for your use are the double doors at the east end of the church parking lot.
- 7 Initial deposits are non-refundable.
- 8 Payment **IN FULL** is expected at least one week prior to your event. The First Congregational Church of Ann Arbor reserves the right to cancel any event where payment in full is not received at least one week prior to the event.
- 9 Our building is about 135 years old. If any unforeseen building repairs interfere with a previously scheduled event, we will make every effort to find a suitable replacement venue for your use. In the event that an alternative venue cannot be found, all payments received will be refunded.
- 10 The church building and specific areas used by you and your guests should be treated with respect and care appropriate to use of church property. You will be responsible for any damage to church property or equipment caused by you or your guests.

By signing this form, I acknowledge that I have read each of the above current building rental policies of The First Congregational Church of Ann Arbor and I understand them. I agree to comply with these policies and am solely responsible for any damages incurred as a result of these policies not being followed explicitly.

Type of Rental: _____

Date of Rental: _____

Renters Signature

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Renters Name Printed

Date