

**First Baptist Church of Ann Arbor
Building Use Agreement**

Date: _____
Contact Name: _____
Organization Name, if applicable: _____
Address: _____
Email Address: _____ Phone: _____
Space Requested: _____
Purpose of Use: _____
Number of People Expected: _____
Date/Time(s) Requested: _____
Room Set-Up or Equipment Requests: _____

The following policies apply to all individuals and groups using facilities of the church. Before the reservation is confirmed, an authorized representative of the requesting group must sign indicating understanding of and adherence to the provisions of this agreement including all applicable fees and deposits.

The following requirements apply to all individuals and groups using church spaces:

1. No drugs or alcoholic beverages are permitted on the church property. In keeping with state law, smoking is permitted in the parking area and outdoor spaces only, over 20 feet from building entrances.
2. Use of the organ requires permission of the Organist. Piano tuning, if desired for the event, is an additional fee payable in advance.
3. The Parking Lot is managed by AirGarage, through whom event parking may be coordinated.
4. All agreements must be renegotiated at the end of each agreement term.
5. Requests for additional space beyond that specified in this contract require separate negotiations. Groups should limit their use to only the space and date/times agreed upon in this contract.
6. **Facilities should be cleaned and left in original condition.** The renting group is financially responsible for any damage caused by anyone attending the meeting/event.

PLEASE NOTE: FIRST BAPTIST CHURCH RESERVES THE RIGHT TO DENY ANY REQUEST FOR ANY REASON, INCLUDING FAILURE TO OBSERVE THESE CONDITIONS OF USE. FIRST BAPTIST CHURCH IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED PROPERTY.

GUARANTEE:

The requesting group agrees to reimburse the First Baptist Church for any damage, other than that consistent with normal usage, resulting to the Church premises by the above agreement. Group also agrees to abide by the terms of the Building Regulations, as printed above.

(Signed) AUTHORIZED GROUP REPRESENTATIVE

(Please Print) AUTHORIZED GROUP REPRESENTATIVE

FOR FIRST BAPTIST CHURCH USE ONLY

Building use fee \$ _____

Cleaning/Damage Deposit (if required) \$ _____

Total \$ _____

Deposit (50%) to guarantee reservation \$ _____

Balance of Fee to be paid two weeks in advance to First Baptist Church of Ann Arbor \$ _____

ACCEPTANCE: The use of the premises described above is hereby authorized.

Date: _____

(Signed) Authorized Representative, First Baptist Church

- Work Order Completed (attached)
- Evidence of Insurance provided, if required