



**Thank you for your interest
in the First Baptist Church of Ann Arbor building and space!**

We are an inclusive and diverse community of faith, open and welcoming to all. We seek to communicate the good news of God’s love to others, to serve the poor and the stranger, and to be instruments of justice, reconciliation, and peace. In keeping with our purpose of providing a welcoming and inspiring place for seekers, believers, doers, and dreamers of all ages, several areas of our building and grounds may be reserved for use by members of the wider community.

Available spaces include:

	Area	Accommodates (approx.)	Furnishings
Sanctuary*		200	pews, piano, organ
Memorial Lounge*§		75	sofa, chairs, free standing chairs
Fellowship Hall*		175, with tables	stage, attached kitchen
Kitchen*		not a commercial kitchen	refrigerator, freezer, gas stove, ovens, dishwasher
Classroom 201B*§	500 sq ft	10-15	sofas, table and chairs
Classroom 202B*§	500 sq ft	10-15	piano, rehearsal space
Room 108*		10-15	sofa, chairs
Playspace§	1450 sq ft	20-30	children’s toilet, sink, toys
Playground			picnic tables, benches
Parking Lot		28 spaces	

*Accessible by elevator §Air-conditioned

Parking is available in a small lot in front of the church, on Washington Street. The lot is managed by AirGarage, through whom we coordinate event parking. Discounted or free parking should be requested at the time of the booking.

Wifi is available throughout the building.

All-gender restrooms are accessible by elevator.

As indicated above, only some spaces are air-conditioned.

Please contact the [church office](#) for further information.

The request for use of church spaces should be submitted on the [Building Use Agreement Form](#), either by [email](#) or mail to 517 E. Washington St, Ann Arbor, MI 48104. Staff will generally follow up within 1 week of the request. If terms are accepted, a signed copy of the Agreement form and 50% deposit must be received by the FBC Office at least 2 weeks prior to the rental date.

First Baptist Church of Ann Arbor Building Policy with Facilities Fee Schedule

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

1. Drugs or alcoholic beverages are not permitted on church property. In keeping with state law, smoking is permitted in the parking lot or outdoor space only, at least 20 feet from building entrances.
2. The building closes at 10:00 p.m. All groups must be out of the building by 9:45 p.m. or earlier, as negotiated in the agreement.
3. Space needs by FBC supersede use by non-FBC-affiliated groups.
4. Use of the facilities is generally limited to FBC groups on Sundays until approximately 1 p.m.
5. A church representative (i.e., FBC member, staff or sexton) must be present in the building during events.
6. Use of the organ requires permission of the Organist. Rehearsal times in the sanctuary must be cleared with the Organist's schedule. Piano tuning, if desired for the event, is an additional fee payable in advance.
7. The Parking Lot is available, provided that the event does not conflict with a scheduled FBC event. Spaces are managed by AirGarage, through whom event parking may be coordinated. Note that availability of parking spaces is not guaranteed.
8. All agreements must be renegotiated at the end of each agreement term.
9. Requests for additional space beyond that specified in the contract require separate negotiations. Groups must limit their use to the space and dates/times agreed upon in the contract.
10. Approvals of and fees for long-term rentals and space requests for large numbers (e.g., another congregation) will be addressed by the Board of Trustees. For long-term rental agreements, Evidence of Insurance may be required.
11. Facilities should be cleaned and left in original condition. A refundable cleaning deposit will be assessed for kitchen rentals. The renting group is financially responsible for any damage caused by anyone in the meeting/event, and a refundable damage deposit may be required.

Facilities Rental Fee Schedule

1. **Non-Profit Rentals that fulfill the mission of the congregation** - No Charge
2. **FBC Members and those sponsored by FBC Members** - No Charge
Includes student music recitals, student meetings, wedding or baby showers, and concerts.
Expectation is that the sponsoring FBC member will be in attendance.
Tuning of piano, if desired, will incur a fee (approximately \$150), payable in advance.
3. **Twelve-Step (Serenity) Groups**
National organizations recommend a minimum charge: \$1 per person per meeting
4. **General Rentals**

	0-4 Hour Rentals	4 to 8 Hour Rentals
Sanctuary*	\$200	\$400
Memorial Lounge	\$50	\$100
Fellowship Hall	\$100	\$200
Kitchen	\$50 plus \$50 cleaning deposit	\$100 plus \$50 cleaning deposit
Classrooms	\$50	\$100
Bride's Room	\$50	\$100
Playspace	\$50	\$100
Playground	\$50	\$100
Parking Lot events	To be negotiated	

Final fees, including refundable cleaning/damage deposit amounts, are contingent upon evaluation of the full scale of building use request.

Approved by First Baptist Church Board of Trustees
August 15, 2023