

All Saints' Episcopal Church Building Use Regulations

1. Usage Priority: Parish Sponsored Activities, Diocesan Sponsored Activities, Non-Profit, Social Service Groups, Churches, Non-Parish Events.
2. Smoking anywhere indoors is prohibited at all times. Smoking is allowed only outside the building. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may result in a cleaning surcharge.
3. The church parking lot is available for use during the time of your event, although other groups might be using the building and will also be permitted to park there. All fire lanes adjacent to the church must be kept clear at all times.
4. No musical instruments in the church sanctuary including , but not limited to the organ and piano, may be used without the express written permission of the Music Director. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc. Do not use piano or organ benches for anything other than their intended use. Tenants may be assessed a fee to repair any marks, nicks, scratches, or damage of any kind inflicted during tenant use of the building.
5. Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants in those areas. Each group will have a responsible leader, 21 years of age or older, as the group contact.
6. All Saints' is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, etc. unattended.
7. In the interest of security, the church staff may at their discretion, politely question those on the premises. Renters are also asked to politely question anyone who arouses their suspicions and to alert a church staff member and/or call the Oakland County Sheriff Department if they feel at all uncomfortable.
8. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
9. No food or beverages other than water are allowed in the Sanctuary except for sacramental bread and wine. Alcoholic beverages, excluding beer and wine, may not be served. Wine and beer may be served only with the consent of the Rector. If wine and/or beer is served, a non-alcoholic beverage must also be served and presented in an equally attractive manner.
10. At the conclusion of each event, upon leaving the building you must be certain that you have completed the sexton's check list and when applicable has been signed by the Sexton.
11. Gambling is not permitted.
12. Non-parish or Diocesan groups must provide the Event Coordinator with a certificate of Insurance for liability covering the organization using All saints' facility, prior to the event. This provision may be waived with approval of the Vestry and Rector.
13. No events may be scheduled during Holy Week.
14. There is an additional set of rules if you are renting the Kitchen.

I have read all the All Saints' Episcopal Church building rules and will be responsible for my group's abiding by them.

LESSEE:

Name and Title (please print)

Signature

Date