

Saint Nicholas Greek Orthodox Church
 3109 Scio Church Road, Ann Arbor, Michigan 48103
 (734) 332-8200 * fax (734) 332.8201 * http://www.stnickaa.org

RENTAL AGREEMENT FOR FELLOWSHIP HALL (NON-MEMBERS)

Date of Application: _____ Organization: _____
 Contact person: _____ Address: _____
 Contact Phone #: _____ Email: _____

Please indicate the details of your event below:

<i>Date</i>	<i>Event</i>	<i>Setup Time</i>	<i>Event Start Time</i>	<i>Event End Time</i> <i>(8 hour maximum rental. All events must end by 11 p.m.)</i>	<i># of People</i>

Will admission be charged? Yes No

Will food be served? Yes No *(If so, generally describe what will be served, where it will be prepared, and what church kitchen facilities, equipment, utensils, and dishes will be needed):*

Will alcohol be served? Yes No If so, will it be sold? Yes No

If so, is a copy of the liquor license attached to this agreement? Yes No
(A temporary liquor license is required if alcohol will be sold at the event or if there is an admission fee).

If insurance is required, is a copy of the policy attached to this agreement? Yes No

Rental Fee: \$550. Date Received: _____ Check No. _____
(Payable to Saint Nicholas Greek Orthodox Church. Must be received within 10 days of Parish Council approval).

Cleaning/Security Deposit: \$100. Date Received: _____ Check No. _____
(Payable to Saint Nicholas Greek Orthodox Church. Will be returned within 10 days of event, under the conditions that the facility was cleaned as outlined in the guidelines below).

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On behalf of my group/event, I have read the separate "Policies and Regulations for Use of Facilities" and the "Kitchen/Social Hall Use Guidelines" on the reverse side, and I agree to follow them. I also agree to be the person responsible for payment of all deposits and fees, and to pay them in full prior to the event. I also agree, on behalf of my group, to indemnify and hold harmless the St. Nicholas Greek Orthodox Church, and each of its employees, representatives, and agents, from any liability for damages to any person or property in, on or about the leased premises from any cause whatsoever.

Signature of Contact Person

Approved: Parish Council/Designee

Date Approved

Kitchen/Social Hall Use Guidelines

1. All access to the hall, prior to the day of the event, is limited between the hours of 9 a.m. – 3 p.m. and should be coordinated by contacting the church office.
2. All activities must be contained within the social hall & kitchen. No use of classrooms, hallways or outside grounds is allowed.
3. It is the renter's responsibility to setup and take down any tables/chairs used during the event.
4. All décor shall be removed after the event. Decorations cannot be stapled, taped, tacked or affixed to walls in any fashion. Tealight candles may be used but must be placed in votives.
5. Because of water use restrictions in accordance with our county permit, we may only have food prepared on-site a maximum of 4-5 times per year. These events are reserved for Church fundraisers. Accordingly, for your event, food should be cooked and prepared off-site to the maximum extent possible. The Church kitchen may be used for storage of the food in the cooler, preparation prior to serving (with use of the knives, utensils, preparation tables, and mixers permitted), and for reheating.
6. Both the volume of water and the grease quantities shall be minimized to the extent possible. Menus and preparation methods should seek to minimize water and grease use.
7. Renters are strongly encouraged to use single service (disposable) dishes, bowls, eating utensils, and drinking glasses and cups. China and silverware use shall be minimized.
8. Due to the conditional limitation for use of water issued by the Washtenaw County Health Department, use of the commercial dishwasher shall be minimal and only as necessary. If used, it should be fully loaded before it is run. Cooking and preparation utensils should be washed at one time in the three-compartment sink. Church cleaning materials may be used in moderate amounts. Use of "single service" flatware and utensils is strongly encouraged.
9. All surfaces, the oven, stove burners and microwave shall be cleaned and restored to the condition they were in before use. All dishes, pots, pans, mixers, and other utensils used shall be cleaned. All china, silverware and glassware, such as rental items, may be rinsed but should be returned to their racks to be cleaned off-site. The kitchen floors shall be swept and mopped. Church cleaning materials may be used for these purposes.
10. All unused food shall be removed from church facilities after the event.
11. All garbage and waste shall be bagged and placed in the receptacles provided.
12. The hall shall be swept broom-clean and chairs and tables replaced as they were found prior to the event.
13. The group shall also inspect outdoors to ensure that there is no litter from food, cups or plates, cigarette butts from unauthorized smoking, etc.
14. The group must ensure that lights are off and doors are locked upon leaving.
15. The person responsible for the rental shall check with the event supervisor present during the event, prior to leaving, to ensure that all regulations and guidelines have been followed, and that the facilities are restored in accordance with these guidelines.
16. The group acknowledges that there maybe charges for cleaning/custodial services and/or for damages if all regulations and guidelines have not been followed.