

Red Cedar Friends Meeting House Rental/Use Expectations

The total building occupancy maximum is 299 persons; the occupancy maximum of the Meeting Room and the Social Hall is 128 persons per room.

Any group using the Red Cedar Friends (RCF) Meeting House is expected to abide by all of the policies related to building use.

A person with authority for the renting group shall sign the RCF Rental Agreement and Liability Waiver/Indemnification Agreement, and shall provide a security deposit in advance specified by RCF. The security deposit will be returned upon completion of the specified rental agreement, less additional cleaning or damage costs.

All security deposit and rental fees will be paid prior to the rental date.

By applying for use of space, the renting group acknowledges that its activity is not sponsored by the Red Cedar Friends Meeting and agrees that it will not identify the Red Cedar Friends Meeting as a sponsor in any literature, advertising or publicity. Any publicity should specify the event as taking place at the "Red Cedar Friends Meeting House".

Renters are responsible for supplies, materials, equipment, and set up.

Renters must return the space to its original condition with furniture returned to its proper setting unless previously agreed otherwise.

Red Cedar Friends Meeting assumes no responsibility for materials left in the building by users.

To ensure compliance with fire and safety regulations, renters will take care to see that all exits are free of obstruction.

Renters are responsible for supervision and security of the building and its occupants during the event.

Renters are responsible for the supervision of all persons participating in the event.

There will be no alcohol, smoking, or gambling allowed anywhere in the building or on the grounds.

The use of candles and other open flame devices is prohibited in the building and grounds without prior approval.

The use of incense or other strong fragrances is prohibited in the building.

Persons attending the event shall be asked to refrain from using scented products (natural or not) such as perfumes, aftershave, lotions, body washes, shampoos, cosmetics, laundry soap, and fabric softeners.

Standing or walking on the building's furniture and built-in benches is prohibited.

Table or freestanding decorations are allowed. Any other decorations, posters, banners, etc. must have prior approval from an authorized representative of the Building and Grounds Committee.

Use of the piano must have prior approval from an authorized representative of the Building and Grounds Committee. If renters want the piano tuned, it is their financial responsibility, and they must choose the tuner normally used by Red Cedar Friends Meeting.

Use of the Kitchen must have prior approval from an authorized representative of the Building and Grounds Committee in advance of the event.

An authorized representative of Red Cedar Friends Meeting may terminate the activity immediately if any evidence of violation of these standards is observed.

LIABILITY WAIVER/INDEMNIFICATION AGREEMENT

I have received, read, understood, and agree to comply with the Red Cedar Friends Meeting of the Religious Society of Friends conditions for rental use of the Meeting House property. I hereby fully release and discharge the Red Cedar Friends Meeting, its officers and members, from any and all claims from injuries, including death, damage or loss, which may arise or which may be alleged to have arisen out of or in connection with the contracted event at the Red Cedar Friends Meeting House and Grounds.

I further agree to indemnify and hold harmless and defend the Red Cedar Friends Meeting, its officers and members, from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to, the general public, which may arise or may be alleged to have arisen out of, or in connection with, the contracted event at the Red Cedar Friends Meeting House building and grounds.

Signed _____

Date _____

**RED CEDAR FRIENDS MEETING HOUSE
RENTAL/USE AGREEMENT**

Name of Organization: _____

Address: _____

Contact person:

Name (please print) _____

Telephone (_____) _____

Email address _____

Room(s) included: _____

Purpose of use: _____

Date(s) of use: _____

Time(s) of use: _____

Rental Fee: \$ _____ Security Deposit: \$ _____

I have the authority to sign this agreement on behalf of the organization listed above and to bind the organization to the terms and conditions governing the use of the facility.

I assure that the organization listed above will be responsible to the Red Cedar Friends Meeting for use and care of Meeting's property during the activities covered by this agreement. I further assure that the activities will conform to those stated in this agreement.

I assure that the organization listed above will abide by the Building Use Policy, the Rental/Use Expectations and the Liability Waiver/Indemnification Agreement.

Signature _____ Date _____

Make checks payable to *Red Cedar Friends Meeting*
1400 Turner Street, Lansing, MI 48906

This section to be completed by the RCF Building & Grounds Committee

Remarks/special considerations:

Security deposit: \$ _____ Date received: _____

Rental amount: \$ _____ Date received: _____

Approved by (please print): _____

Signature _____ Date _____