

Congregational Summer Assembly

2128 Pilgrim Highway, Frankfort MI 49635

Use of Building, Room or Common Property Agreement

The Congregational Summer Assembly (CSA) allows limited noncommercial use of its buildings, rooms, and common property ("CSA Space") to persons or organizations that have an association with the CSA. Uses include meetings, memorial services, weddings, concerts, and educational presentations. This agreement between the CSA and "Property User" governs such use. The CSA Affiliate has completed the Request to Use CSA Space, attached as Appendix A, and such request has been granted, subject to the execution of this agreement.

DEPOSIT: There is presently no charge for the use of CSA Space and the CSA expects the space to be returned in the condition in which it was found. **A \$300 deposit is required** that will be applied if the space is not left in its original condition. This agreement does not include cleaning services or trash pickup. Occupants must remove everything brought into the space upon leaving, including decorations and trash. Floors must be swept, and sinks, counters, and tables cleaned as necessary. Failure to appropriately clean up will result in the deduction of cleaning costs from the deposit. Furnishings that are moved must be returned to their original locations and windows must be closed and locked. All lights, fans and appliances must be turned off.

CSA POLICIES

The following policies apply to CSA members, guests and tenants and can be found in the Assembly News. Failure to comply with the CSA Policies will result in the loss of your deposit and your event may be ended early by a CSA representative or the authorities. The Property User is responsible for notifying attendees of these policies.

DRUGS, ALCOHOL, AND SMOKING DEVICES: No alcoholic beverages, illegal drugs, smoking cigarettes or other devices, marijuana or intoxicants derived from marijuana may be used on CSA common properties and beaches. This includes the Crystal Lake and Lake Michigan beaches, the athletic field, all tennis courts, the Crystal View, all roads and public buildings.

FIREARMS: No firearms (concealed or otherwise) may be carried or used on CSA common properties and beaches.

VEHICULAR TRAFFIC AND PARKING: Speed limits are posted at 10 and 15 miles per hour on CSA grounds and 25 mph on South Shore. Pedestrians have the right of way. Please notify the CSA Managing Director if you expect a large number of vehicles for your event and you will be told where they can park.

QUIET HOURS AND FIREWORKS: Quiet hours are from 11 PM to 8 AM. No fireworks are allowed on CSA Common Property. This includes both the Crystal and Michigan beaches. All noise/music should be ended by 10:30 and the premises vacated by 11 PM.

DOGS must always be on a leash and owners must pick up after them. Dogs are not allowed on CSA beaches.

REQUEST TO USE CSA SPACE

The Property User and attendees shall indemnify and hold CSA and the CSA Board harmless from any and all liability arising out of the use of the CSA Space during their event.

Following your event, a CSA representative will inspect the CSA Space to determine that the expectations listed above have been met. If the inspection finds that the Space is in satisfactory condition, the check for the security deposit will be returned to the contact person listed above within 14 days.

This agreement must be signed and dated by both the CSA Managing Director and the Property User. This agreement may be canceled by either party by written notice no fewer than 30 calendar days before the event.

Next Step: Complete and return pages 2 & 3 to the Managing Director. amysomero.csa@gmail.com or mail to 2128 Pilgrim Highway, Frankfort MI 49635 and keep a copy for your records.

Name of Event/Purpose: _____

Building, room or Space you would like to reserve: _____

Date & Times (start to finish): _____

Number of expected participants _____

Additional information regarding set-up etc:

Additional Questions you have for the Managing Director:

Contact Information: PLEASE PRINT Full name and contact information for person hosting this event

User Name _____ Email _____

Mailing Address _____ Phone _____

REQUEST TO USE CSA SPACE (Continued)

I _____ agree to comply with the CSA Building Use policy for this event and will submit this completed form and my deposit check to the CSA Managing Director at 2128 Pilgrim Highway, Frankfort MI 49635.

User Signature

Date

Yes No My deposit check for \$300 made payable to the **Congregational Summer Assembly** is attached

Yes No I will bring my deposit check to the CSA office on (date) _____

Office Use Only

CSA Managing Director approval

Managing Director Name Printed

Managing Director Signature

Date

For Office Use Only:

Yes No Deposit Check Received Check Number _____ Date _____

Yes No Deposit Check Returned Method _____ Date _____

Notes: _____

Staff Responsible for Set-up _____