

FACILITIES USE AGREEMENT BETWEEN

Ward Church | 40000 6 Mile Rd. Northville, MI 48168-3956

PLEASE NOTE: Additional fees will be charged if you access the above listed rooms either prior to or after the times indicated in our agreement (\$25.00 per quarter hour). Any room preparation or decorating is to be conducted within the stated time frame. Additional fees will be charged if our custodial staff is utilized for unnecessary set up and clean up. Do not remove furnishings, chairs, tables, fixtures, etc. from the Creative Lab Rooms. Please be aware that additional groups and organizations will be using other portions of the facility during your event. Final authority regarding the occupancy of the facility and facility usage is retained by the Ward Church representative, Matt Bone.

Socks are required for kids AT ALL TIMES while playing in the structure.

No glitter, confetti, popper streamers, silly string, piñatas, balloons with filling, or tossable decorations are allowed in the Creative Lab rooms, Playscape room or Playscape.

No food or décor or drinks are allowed in the Playscape room or Playscape.

There is a 2-hour rental minimum required.

FOOD SERVICE

Food service may be provided by:

- Potluck/carry-in-food provided by family/friends conducting the event.
- All carry-in food and delivered food is welcome (i.e. pizza delivery, sandwich delivery, etc.)
- Private catering services are **prohibited**, and kitchen use is not available.
- No alcohol

Ward Evangelical Presbyterian Church does not provide food service support items such as ice, refrigeration, plates, cups, napkins, cream, sugar, or serving items. Food and beverages are NOT allowed in the Playscape or Playscape room itself. Water is permitted in the Playscape room and Playscape.

To uphold Michigan Food Safety regulations, TABLECLOTHS MUST be used when food is being served. This is your responsibility, and we thank you in advance for providing these for your party.

FACILITY CAPACITY

Room Capacity is posted in each room and may not be exceeded under any circumstances. Participants may be limited to a number less than that posted due to configuration of tables and chairs. **Max Capacity is 40 people** with tables and chairs.

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CUSTODIAL SERVICES

No glitter, confetti, popper streamers, silly string, piñatas, balloons with filling, or toss-able decorations are allowed in the Creative Lab rooms, Playscape room or Playscape.

Room set up is based on the number of children and adults attending your event: (Max. 20) Creative Lab B, (Max. 20) Creative Lab A, table seating is for children and adults. One (1) gift table and one (1) food table provided. Rooms will be set up in advance to allow the outside group access at the time reserved. Groups must vacate the assigned rooms promptly at the time reserved to allow the Custodial Staff to prepare the rooms for the next group.

Custodial services are provided for set-up of rooms and for general event support (i.e. maintaining and supplying rest rooms, etc.) Custodial services are not provided for receiving, set-up, tear-down, or loading and unloading of outside group provided equipment, displays, materials, etc. (Please contact the Director of Campus Services should you wish to negotiate for this assistance.)

All equipment, including extension cords, skirting, dollies, staging, signage, etc. is to be provided by the outside group unless specifically negotiated for in advance.