



BUILDING USE POLICY

- The Old Art Building and grounds may be used for cultural, educational, and social activities as well as for fundraising events. Any person or group wishing to use the property should inquire via email to info@oldartbuilding.com to receive a Building Rental Application.
- Under IRS Code, the Old Art Building — a 501(c)(3) non-profit organization — cannot engage in political or lobbying activities, which prohibits us from renting space for political events.
- The Applicant is responsible for: seeing that the building and grounds are left as they were found, turning off lights, cleanup, trash removal, and any expenses incurred by the OAB for maintenance or repair after the function.
- The Old Art Building is in a residential neighborhood. The use of this building for social events relies on respect for our neighbors and strict compliance with the rules and regulations. Music must end at 10 pm and premises vacated by 10:30 pm.
- OAB equipment must not leave the grounds. Tables can go outside, but upholstered chairs must remain inside.
- No cooking is permitted inside the building.
- No smoking in the building.
- No use of the fireplace.
- There shall be no unsupervised activities in the building or on the grounds. The Applicant or other responsible designee must be present.
- Tents must be set up/taken down between 9:00 am and 9:00 pm during your contracted rental hours. Tents with stakes are not permitted.
- The LCCC does not have storage space for the Applicant's materials. Any exception requires prior approval by LCCC's staff. LCCC is not liable or responsible for tents, tables, or other equipment brought on site. The Applicant is responsible for tent removal within contracted rental hours.

- The OAB staff is responsible for collecting security deposits, building use fee, and security deposit returns. The Applicant should meet with staff one week prior to the event.
- Permission must be obtained to fasten anything to the wall and tables.
- No staples, large nails, or screws allowed in the walls. **You may not drill or hammer into the wall. You may use tacks or small nails in existing holes with explicit permission from OAB staff.**
- In leasing its premises to persons or groups that intend to use the facility's film projection equipment, the Leelanau Community Cultural Center (LCCC) is not undertaking any efforts to determine whether the film(s), other visual materials projected, or the manner in which such performances are advertised or conducted by the lessee comply with applicable local, state or federal rules and regulations, including, without limitation, U.S. Copyright laws. The lessee represents to the LCCC that it will comply with all such laws and regulations and indemnify LCCC from and against any and all claims or causes of action arising out of or related to lessee's use of the film projection equipment.
- **The name of the LCCC or Old Art Building should not be used as presenting or sponsoring an event without advance permission of the OAB's director.** The renter is responsible for notifying the OAB of where and how the event will be promoted/advertised. ***All promotional materials must be labeled as an independently organized event.**

FEE & CANCELLATION POLICY

- A building use fee will be determined after the rental inquiry form is received, and final details are confirmed with the Applicant.
- The building use fee is forfeited if the event is canceled less than 60 days prior to the scheduled date.
- A security deposit is due one week prior to the event. This will be returned within one week of the event after property inspection and only if this Policy and the Application have been complied with and no damages have occurred.



ALCOHOL POLICY

- Alcohol can only be sold or served in strict compliance with: Michigan law; the regulations and requirements of the Liquor Control Commission; local ordinances; and the terms of this Policy and the Application.
- Your respective permit must be posted in the building during your event.
- In order to sell alcohol, the Applicant must obtain and provide to the OAB a Certificate of Insurance (COI), and ensure that your COI lists the minimum amount of \$500,000 that identifies the party renting the building as the primary insured for your event and the service of alcohol.
- If you serve alcohol at your event, you are required to obtain and provide to the OAB a Certificate of Insurance (COI), and ensure that your COI lists the minimum amount of \$500,000 that identifies the party renting the building as the primary insured for your event and the service of alcohol. You must use the Michigan L.A.R.A. website to determine if the sale of alcohol at your event requires a special permit from the State of Michigan Liquor Control Commission. **You, as the renter, are responsible both for determining if your event requires an additional permit, and providing the permit in advance of your event.**
- You can find the Michigan L.A.R.A. website link here: <https://www.michigan.gov/lara/bureau-list/lcc>

If you sell or serve alcohol at your event, by signing your rental contract with the Old Art Building you thereby agree to fully release and indemnify OAB, its officers, directors and employees from and against any and all claims or suits for damages of any kind by you, your guests or any other third-party arising out of or related to your event and sale or service of alcohol.