

Building Use Guidelines & Checklist

As Dewings Center rentals continue to be popular all renters need to do their part in keeping the building clean and ready for use by other renters and Center event staff. Please adhere to the following guidelines for building usage.

Thank you – we're glad you're here!

1. No smoking inside or within 30 feet of the building. Please help us protect this historic building.
2. Please enter and use only the spaces you have rented.
3. Please do not allow children to play or climb on the pulpit, altar, altar railing, etc.
Please be diligent. These historic items are over 120 years old, as are most things in the building.
4. As the sign indicates, the balcony is closed. Please do not ascend to the balcony.
5. No food or drink, except water, is allowed upstairs.
6. Please be mindful of others and our neighbors: Finish on time, and do not block driveways when parking.
7. Please do not use any equipment or supplies which are not yours.
8. Please do not leave or store property, including food and supplies, anywhere at Dewings Center.
9. Please do not attempt to fix anything. Contact us at the number below to report any issues or concerns, including small things like smells or a window that doesn't seem to close.

Checklist

1. Clean (with soap and water), rinse, and dry tables, kitchen counters, sinks, stoves, and coffee pot, after use. Clean any spills in the refrigerator. Wash, rinse, dry and put away any dishes and/or utensils that are used.
2. Take extra care to completely turn off the kitchen faucets to avoid staining the sinks.
3. Wipe down and unplug small kitchen appliances, such as the microwave and coffee maker.
4. Sweep the floor of Carlson Hall and the Kitchen. Mop if necessary.
5. Tidy the bathroom and make sure the toilet is flushed.
6. Ensure the dehumidifier is turned on with the hose draining into the floor drain (summer time).
7. Turn the basement heat down to 57F degrees.
8. Remove any and all decorations and signs. Regular Gatherings may **request** to install an outdoor sign.
9. Vacuum Upstairs Assembly Hall. Vacuum can be found in the library next to the filing cabinet.
10. Turn off all lights and ceiling fans.
11. Turn off and unplug the organ.
12. Close and lock windows, and lock the doors behind you as you leave. Push on doors from the inside to ensure they are latched shut.

The primary contact for special permissions, and for building urgencies or issues, is Kim Warden at 231-768-3519

Emergencies: In case of a life or building threatening emergency, call 911.



Space Rental Details

Renter: _____

Spaces Rented (circle and initial, Renter / Dewings Center):

Upstairs Assembly Hall _____ / _____ Library/Groom's Room _____ / _____

Carlson Hall _____ / _____ Meeting/Bridal Room _____ / _____ Kitchen _____ / _____

Rental Date(s) and Time(s): _____ Initials: _____ / _____

Special Permissions:

Special Instructions:

Dewings Center is not responsible for anything that is left behind or lost, or for stored items, including damage, theft, being thrown away, or being used by someone else without permission.

Initials: _____ / _____

RECEIPT		Date: _____
Received From _____	Amount	\$ <input type="text"/>
For Payment of _____		
From _____ to _____	Paid by <input type="checkbox"/> Cash	
	<input type="checkbox"/> Check No. _____	
	<input type="checkbox"/> Money Order	
Received By _____		

Facility Rental Rates. Rates subject to change.

Space Rentals

Inquire about possible monthly rates for daily or weekly rentals. Monthly rates are often available.

- Rates are different for paid events, large gatherings and weddings. Please inquire about rates for such events.

Friendly reminder: All spaces are rented separately, and no space is included with rental of another space.

Upstairs Assembly Hall – “The Sanctuary”

Residents: \$50 for 4 hours or less; Over 4 hours: \$100

Non-Residents: \$75 for 4 hours or less; Over 4 hours: \$150

Use of the piano and/or organ are by request and with approval.

Upstairs Meeting Room / Library / Groom’s Room

Residents: \$50 for 4 hours or less; Over 4 hours: \$75

Non-Residents: \$75 for 4 hours or less; Over 4 hours: \$150

Not included with Upstairs Assembly Hall rental, or rental of any other space.

As an addition to other space rental: \$25.00

Carlson Hall

Residents: \$50 for 4 hours or less; Over 4 hours: \$100

Non-Residents: \$75 for 4 hours or less; Over 4 hours: \$150

Carlson Hall Meeting Room/Bridal Room

Residents: \$50 for 4 hours or less; Over 4 hours: \$75

Non-Residents: \$75 for 4 hours or less; Over 4 hours: \$150

Not included with Carlson Hall Rental, or rental of any other space.

As an addition to other space rental: \$25.00

Kitchen

Rented as an addition to Carlson Hall or Carlson Hall Meeting Room rental.

Not rented alone. Not included with Carlson Hall rental, or rental of any other space.

\$25.00

Special Wedding Rate

LeRoy Area Residents (bride or groom must be a resident of LeRoy or Ashton): \$100, plus \$50 deposit

Non-Residents: \$500, plus \$100 deposit

Includes... The Upstairs Assembly Hall and Groom’s Room, and the downstairs Bridal Room.

Booking for the big day is for up to five hours, plus up to one hour the day prior for rehearsal.

Please note that due to the historical nature of the building we can allow only minimal decorating.

Also, the use of Carlson Hall - except for entering/exiting the building and accessing the bathroom and Bride’s Room - and the Kitchen are not included in our Special Wedding Rate. Inquire about including reception space.

Equipment Rentals - For duration of your Event, if available.

LCD Projector and screen: \$25.00

Sound System: \$20.00

LCD Projector, Screen and Sound System Bundle: \$40.00

Effective, Oct 2023

~ Be part of protecting this historic site ~

~ No smoking inside or within 30 feet of the building ~

~ No beverages, except water, or food allowed in any Upstairs space ~

~ Throwing of rice, potpourri, flower petals, etc., is allowed outside only ~

~ Enter and use only the space(s) rented. No spaces are automatically included with other spaces ~

~ No items (property, food/drink, supplies, etc.) may be left or stored ~

~ Please understand, should any of these be disregarded, any deposit will be forfeited and retained by Dewings Center, and the rental agreement may be terminated ~