DEWINGS CENTER

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. No glitter decorations or crafts.
3. Please enter and use only the spaces you have rented.
4. All rentals must end by 9pm as we are in a residential neighborhood.
5. Please do not allow children to play or climb on the pulpit, altar, altar railing, etc.
   Please be diligent. These historic items are over 100 years old, as are most things in the building.
6. As the sign indicates, the balcony is closed. Please do not ascend to the balcony.
7. No food or drink, except water, upstairs, please.
8. Please be mindful of our neighbors and do not block driveways when parking.
9. Please do not use any equipment or supplies which are not yours.
10. Please do not leave or store property, including food and supplies, anywhere at Dewings Center.

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 pot.
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. Turn the basement heat down to 57F degrees.
7. Turn off all lights and ceiling fans.
8. Turn off and unplug the organ.
9. Close and lock windows, and lock the doors behind you as you leave.

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.

DEWINGS CENTER

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 written approval only.

Upstairs Library/Groom's Room
Rented as an addition to Upstairs Assembly Hall rental.
Not rented alone. Not included with hall rental, or rental of any other space.
$20.00

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: $100
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: $20.00

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

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, Mar 2024

DEWINGS CENTER

~ *Be part of protecting this historic site* ~

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

~ No glitter decorations or crafts ~

~ No food or drink, except water, allowed in the Upstairs entry and spaces ~

~ 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 ~

DEWINGS CENTER

Space Rental Details

Renter: _____

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

Sanctuary _____ / _____ Library _____ / _____

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 happens to be left or for stored items, including damage, theft, being thrown away, or being used by someone else without permission.

Initials: _____/_____

RECEIPT **Date:** _____

Received From _____ **Amount** $

For Payment of _____

From _____ **to** _____

Paid by [ ] Cash
[ ] Check No. _____
[ ] Money Order

Received By _____