



GUIDELINES FOR BUILDING USE

1. The Crystal Lake Art Center building may be used for cultural and educational activities, and its use is allowed for groups whose activities are cultural in nature. Art Center activities take precedence in the schedule. Events must be scheduled with the Director during regular office hours, 10 a.m.-4 p.m., Monday through Friday. Any person or group wishing to use the property must submit an application form available at the office. A time must be set with the director to review this policy and set fees appropriate to building use. No commercial use is allowed.
2. Alcohol can only be served in strict compliance with Michigan law, the liquor control commission regulations and requirements, and local ordinances. The Crystal Lake Art Center, the City of Frankfort, and Benzie County shall not be held responsible for any infraction of the state liquor law. The applicant must obtain permits, and the appropriate license or insurance certificate must be posted in the building prior to the event.
3. The person submitting the application for building use is responsible for seeing that the building and grounds are left as found. The applicant is responsible for turning off lights, cleanup and trash removal. This person shall be responsible for any expenses incurred by the Crystal Lake Art Center for maintenance or repair after the function.
4. The User must comply with the following regulations:
 - a. The use of this building relies on respect for our neighbors and strict compliance with the rules and regulations of this community.
 - b. No cooking is permitted inside the building.
 - c. No smoking in the building.
 - d. Permission must be obtained to fasten anything to the walls and tables.
 - e. No staples allowed.
 - f. Equipment must not leave the premises. Tables and chairs must remain inside.
5. The Art Center does not permit storage of the user's materials. Any exception requires director/board approval. We are not liable or responsible for any equipment brought on site.
6. There shall be no unsupervised activities in the building or on the grounds. A Board or staff member or designee must be present.
7. The Director shall be responsible for collecting security deposits and building use fees, and for returning security deposits. The Applicant MUST meet with the Director prior to the event.
8. The name of the Crystal Lake Art Center cannot be used as presenting or sponsoring an event without permission of the board.
9. A building use fee of \$50 applies for non-art related groups and is due with the building use application.
10. A \$50 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 building rules have been complied with and no damages have occurred.
11. In the case of schools, art related and non-profit groups wishing to use the building, the Crystal Lake Art Center may waive the building use fee and security deposit. In such a case, a fee for building maintenance may be required.

Applicant's Initials: _____ Date: _____

Director's Initials: _____ Date: _____