

Genesis of Ann Arbor: General Policies for Facility Rental

1. A tone appropriate to the Temple and Church should be maintained.
2. Congregational use of the Genesis property shall take precedence over any other use.
3. The entire building is smoke free.
4. Items that are Genesis property may not be removed from the building.
5. Events involving young people must be adequately supervised by a minimum of two adults (age 21 or older) for each eight children. Children will not be permitted to roam throughout the building.
6. Prior approval is required if food or alcoholic beverages are served.
7. Applicable fees are those listed in the most recent fee schedule, available by contacting the Genesis Facility Coordinator
Phone: (734) 665-8883
Email: genesis7890@icloud.com
8. For special room setup, 48-hour advance notice is required, and custodial fees will apply.
9. To be listed on the daily directory schedule, 48-hour advance notice is required.
10. Unforeseen scheduling conflicts in any week may result in your group being assigned to another room. On rare occasions your meeting may be cancelled at the last minute due to a funeral.
11. Parking on the Genesis property is limited. Therefore, we kindly request that outside groups seek parking in the neighborhood. The Eastover Professional Center, located across the street, is available for parking after 6pm on weekdays and all day Saturday and Sunday.
12. The Genesis facilities are located at 2309 Packard Road. These facilities are the home of St. Clare's Episcopal Church and Temple Beth Emeth. DO NOT refer to these facilities as "The Genesis Center".
13. You may NOT imply in any newspaper listing, advertisement, or flyer that your group meeting/activity is in any way endorsed or sponsored by St. Clare's Episcopal Church, Temple Beth Emeth, or Genesis.
14. The sanctuary is restricted to worship services, weddings, funerals, and temple or church related concerts unless otherwise authorized by the Facility Coordinator, the Rabbi, or the Rector.
15. Excluding Church and Temple scheduled events and holidays, building rooms may be available for use:
Monday - Thursday 8:30 am - 10:00 pm
Friday 8:30 am - 3:00 pm
Saturdays 2:00 pm - 11:00pm (sometimes midnight)
Sundays 2:00 pm - 9:00 pm (Check with Facility Coordinator for availability)
16. Meetings must be concluded in time for all attendees to be out of the building at the designated closing time. This is to insure the safety of all.
17. Non-church/temple affiliated groups cannot store items in the building.
18. Please be aware that this is a public building that is used by several different groups. We cannot be held responsible for the damage or loss of any property. Please advise your group to be mindful of their valuables.
19. All outside groups using the building on a regular basis must reapply for usage each year.
20. Approval for usage is limited to the room(s) assigned to the user group.
21. No decorations, including candles or incense, may be used without prior approval. Nothing can be attached to the walls without prior approval.
22. Renters are expected to clean up after themselves.

These "Guidelines" are an amended version of the 12 page "Facility Use Policy" and are intended as essential information for anyone renting space in the Genesis Facilities