

**Ann Arbor Council of Traditional Music and Dance**  
**4531 Concourse Drive**  
**Ann Arbor, Michigan 48108**

## Activity Space Agreement

The Ann Arbor Council of Traditional Music and Dance (AACTMAD ) is proud to be a part of the Pittsfield Township and Ann Arbor communities and to be able to provide this space for your use. The Ann Arbor Council for Traditional Music and Dance, a non-profit foundation, is a participatory membership organization that enriches people's lives and sense of community through traditional music, dance, song, and related arts.

AACTMAD presents and supports events and programs that preserve living traditions of dance, music, and song, build community among the participants, and provide opportunities for healthy activity, fitness, and exercise. AACTMAD serves as a resource to other individuals and groups engaged in similar activities and as a facilitator for music, dance, and song activities that it does not directly sponsor.

It is our goal to create a usable, comfortable space for meetings, community music and dance events to serve the community and inspire creativity. To maintain the best possible facilities for our users, we provide the following checklist to be performed by our users following use of the Activity Space:

- Close all windows.
- Turn ceiling fan to low setting.
- Place all trash in outside dumpsters. Remove all trash from the space including lost and found items for your group. Be sure to check (a) the bathrooms (b) the entry area (c) the dance floor (d) the closets (e) the stage floor (f) the kitchen. .
- Sweep the dance floor and return chairs/tables to original place(unless other arrangements were made with the management). Use dust mops and brooms only. Do not use a wet mop on the dance floor.
- Sweep the kitchen and clean up spills and wet mop as necessary. Do not leave the floor sticky.
- Remove any of your food from the refrigerator, freezer, and oven. The kitchen is shared with other building tenants, and we want to remain good neighbors.
- Wipe all counters and tables, wash and put away all utensils, plates, etc, and rinse out sink.
- Turn off all lights.
- Close and lock all doors

I understand and agree to the following Conditions:

- No smoking allowed.
- No outside shoes are to be worn while dancing. When dancing, a second pair of clean dance shoes should be brought and changed into before dancing. For non-dance use of the upstairs space, shoes should be wiped off on mats at the entrance of the hall to minimize the amount of dirt and grit tracked into the hall.
- No tape may be used on the walls or ceilings to put up signs or decorations. (It pulls off paint).
- Users are responsible to set up and tear down all furniture arrangements and decorations for their event.

All of the above items must be performed immediately after each use so that the next renter will find the facilities in good condition. If the facility is found in good condition, your security deposit will be returned to you in full. It is up to the discretion of AACTMAD to determine if all or a portion of the security deposit will be forfeited. In addition, any damage to the hall will result in forfeiture of the security deposit. All decisions by AACTMAD regarding charges against the security deposit are final.

## Concourse Hall Rental Request

Ann Arbor Council of Traditional Music and Dance  
4531 Concourse Drive, Ann Arbor, Michigan 48108

Important: This is a REQUEST form only. A rental is not guaranteed until this form is signed by a representative of AACTMAD.

Date(s) requested (include day of the week, date, year)

Type of event

Number of attendees expected

Food – (i.e. using caterer, bringing food from home,...)

Start time:

End time:

Additional request:  Table linens (# \_\_\_\_\_ @\$6 ).  Use of wireless mic PA (\$25/event)  
 Full sound system (\$25/hr.)  Set up and take down (# chairs \_\_\_\_\_ @\$1/ea. # tables \_\_\_\_\_ @\$1)

Deposit Required: \$250.00

Rental fee:

This rental fee is due at least one month before your event. The rental fee is not refundable if you cancel less than 30 days prior to the event.

**Make checks payable to AACTMAD.** You may send both the deposit and rental fee at the same time to the Rental Manager (see below) or you may send the deposit check to secure the rental and then at least one month before your rental date you can mail the rental check. Your deposit money will be returned to you if all is in order in the hall after your event. **There will be a \$25.00 per hour charge for cleaning if it is deemed necessary by AACTMAD.**

Any questions contact the Rental manager. If not available, contact the other names listed below. If you are at the hall and have questions, there is a list of contact AACTMAD Members by the phone in the kitchen.

Facility Operations Chair  
Hal Breidenbach  
734 929-5526  
hal@breidenbach.net

Facility Rental Manager  
Gretchen Preston  
734-260-9027  
gretchen.preston@gretchenshouse.com

I have read, understood and agreed to the procedures and rules for the AACTMAD Activity Space

\_\_\_\_\_  
Signature of user

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of AACTMAD representative

\_\_\_\_\_  
Today's Date

Send to:

Gretchen Preston/AACTMAD  
4531 Concourse Dr.  
Ann Arbor, Michigan 48108  
734-260-9027  
[gretchen.preston@gretchenshouse.com](mailto:gretchen.preston@gretchenshouse.com)

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User Information

This form must be filled out ONCE by every facility user. Sign, date, and return this form to the AACTMAD Rental Manager together with the security deposit the first time you use the space. Subsequent uses do not require this form (unless your information changes).

\_\_\_\_\_  
Name of user

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Evening phone number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name of user's organization

\_\_\_\_\_  
Email address

Type of event

Date of event

Send to:

Gretchen Preston/AACTMAD  
4531 Concourse Dr.  
Ann Arbor, Michigan 48108  
734-260-9027  
gretchen.preston@gretchenshouse.com