



First United Methodist Church of Ann Arbor

WE SEEK TO FIND,
GROW, AND SEND DISCIPLES
FOR JESUS CHRIST

120 South State St. • Ann Arbor, Michigan 48104 • Phone 734/662-4536 • Fax 734/662-1321 • www.fumc-a2.org

STUDENT RECITAL POLICY

It is our wish that we make the downtown and Green Wood sanctuaries of First United Methodist Church available to university music students for recitals.

Our downtown sanctuary, located at 120 S. State Street, is a traditional church setting which can seat 600 people. A 42-rank Reuter organ or Yamaha grand piano may be made available for the recital with the pre-approval of our organist, Dr. Naki Sung Kripfgans. Our downtown location is handicap-accessible.

Our Green Wood location, at 1001 Green Road near North Campus, is a contemporary church in a wooded location. It features a smaller sanctuary, which holds approximately 75 people seated. A Kimball grand piano is available at that location. Other musical equipment at Green Wood is the property of the Green Wood band and is not available for use. Green Wood is not handicap-accessible.

The guidelines and the fee schedule below are subject to review and revision at any time.

Recital Rental Guidelines

1. **Recital rentals must be scheduled and approved at least three weeks in advance.**
Contact Adele Roy at (734) 662-4536 during regular business hours to begin the process.
2. **Recital rentals include one (1) rehearsal and the recital.** The total usage time allowed for the rehearsal and the recital combined is 5 hours.
3. **Recitals and rehearsals should be scheduled for the weekdays and weekday evenings.**
Weekend recitals *may, depending on availability of the space and custodial service*, be scheduled, but will require significant additional fees to cover staff expenses. These fees will be determined by the church staff according to the size of the ensemble, the amount of required set-up, and the size of the audience. *The fee schedule below includes some detail regarding these charges, but final cost is established on a case by case basis.*
4. **All rehearsals and performances must be scheduled so that the last person is out by 9 pm.**
It is essential that all performers, instructors, and audience members are out of the building on time so custodial can perform a security check.
5. **Storage space ahead of or after the recital is not available.**
6. **Full payment for the entire event is due 10 business days before the first rehearsal.**
The complete fee has two components: custodial and rental. *See Fee Schedule below for details.*
7. **Piano tuning, if desired, is the renter's responsibility and requires pre-approval** of Dr. Naki Sung Kripfgans (sungr@umich.edu) for the downtown location, or John Goodell (john@hearmeplay) for the Green Wood location. Scheduling must be confirmed through the church office, and payment must be made to the tuner directly.
8. **Recording equipment is not available** for use at either location.
9. **Receptions are not permitted** following downtown or Green Wood recitals.

(over)

Fee Schedule

1. **Rental fees.**
 - a. Recital Rental fee for downtown: \$200
 - b. Recital Rental fee for Green Wood: \$100
2. **Recital Rental fees may be reduced by performing for one or two Sunday services.** This possibility is determined by the Music staff, and must be worked out in advance of final billing. Specific rental fee reductions are as follows:
 - a. \$75 waved in return for performance on a Sunday with two services
 - b. \$50 waved in return for performance on a Sunday with one service (These are Sundays in July and August, and the last Sunday of December).
3. **The custodial fees.** These fees vary and are based on the amount of preparation required for the recital, and for the clean-up and resetting of the Sanctuary afterwards. Weekend recitals necessitate a custodian on-duty for the entire event plus time for a security check afterwards. Custodial fees below are basic guidelines only:
 - a. Basic fee for a weeknight performance: \$30
 - b. Weekend fee: \$30 x [length of stay + 1 hour], for example:
 - Recital length: 1 hour*
 - Set-up/warm-up: 1 hour prior to recital*
 - Visiting with audience/packing time afterwards: 1 hour*
 - Plus 1 hour for custodial security check = 4 hours, or \$120*
 - c. Additional fee for a combined audience and ensemble larger than 100 people: \$30 (applicable for downtown recitals only)
 - d. Additional fee for any movement of the Altar and/or other chancel furniture: \$90* (applicable for downtown recitals only) **This fee is doubled if the rehearsal and recital are scheduled with a Sunday in-between.*
4. **Piano tuning** costs are the responsibility of the renter.