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# *Policies for Ste. Anne de Detroit Church Rental*

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Ste. Anne de Detroit is a soaring, Neo-gothic style church located in Detroit. We are the second-oldest continuously-operating Catholic parish in the United States, founded in 1701. The current building, built in 1886, continues to serve a vibrant community of believers. Thank you for considering this beautiful facility for your special event.

The church building holds approximately 1,000 people. Bathrooms are located near the front doors, at the side of the vestibule. Ramps for those in wheelchairs, strollers, etc. are located at the side entrances. There is no air-conditioning in the building; large fans are available for use in the hot summer months. Parking is available in the lots around the building, as well as on the street. We do not have a security guard on duty. Guests who park their cars are encouraged to follow standard safety policies: lock the doors and leave valuables out of sight.

A microphone system is available, with speakers throughout the church. The church features both a historic organ and a piano for worship or performance. Guests are allowed to take photographs of the building for personal use, provided they pay proper respect to the space.

## Hours available

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Ste. Anne de Detroit is open for rental events during the following hours:

Monday – Saturday: 9:00 a.m. – 10:00 p.m.

Sunday: 2:00 p.m. – 10:00 p.m.

## Church rental procedure

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1. Call the parish to discuss date availability
2. Fill out Church Rental Request Form (at the end of this document) and submit a signed and dated copy to office via hand delivery, mail, or email
3. Documentation will be reviewed by parish
4. Parish will notify you within 5-10 business days if your event has been approved
5. 50% of a nonrefundable deposit is due within 10 days of event approval to secure your date

Events can be scheduled up to a year in advance.

## Fees

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Fees vary according to the nature of the event.

- **Guests interested in worshipping at the church** (Pilgrim groups, Mass mob type events, ethnic masses, etc.) – Use of the church is free; all worship must be according to the norms of the Roman Catholic church. A free will offering is requested to assist in the upkeep of the Shrine. Tours are also available for a small fee; inquire to schedule a tour guide when making your reservation.
- **Guests interested in tours** – Guided tours are provided by Ste. Anne de Detroit. Donation of \$3 per person is requested for the upkeep of the Shrine. Tours typically last between 40 and 60 minutes, depending on the size of the group, the questions asked, etc.
- **Guests interested in using the space for artistic purposes** (Choirs, musicians, etc.) – A fee of \$200 per hour assists in the upkeep of the Shrine, the use of the facilities, and necessary processing. There is an additional \$100 fee for insurance per event. Time spent for set-up and tear-down must also be included in the rental fee. Art featured at Ste. Anne de Detroit must be either sacred or culturally significant; no profanity or messages contrary to Catholic teaching are allowed. Merchandise sales are permitted in the back of the church for the profit of the group. If a free will offering is collected or tickets are sold, proceeds belong to the group.

#### Method of Payment:

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Check made payable to **Ste. Anne de Detroit**, delivered to the Parish Office by mail or hand delivery.  
[Businessoffice@steannedetroit.org](mailto:Businessoffice@steannedetroit.org).

Business Office  
Ste. Anne de Detroit  
1000 Ste. Anne St  
Detroit, MI 48216

Office hours:  
Monday – Friday  
9:00 a.m. to 4:00 p.m.

#### Cancellation Policy:

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The 50% deposit which secures your date is nonrefundable.  
No show – full charge.

#### Code of conduct

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- Ste. Anne de Detroit is a Catholic church and adheres to the teachings of the Catholic faith. Activities or messages contrary to the teachings of the Catholic faith are prohibited.
- Smoking prohibited in facilities
- Offensive language or behavior prohibited
- Set-up and take-down must be handled by the group
- No decorations that are taped/ stapled/ glued/ pinned/ nailed or similarly fastened

- Groups are responsible for cleaning up after themselves. Facilities and equipment must be left in excellent condition. Leaflets and programs must be removed; all trash must be placed in appropriate containers.
- Ste. Anne de Detroit assumes no responsibility for items, equipment, or decorations left at the facility.
- All local fire and safety regulations and state law relating thereto shall be complied with.
- Children under the age of 18 must be accompanied by an adult.
- Consumption of food or drinks in the church is not permitted. Food may be consumed in the plaza, at a local restaurant, or in our parish hall for an additional fee.

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## Church Rental Request

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Event Date: \_\_\_\_\_ Time requested: \_\_\_\_\_

Nature of event: \_\_\_\_\_

Approximate expected attendance: \_\_\_\_\_ Today's date: \_\_\_\_\_

Organization name (if applicable): \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_