

- A refundable security deposit of \$150.00 is due at the time of making your reservation (see cancellation policy). The deposit is a separate fee and not applied towards rental fees. Failure to pay the deposit in the time specified could result in cancellation of the reservation. The deposit will be refunded within four to six weeks if the facility and surrounding grounds are left in proper condition and time limits are to be adhered to as well as no other Parks Rules and Regulations are broken.
- All rental fees are due in full at the time of making your reservation.
- Fee schedule: Rental time **must** include set-up and tear down
  - \$200 for the first 3-hours
  - \$50 for each additional hour
  - Maximum daily rental fee of \$400
  - A \$25.00 per hour rental fee is charged for non-profit group **meetings** (Scouts, soccer groups, organized clubs, etc.) attended by fewer than 50 people.
- Building capacity: **124**
- Maximum number of tables and chairs reserved: **13 tables (8x3) and 124 chairs.**
- Electricity and outdoor grills available.
- The pavilion and restrooms are **smoke-free**. Please extinguish all smoking materials before entering the building and refrain from littering the grounds with cigarette butts.
- Decorations may be fastened to the building with adhesive tape, **zip ties and command strips** as long as it does not result in any damage to the building.
- When using the fireplace, be sure to open the damper before starting a fire. When you leave the building, turn the fireplace off and leave the damper door open.
- The facility is heated, but does not have air conditioning.
- To reach a Park Ranger during your rental time **only** call: (269) 998-7522.



### **Cleaning Instructions:**

- Tables and chairs must be cleaned off and stacked neatly in the storage room.
- Make sure grounds immediately outside the pavilion are litter-free.
- Decorations and tape should be removed from walls, tables and windows.
- Lights should be turned off at the end of the rental period.
- Garbage should be placed in the trash receptacles provided. All garbage should be bagged, tied and left outside the building by the main entry doors. Extra garbage bags are located in the southeast storage room.
- Floors should be left in proper condition – if you spill anything, please sweep and/or mop to make floors presentable.
- Lock all windows and doors.

**CANCELLATION POLICY:** The security deposit is Non-Refundable once made. Rental fees will be returned minus a \$10 administration fee, if canceled 1 month prior to your event. Any later cancellations will result in 100% forfeiture of the rental fee. In the event of inclement weather such as rain, thunderstorms, or tornado warning (warm temperatures do not count as inclement weather), every effort will be made to reschedule your reservation if desired (excludes all indoor facilities); otherwise, the cancellation policy will determine the amount of refund.

**RESCHEDULING POLICY:** Renters will be allowed to reschedule a reservation for indoor buildings up to 2 weeks prior to their original rental date if another date is available. This reservation must be completed by November 1 of the current year. A \$50 rescheduling fee will be required to be paid prior to the schedule change.