

# ODCMG Rental Policy

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## **GENERAL INFORMATION**

All rental activities must be consistent with the mission or “spirit” of the organization and may not interfere with its normal operations. The ODCMG reserves the right to decline rental to any group or individuals deemed to be detrimental to or a risk to, the ODCMG mission, facilities or its visitors. Rental activities must not endanger visitors, animals or the facilities on the ODC Nature Preserve. A renter must be at least 25 years old and stay on-site for the duration of the rental.

## **DOWN PAYMENT, CONTRACT, CANCELLATION AND REFUNDS**

A rental reservation is not complete unless a down payment and signed rental agreement have been received at the ODCMG office. For all rentals, the down payment is equal to half of the total rental contract. The down payment may not be refundable within ninety (90) days of the scheduled rental date. Notice of cancellations must be received in writing (letter or email) by the Outdoor Discovery Center Macatawa Greenway ninety (90) days prior to the event to receive a full refund. Acts of God and emergencies that require the cancellation of a rental will terminate the rental agreement without penalty to either renter or ODCMG.

## **PROOF OF INSURANCE AND SECURITY DEPOSIT**

A \$500 security deposit may be required in order to rent any of our facilities. This deposit may be made with a credit card that will not be charged or a check that will not be cashed unless an incident during the rental requires restitution. Checks will be returned within ten (10) business days after a post-rental assessment has been conducted by ODCMG staff. In addition, a proof of insurance may be required. Proof of Insurance will list the ODCMG as additionally insured and must be received at least five (5) business days prior to the rental date.

## **FULL RENTAL PAYMENT**

All rental fees must be received by the date of the scheduled rental. Cash, check and credit card payments are accepted.

## **RENTAL TIMES, SET-UP, TEAR-DOWN AND SITE ASSESSMENT**

All rental activities must be finished by 10 PM. Set-up, take-down and clean-up must be performed within the time set in the agreement. The ODCMG is not responsible for the set-up, arrangement, clean-up and take-down for a rental nor is it responsible for the removal of any extra items at the conclusion of the event. Any rental activities that extend beyond the agreed upon rental duration will have the renter incur additional rental fees at the rate of \$100 per one half (1/2) hour. These additional fees will be withdrawn from the security deposit.

All tables and chairs must be returned to the original storage location at the conclusion of a rental. If the facilities are not returned to an acceptable state, the renter may forfeit a portion or all of the security deposit. All rental generated trash must be disposed of by the group in the provided on-site dumpster. An ODCMG staff person will sign-off on the acceptable completion of clean-up at the conclusion of a rental. An assessment of facilities or rented materials will be made on the next business day resulting in the return of a security deposit, charging of restitution or an invoice for additional expenses incurred by the ODCMG following a rental.

## **CONDUCT**

Organizations or groups using the facilities are responsible for preventing boisterous conduct, profane and improper language, and other objectionable practices. All noise must be kept to a moderate level to minimize disturbance to wildlife and the Center's neighbors. Inappropriate conduct could lead to the immediate closure of an event and dismissal of a renter without return of rental fees and deposits.

## **ALCOHOL**

Prior arrangements **MUST** be made with the ODCMG if alcohol will be present at the event. In order for a renter to serve alcohol, the ODCMG must be listed as additionally insured under the renter's policy and that all liquor laws are followed. ODCMG reserves the right to not allow alcohol to be served at an event or, if alcohol was allowed without permission, to order the immediate closure of an event and dismissal of a renter without return of rental fees and deposits.

## **SMOKING**

The ODC Nature Preserve is a **NON-SMOKING FACILITY**.

## **FOOD**

A list of food vendors or caterers is available from the office that includes businesses that are approved to provide food services on our site. Renters may bring their own food but there is not access to cooking, cleaning or catering equipment. Damage done to tables or surfaces due to food warming equipment may forfeit in part or entirety a renter's security deposit.

## **DECORATIONS**

All decorations and lighting must be approved by ODCMG staff prior to use. No signs, banners, or other decorations that have been approved may be hung with tape or other material that will damage the facilities.

## **TRAILS**

Renters are welcome to utilize the ODCMG trails but they must be accessible to the general public. Trails and wildlife viewing areas are not closed to the general public during normal operating hours. No rentals can prevent the movement of the general public throughout the public areas of the ODC Nature Preserve during an event.

## **PETS**

Pets on up to six (6) foot leashes are permitted on the ODC Nature Preserve but must be kept at least 50 feet from wild animal enclosures.

## **OTHER ACTIVITIES**

The use of inflatables, water activity areas or additional materials and set-ups for rental participant activities must be approved by ODCMG before the rental day. We reserve the right to deny the permission for any activities not conducted by ODCMG staff.