



## Facility Rental Application

Complete this facility rental application and return it to the ODCMG office:

**Outdoor Discovery Center Macatawa Greenway, 4214 56th Street, Holland, MI 49423**

Date of application \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Time(s) of Event \_\_\_\_\_ to \_\_\_\_\_ Set-up Time \_\_\_\_\_ Tear-down Time \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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

Group planned activities \_\_\_\_\_

Programs/activities requested from ODCMG: \_\_\_\_\_

\_\_\_\_\_

Expected attendance \_\_\_\_\_ Expected group (circle all that apply) *children / adults / families*

Facilities requested: Discovery Pavilion / Founders Hall

### RENTAL APPROVAL AND COMPLETION

A representative from the Outdoor Discovery Center Macatawa Greenway will contact you as soon as possible to verify the proposed date is available for a rental. The ODCMG reserves the right to decline any application that does not coincide with the mission or spirit of the organization. Once approved, a renter should do the following to secure their reservation:

- Send in a down payment
- If required, submit a security deposit and proof of insurance
- Work with ODCMG staff to complete the "ODCMG Facility Rental Agreement"

### CANCELLATIONS AND REFUNDS

See the "ODCMG Rental Policy" document for complete rental information including cancellation and refund policies.