



ODC Network
4214 56th Street
Holland, MI 49423
616.393.9453
rentals@outdoordiscovery.org

Facility Rental Application

Complete this facility rental application and email or return it to the ODC Network office:

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 (i.e. family picnic, company party, etc) _____

Rental Location Requested (circle all of interest):

Discovery Pavilion (Outdoor Discovery Center)

Herb Eldean Education Center (Outdoor Discovery Center)

Dragonflies Learning Lab (Dragonflies Discovery Preschool)

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

Additional requests for the rental (i.e. treat trailer, portable speaker system, podium, etc) _____

RENTAL APPROVAL AND COMPLETION

A representative from the ODC Network will contact you as soon as possible to verify the proposed date is available for a rental. We reserve 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 a down payment (50% of rental agreement)
- If required, submit a security deposit and proof of insurance
- Work with ODC Network staff to complete the "ODC Network Facility Rental Agreement"

CANCELLATIONS AND REFUNDS

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