

- 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
  - \$125.00 for the first 3-hours
  - \$30.00 for each additional hour
  - Maximum daily rental fee of \$250
- Building capacity: **80** – first floor only.
- Cleaning supplies are located on the north wall.
- No kitchen facilities are provided.
- Tables and chairs are provided for 60 people. There are 12 eight foot tables.
- Electricity is provided. A small furnace provides heat for the winter months.
- No restrooms November-May.
- Rangers will unlock the building prior to your rental time. They will return after your rental to lock up.
- To reach a Park Ranger during your rental time **only** call (269) 998-7522.



**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.

