

- A refundable security deposit of \$50.00 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
 - \$50 per day
- The playground/picnic area is located on the north side of Garden Lane at the Interpretive Center. Use of these facilities are welcomed but not part of the rental.
- There must be at least two adults to assist children. Supervisory assistance is critical to the safety of children and the contents of the school.
- The outhouses are not functional. Bathrooms for student use are located at the lower level of the Hayloft and across the street.
- Items located in the Schoolhouse are of antique character. Please remind students that rough usage of desks and books can cause damage.
- Slates for student use are located on top of the bookshelf. The two slates located on the teacher's desk are original. **(Please do not let students use them.)**
- Tables are secured to the floor.
- The wood stove and oil lamps are for decoration only; do not attempt to light them.
- The television is only for viewing the schoolhouse video.
- The chalk wall map (covered by Plexiglas) is a *very fragile, original*.
- When leaving, please make sure to close all windows and doors and turn off all lights.
- Please make sure that everything brought with you leaves with you.
- The security alarm will be off when you arrive. Please do not let children play with the keypad, as certain buttons can notify the police of emergencies even if the system is turned off.
- 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 before 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, 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.