

THE HALL AND PARK

Overisel Community Youth and Recreation Center

Rental Agreement

- The building and park are available for rental to groups who must have someone 25 years old or older to both make the reservation and to be on site for the entire duration of use. That does not need to be the same person but, whoever the person or persons are must be listed as responsible parties on the rental form.
- This is a non-profit community building. We are not responsible for any harm, injury or damage during the arranged rental agreement.
- It is understood that renting The Hall does not automatically close The Park to the community nor does renting The Park close The Hall to other uses. It is expected that multiple activities will happen concurrently.

Fee Structure

The user fees are categorized into four tiers. The use of The Hall and of The Park are independent of each other and are rented at different rates. A full payment is required to secure a date on the calendar but, in some situations may be waived. This fee structure directly supports the facility's mission. For groups who wish to use any of the facilities regularly, on a long-term basis, contract rates may be negotiated.

The Hall

- 1. FAITH MILESTONE ACTIVITIES** • These are defined as activities that are organized by recognized organizations for the purpose of enriching kids' lives. (Included in kids' activities are baptism and profession of faith celebrations). Each use fee as of January 2015 is \$50.00 for a 4-hour block of time with a cleaning fee of no less than \$35.00 to be invoiced to the party of responsibility if the group doesn't properly complete the checkout checklist.
- 2. GROUP OR FAMILY ACTIVITIES** • This fee tier cost is \$75.00 for groups less than 50 people, \$100 for groups between 50-100 people, and \$150 for groups over 100 people, for a 4-hour block of time with a cleaning fee of no less than \$35.00 to be invoiced to the party of responsibility if the group doesn't properly complete the checkout checklist.
- 3. PARTIES** • There are 2 main categories under parties. Graduation Party, each use fee as of January 2015 is \$100 for a 4-hour block of time with a cleaning fee of no less than \$35 to be invoiced to the party of responsibility if the group doesn't properly complete the checkout checklist.

The second group is a Company Christmas Party, each use fee is \$200 for a 4-hour block of time with a cleaning fee of no less than \$35 to be invoiced to the party of responsibility if the group doesn't properly complete the checkout checklist. The use of sound is extra.

4. RECREATIONAL SPORTS TEAM PRACTICES • Free upon approval of dates and times.

5. COMMERCIAL • Defined as any activity in which money will change hands or business related meetings. This fee tier is to be no less than \$250.00 for a 4-hour block of time and will be determined on a case by case basis. A cleaning fee of no less than \$35.00 will be invoiced to the party of responsibility if the group doesn't properly complete the checkout checklist.

6. WEDDINGS • RECEPTIONS • This fee tier cost is \$500.00 for a 24-hour block of time for the use of the building with a cleaning fee of no less than \$35.00 to be invoiced to the party of responsibility if the group doesn't properly complete the checkout checklist.
• **This fee does not include the pricing for the use of the sound equipment.**

7. Activities that raise money specifically to support The Hall and Park are assessed no rental fee under the understanding that all revenue be provided in lieu of a regular rental fee.

The Park

Either parts of or the entire Park may be rented by groups under the same conditions listed for The Hall. It is available for rental Mondays thru Saturdays. Sundays are designated as open family play days. All Park rates are to be negotiated.

Other Fee considerations

Both The Hall and The Park may be set up for your special needs. A sound technician is required in order to use the buildings sound system. The basic cost for a sound technician will be \$45.00 set up fee plus \$18.00 per hour. Special sound equipment can be negotiated. If you wish to have tables set up for you, the fee will be a minimum of \$45.00 and will be negotiated. Obviously, if you need table setup and a sound technician you will encounter both fees.

How The Hall and Park Works

- Scheduled group use of the The Hall and The Park is by arrangement only. The Administrator may, at his or her sole discretion, limit the number of reservations that may be made at a time or may limit how far out in the future a reservation may be made. In general, non-contract reservations can only be made 180 days [6 months] in advance.

- A group wishing to use The Hall or The Park must schedule the facility with the Administrator whose contact information is listed near the front door of The Hall. Reservation fee is refundable up to 14 days prior to the scheduled event. For reservations cancelled 14 days or less before the reservation date, the reservation fee will become non-refundable.
- The Administrator will schedule the facility and help the user complete the use and deposit agreement.
- The use and deposit agreement will be included as part of the check out form. The check out form will consist of a list of items in the building and on the grounds whose purpose is to establish the condition of those items when the user group takes possession of the facility.
- It is understood that items broken or damaged by a user group will be repaired or replaced at the expense of the user or group renting The Hall and is at the discretion of The Hall and The Park Administrator. Users will be notified when the loss repair quotes are available and will be invoiced when repairs are completed.
- The check out form will detail access to keys, availability of restrooms and any other special situations related to facility use.

Limitations for The Hall and Park

- No Alcohol or Illegal Drugs in the Building or on the Grounds. Use of these will result in immediate eviction from The Hall, loss of all deposits and fees, loss of future use of The Hall and Park and possible notification of authorities.
- No Sunday Park Rentals. Reserved for Open Play.
- No Smoking in the Building or on the Grounds.
- No use of the sound or video equipment, stage, white board, loft, or kitchen facilities are allowed without written permission. [Part of the checkout form.]
- No use without some form of deposit arrangement.
- No parking or driving in the grass or on the paved sidewalk between The Hall and the church.
- Renters may not leave the facility without performing basic cleanup, shut down and lockup without incurring an extra charge.
- Closets and rooms marked off limits are not to be entered and items in those rooms are not to be used by renters without prior agreement.
- The Hall and Park are a wonderful resource provided by Overisel Reformed Church for the blessings and benefit of our community, so please use it with enthusiasm, respect, and care so that it will be here for generations to come.

For questions or reservations please contact the Overisel Reformed Church Office

269-751-8744 • overiselhall@gmail.com

The Hall and Park • 4201 47th Street • Holland • MI • 49423

Payment should be made out to

Overisel Reformed Church • 4706 142nd Ave • Holland • MI • 49423

Use and Fee List

- **FAITH MILESTONE ACTIVITIES [\$50/4 Hours] INCLUDE**
Baptism • Profession of Faith
- **GROUP/FAMILY ACTIVITIES**
Groups of Less than 50 People • \$75/4 Hours
Groups of 50-100 People • \$100/4 Hours
Groups Over 100 People • \$150/4 Hours
- **PARTIES**
Graduation Party • \$100/4 Hours
Company Christmas Party • \$200/4 Hours
- **RECREATIONAL SPORTS TEAM PRACTICES**
Free Upon Approval of Dates and Times
- **COMMERCIAL [\$250/4 Hours]**
Business Related
- **WEDDINGS/RECEPTIONS [\$500/24 Hours]**
Use of Sound is Extra
- 35 Available Parking Spaces
- Tables • Four 6' Banquet Tables • Three 8' Banquet Tables • 12 Round Banquet Tables
- 150 Chairs
- Sports Balls • Shuffle Board • Pool Table
- Coffee Pots [Bring Your Own Coffee and Filters] • 90 Cup • 42 Cup • 10 Cup
- Dish Cloths & Towels are Limited • Please Bring your Own
- Limited Utensils and Serving Dishes
- The latest time allowed is Midnight Unless Prior Arrangements are Made
- The Kitchen is NOT a Commercial Prep Kitchen
- The Hall and The Park are Rented Separately
- No Smoking or Alcohol Use Allowed in the Building or on the Grounds

THE HALL AND PARK

Overisel Community Youth and Recreation Center

PLEASE COMPLETE BEFORE LEAVING	CHECK WHEN COMPLETED
Vacuum Carpeted Areas • Entry, Steps, Loft and Stage	
Dust Mop Hall Floor • Shake Mop Outside	
Wet Mop Any Spilled Areas	
Clean Kitchen Surfaces • Counters • Stove • Microwave Inside and Out • Coffee Pots • Sink • Refrigerator	
Put Away Tables and Chairs You Set Up	
Put Away Sports Equipment	
Spot Check Bathroom toilets, sinks and floors	
Dump All Trash Bags in the Dumpster •Tie bag shut before placing in dumpster •Replace garbage bags in garbage cans	
Lock Doors/Lighting • Turn off all lights • Lock All Exit Doors • Deadbolt the Front Glass Door • Exit Through the Kitchen Door Locking with the Push Button Knob	

Please sign, date and leave this form on the counter after the cleaning has been done. Thank you for renting The Hall. We hope you will consider renting again. If you have any comments, please email them to overiselhall@gmail.com. If you have any questions contact Lori @ 616-218-5239.

NAME	DATE

