

# THE HALL AND PARK

## Overisel Community Youth and Recreation Center Rental Agreement

- The building is 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.
- The individuals renting The Hall must agree to abide by all Executive Orders relative to COVID-19 in effect at the time of the rental. ORC Ministries reserves the right to cancel the reservation due to circumstances beyond its control and will issue a full refund in that event.
- 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 completed Reservation Form, payment in full, and \$50 cleaning/damage deposit with self-addressed stamped envelope are required to secure a reservation and must be received in the office a minimum of three business days before the rental. 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** • Included are baptism and profession of faith celebrations. The rental fee is \$50 for a 4-hour block of time. A separate \$50 cleaning/damage deposit is required at the time of reservation. If the renter/responsible party fails to properly complete the closing procedures or there is evidence of damage, the cleaning deposit will not be returned. If the renter/responsible party properly completes the closing procedures, the deposit will be available for you to pick up within 1 week of your rental or you should provide a self-addressed/stamped envelope for us to return the deposit to you.

**2. GROUP/FAMILY/GRADUATION ACTIVITIES** • The rental fee for groups of 1-100 people is \$125.00. The rental fee for groups of 101-150 is \$175.00. The rental fee for groups of 151-200 is \$225. All rentals are for a 4-hour block of time. A separate \$50 cleaning/damage deposit is required at the time of reservation. If the renter/responsible party fails to properly complete the closing procedures or there is evidence of damage, the cleaning deposit will not be returned. If the renter/responsible party properly completes the closing procedures, the deposit will be available for you to pick up within 1 week of your rental or you should provide a self-addressed/stamped envelope for us to return the deposit to you.

**3. COMMERCIAL** • The Hall may not be rented for purpose of financial gain, (i.e., real estate auctions, benefit auctions, business meetings, etc.) without the permission of ORC Ministries. 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 separate \$50 cleaning/damage deposit is required at the time of reservation. If the renter/responsible party fails to properly complete the closing procedures or there is evidence of damage, the cleaning deposit will not be returned. If the renter/responsible party properly completes the closing procedures, the deposit will be available for you to pick up within 1 week of your rental or you should provide a self-addressed/stamped envelope for us to return the deposit to you.

**4. ORC Ministries** reserves the right to rent The Hall to groups or regular attenders of ORC outside of the previously specified rental descriptions if The Hall is not being rented. These rentals are for the purpose of limited access of the facility. A \$35.00 cleaning/damage fee is assessed for each of these incidents/situations.

## **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.

## **How The Hall and Park Works**

- Use of The Hall and Park is by reservation only through Overisel Reformed Church at [overiselhall@gmail.com](mailto:overiselhall@gmail.com) or 269-751-8744. Reservations can only be made 180 days [6 months] in advance.
- 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. In the event of inclement weather, a complete refund will be provided, or an opportunity to reschedule will be offered.
- The renter will be provided a check out form at the time of rental. This form will consist of a list of items necessary to conclude your event. If the renter/responsible party fails to properly complete the closing procedures or if there is evidence of damage, the cleaning deposit will not be returned. If the renter/responsible party properly completes the closing procedures, the deposit will be available for you to pick up within 1 week of your rental.
- 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 Property Committee. Users will be notified when the loss repair quotes are available and will be invoiced when repairs are completed.

## **Limitations for The Hall and Park**

- No Alcohol or Illegal Drugs in the Building or on the Grounds. The use of these will result in immediate eviction from The Hall, forfeiture of rental, loss of future use of The Hall and Park and possible notification of authorities.
- No smoking, no confetti, no water balloons are allowed in the building or on the grounds. No animals are allowed in the building.
- The audio/video equipment is not available for rental use.
- All renters must stay off the stage.
- 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 or their cleaning deposit will not be returned.
- 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 is 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.

## **General Information**

- 35 available parking spaces. If more spaces are needed, you may park in the church parking lot.
- Tables • One 6' banquet table • Five 8' banquet tables • Twelve 60" round banquet tables
- 150 chairs
- Basketballs
- Coffee Pots [Bring Your Own Coffee and Filters] • 14 Cup
- Dish cloths, towels, and utensils are limited • Please provide your own
- The latest time allowed is 10:00 pm unless prior arrangements are made
- The kitchen is NOT a commercial prep kitchen
- No smoking or alcohol use allowed in the building or on the grounds, or animals in the building
- Do not use the stage

**For questions or reservations please contact the Overisel Reformed Church Office**

**269-751-8744 • [overiselhall@gmail.com](mailto:overiselhall@gmail.com)**

**The Hall and Park • 4201 47<sup>th</sup> Street • Holland • MI • 49423**

**Payment should be made out to**

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

# THE HALL AND PARK

Overisel Community Youth and Recreation Center

PLEASE COMPLETE BEFORE LEAVING	CHECK WHEN COMPLETED
Clean tables, chairs, and any other equipment with all-purpose cleaner and rags, and put away in proper place	
Clean kitchen surfaces with all-purpose cleaner and rags <ul style="list-style-type: none"><li>• Counters</li><li>• Stove • Microwave Inside and Out</li><li>• Coffee Pots</li><li>• Sink</li><li>• Refrigerator</li></ul>	
Sweep main hall with dust mop	
Sweep kitchen with broom/dustpan	
Mop up any spills in main hall, kitchen, and bathrooms	
Empty trash cans (including outside cans, if used) <ul style="list-style-type: none"><li>• Tie bag shut and place in dumpster</li><li>• Place new bag in trash can</li><li>• No need to empty bathroom trash cans</li></ul>	
Lock Doors/Lighting <ul style="list-style-type: none"><li>• Lock exterior door by men's restroom, kitchen door and north gym door</li><li>• Turn off all lights (restrooms and side hallway will turn off automatically)</li><li>• Exit through the front door leaving it unlocked</li><li>• Call or text custodian to notify them when you are out. They will lock the front door remotely.</li></ul>	

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](mailto:overiselhall@gmail.com). If you have any questions contact Tim Halstead (616-218-2588) or Lori VanDussen (616-218-5239).

NAME	DATE

