



WEST MICHIGAN RESEARCH STATION

Serving Oceana, Mason, & Newaygo Counties



BUILDING RENTAL POLICIES & PROCEDURES

Facility Use Application:

- A signed Facility Use Agreement is required to book reservations.
- Reservations accepted on a first come first served basis.
- Parties of the Facility Use Agreement must be at least 21 years of age.
- Facility Use Agreements are available from Patricia Parsons at pparsons@petersonfarmsinc.com.

Main Hall Cancellation:

- Upon User Group cancellation within 72hrs of event, 100% of the rental fee will be due within 30 days after scheduled event.

Rental Fees:

- Refer to attached schedule for list of rental fees and cleaning fees.
- Payment methods are accepted by Check or Money Order.
- All Business/Community Rental Fees:
 - 100% of Rental and Cleaning fee will be due 30 days after the scheduled event.
 - Upon User Group cancellation, see Main Hall Cancellation policy.

Rental Rules and Regulations:

- Business/Community Rental regular hours are Monday through Friday between 7am – 8pm depending on availability.
- After hours is Monday – Friday 8pm-12am beginning or ending of an event or Saturday and Sunday 7am - 12am and will have additional service fee.
 - National Business holidays will fall under the After Hour Rates
- Set-up begins at the agreed upon start time for the rental period. Early delivery of supplies is not permitted outside of agreed upon time unless otherwise approved. Set-up for Large Community Events may be available the evening before upon request and availability. Please ask the event coordinator when submitting your reservation.
- All items brought into the facility by the renter are to be removed by the end of the rental period.
- If self-cleaning is elected by Non-Profit and Sponsor groups, all West Central owned equipment made available and used by the rental group must be thoroughly cleaned. ***This includes tables, chairs, kitchen facilities, floors, sinks, restrooms, and hallways. Cleaning supplies are available. Ask staff for supplies.***
- Main Hall rental includes access to table, chairs, kitchen space, and outdoor gazebo area.
- Kitchen may not be used to cook or fully prepare meals. **Heating up or maintaining heat purposes only.**
- Renter must provide their own liquor license or hire a licensed bartender.
- ***It is the responsibility of the rental group to set up and move furnishing as desired. Renters will be responsible to replace all furnishings to their original position before leaving the facility.***
 - If Station staff needs to arrange the room to a layout prior to event or will arrange furniture after an event is concluded a \$100 service fee will be added to rental cost.
- Sticky notes and stick pad papers on walls or windows are allowed with non-marring tape. No tacks, staples, glue or similar.
- Renters must keep their guests in the areas rented and out of other spaces in the building and property.
- **All minors** on the premises **must always have** adult supervision.
- Event participants must park in designated parking areas only.