



WEST MICHIGAN RESEARCH STATION

Serving Oceana, Mason, & Newaygo Counties



BUILDING RENTAL POLICIES & PROCEDURES

Facility Use Application:

- A security deposit (as necessary) and signed Facility Use Agreement are required to book reservations.
- Reservations accepted on a first paid/first served basis.
- Parties of the Facility Use Agreement must be at least 21 years of age.
- Facility Use Agreements are available upon from Erin Thomas at erinlthomas22@gmail.com.

Main Hall Security Deposit:

- 100% of the security deposit is due at time of submitting the Facility Use Agreement to secure the facility and reserve a date.
- Security deposit is refunded, contingent upon the condition of the building following the rental period.
- Security deposit refunds will be processed within 10 days of the rental period.
- Upon User Group cancelation, 100% of the security deposit will be forfeited.

Rental Fees:

- Refer to attached schedule for list of rental fees, cleaning fees, and security deposit.
- Payment methods are accepted by Check or Money Order.
- Main Hall Private Party Rental:
 - 100% of Rental fee will be due 30 days before the event. If less than 30 days to the event, 100% of rental fees will be due at time of booking.
 - Upon User Group cancelation, rental fees paid to date will be forfeited.
- Board Room Rental:
 - 100% of rental fees for the Board Room will be due within 90 days of the event. If less than 90 days to the event, rental fees will be due at time of booking.
 - Upon User Group cancelation, 100% of the rental fees may be applied towards a future event date.

Rental Rules and Regulations:

- Rental hours are between 7AM – 12AM depending on availability.
- 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 agreed. Set-up for Main Hall Private Party Rentals may be available the evening before upon request. 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 gazebo area.
- Kitchen may not be used to cook or fully prepare meals.
- Renter must provide their own liquor license or hire a licensed bartender. Portable bars may be available for a rental fee upon request.
- If additional facility cleaning is required by West Central, it will be deducted from the security deposit.
- 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.
- Decorations 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 have adult supervision at all times.
- Event participants must park in designated parking areas only.



Fee Schedule:

	Rental Fee October - April	Rental Fee May - September	Cleaning Fee	Security Deposit Due at Booking
Main Hall				
Private Party Main Hall Rental - Saturday	\$ 1,200 ⁽¹⁾	\$ 1,600 ⁽¹⁾	\$ 150	\$300
Private Party Main Hall Rental - Friday & Sunday ⁽⁴⁾	\$ 1,000	\$ 1,000		
Private Party Main Hall Rental - Founder Price	\$ 900 ⁽¹⁾	\$ 900 ⁽¹⁾	\$ 150	\$300
Non-Profit Main Hall Rental	\$ 300 ⁽¹⁾	\$ 300 ⁽¹⁾	⁽³⁾	
Sponsor Main Hall Rental	n/a	n/a	⁽³⁾	
Board Room				
Private Party Board Room	\$ 300 ⁽²⁾	\$ 300 ⁽²⁾	\$ 90	
Private Party Board Room - Founder Price	\$ 125 ⁽²⁾	\$ 125 ⁽²⁾	\$ 90	
Non-Profit Board Room Rental	\$ 125 ⁽²⁾	\$ 125 ⁽²⁾	⁽³⁾	
Sponsor Board Room Rental	n/a	n/a	⁽³⁾	

(1) Main Hall Rental Fee: 100% due within 30 days of event.

(2) Board Room Rental Fee: 100% due within 90 days of event

(3) User Group may elect to clean the facility or pay \$90 cleaning fee.

(4) Hourly rates may be available