

# **Adventure Point**

## **Rules and Regulations for Space Rental**

### **i. Introduction**

Rental spaces for Public use and Scouting use are encouraged at Adventure Point. We have outdoor facilities including campsites and adventure activities that can be booked, options for school groups and corporate rental space for small meetings and larger conferences. We have catering and beverage options available for groups using our indoor facilities, and staffing options for those who would like to enjoy outdoor areas.

### **ii. General Campus Rules**

- 1. No Smoking cigarettes, Vapes, recreational or medical marijuana use of any kind, this is a smoke-free campus, if you must smoke please do in designated areas, away from doors and activities**
- 2. No illegal drugs**
- 3. No unauthorized firearms, weapons or fireworks**
- 4. All vehicles must be parked in designated parking spaces, not on lawns or in program areas**
- 5. Outdoor fires should only be lit in designated areas**
- 6. Place all trash in trash cans or dumpsters remember to “leave no trace”**
- 7. Do not dig tent trenches or key hole fires**
- 8. Pets are not permitted**
- 9. Service animals are permitted on property**
- 10. Any decorations or equipment brought into the facility must be removed**
- 11. No Alcohol allowed unless approved by facility use permit**

### **iii. Indoor Facility Rental**

- 1. Please see Room Rental Request form for specific room rates and space capacity for each rental space**

2. If damage occurs, your group will be billed to cover the cost of repair or replacement of the damaged property.
3. If rental spaces require additional cleaning following an event a standard cleaning fee of \$100.00 will be applied
4. Catering rules and regulations
  - a. Adventure point has a preferred caterer that can be booked for your event
  - b. Food is permitted in the rental spaces, it is the responsibility of the renters to clean all areas so that all food traces are removed
  - c. If cleaning is required, a fee will be charged
  - d. Outside catering or food delivery is permitted with notice, and requires a kitchen rental fee
  - e. If group uses a catering partner for food delivery no kitchen rental fee is required.
  - f. Beverages are permitted in all meeting rooms
5. Corporate rentals
  - a. Corporate clients are required to turn in the following before their event
    - i. Rental Request/ Hold Harmless Agreement
    - ii. Certificate of general liability insurance
    - iii. Payment
  - b. Outdoor Adventure Point activities available during scheduled hours and can be included in rental, guests will be required to sign an additional liability waiver for some activities
  - c. Payment is due 14 business days before event
  - d. Non-Profit groups are entitled to a discount of 20% off for Adventure Point rentals
6. Private and Scouting Affiliate Rentals
  - a. Private and Scouting affiliate clients are required to turn in the following before their event
    - i. Rental Request/ Hold Harmless Agreement
    - ii. Payment (payment varies for different group affiliations)

- b. Outdoor Adventure Point activities available during scheduled hours and can be included in rental, guests will be required to sign an additional liability waiver for some activities
- c. Payment is due 14 business days before event
- d. Scouting groups are entitled to a discount of 50% off for Adventure Point rentals
- e. If a Scouting member would like to rent for a non-scouting related event the Scouting discount may not be applied

## 7. Cancellation Policies

- a. Adventure Point fees are final except in a limited number of circumstances (see listing below) where a refund may be granted. Refunds may be given only if the following circumstances are brought to the Adventure Point Administration. Registrants that cancel their event 30 days or more prior to the event date will receive a refund of the total registration fee less a 15% administrative service charge. No refunds will be given for cancellations made less than 30 days prior to the event date. Any/all refund requests must be made within 30 days of the rental date.
- b. If the Adventure Point or Michigan Crossroads Council or National Boy Scouts of America or any agency that has contracted with the Council cancels an event, the Council will issue a full 100% refund (including any Deposit Money).

## iv. Outdoor Adventure Rentals

- 1. Outdoor areas that are available for rental include Yurts, Camp sites for tent camping, and pavilion space, please review the Outdoor Adventure Request form to see details about pricing.
  - a. All renters are required to clear the areas that they used to “leave no trace”
  - b. All fires must be put out completely
  - c. If additional cleaning is required, the rental group will be billed a standard cleaning fee of \$100
- 2. Private and Scouting affiliate Rentals

- a. Scouting groups may apply a 50% discount to outdoor rental options (yurts, camp sites, and pavilion space)
- b. There are no discounts permitted for activities (Soaring or Leadership adventures)

### 3. Cancellation Policies

- a. Adventure Point fees are final except in a limited number of circumstances (see listing below) where a refund may be granted. Refunds may be given only if the following circumstances are brought to the Adventure Point Administration. Registrants that cancel their event 15 days or more prior to the event date will receive a refund of the total registration fee less a 15% administrative service charge. No refunds will be given for cancellations made less than 15 days prior to the event date. Any/all refund requests must be made within 15 days of the rental or activity date.
- b. If the Adventure Point or Michigan Crossroads Council or National Boy Scouts of America or any agency that has contracted with the Council cancels your event, the Council will issue a full 100% refund (including any Deposit Money).

### 4. Weather Policies

- a. In the event of inclement weather Adventure Point reserves the right to cancel outdoor adventure activities.
  - i. Activities will be rescheduled with no cost to the rental group if the group wishes to cancel instead, they can receive a 100% refund for their activities because Adventure Point has canceled their event.
- b. If there is inclement weather those individuals renting camp sites yurts or pavilions should follow standard safety procedures and may take shelter in designated shelter areas.
- c. If a rental group chooses to cancel their reservation for outdoor adventure rental areas, standard cancellation policies will be implemented.

### v. Alcohol Policy

- 1. The purpose of this policy is to ensure public safety and to maintain a safe environment for all Adventure Point guests and employees, and to make sure Adventure Point abides by all

state and federal laws and regulations regarding alcohol consumption. This policy pertains to all employees and guests of Adventure Point and the DeVos Family Center for Scouting.

2. Employees are prohibited from reporting to work under the influence of alcohol.
3. Alcohol is not permitted to be served or consumed if youth occupy the building anywhere. If a guest appears to be under the influence of Alcohol in the presence of youth patrons, that guest will be asked to leave the property, and if the behavior persists without leaving the authorities will be contacted. If any guests are acting unruly, aggressive or otherwise inappropriate they will be asked to leave the property, and the authorities will be contacted if the behavior continues and the individual refuses to leave.
4. Alcohol is only permitted to be served inside the main building only (the DeVos Family Center for Scouting) and when no youth are present in the building. Alcohol may not be served outside of the DeVos Family Center for Scouting on Adventure Point Property without Scout Executive approval.
5. Alcohol is permitted to be served at Adventure Point for Council events when in compliance with the Alcohol Policy and approved by Scout Executive.
6. Alcohol is permitted to be served at Adventure Point for private events when the below criteria have been met and the rental group is in compliance with the Alcohol Policy:
  - a. Alcohol is served by a licensed bartending service (cater/bartending company w/ alcohol serving license)
  - b. The licensed bartending service must provide a copy of their:
    - Alcohol Serving License
    - Liability insurance listing Adventure Point as covered by the policy
  - c. Rental group must sign hold harmless and rules of use/rental request
  - d. Rental group must rent kitchen space when using an outside catering service for food or alcohol service