

**HIS PLACE RENTAL POLICY**  
989-463-1676 hisplacealma@gmail.com

Date of Rental: \_\_\_\_\_ Times: \_\_\_\_\_

Contact Person (21 yrs or older): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rooms Requested: \_\_\_\_\_

Contact Person is responsible for the following:

1. Rental fee due before time of rental.
2. Supervise proper use of all equipment
3. Be prepared to handle emergencies
  - a. Location of first aid kit and blood born pathogen bucket
  - b. Contact emergency personnel- 911 / Steve Karp 989-326-3440
  - c. Location of fire extinguishers
  - d. Location of emergency exits
  - e. Location of A.E.D.
4. Understand that office area and storage closet are not available for use.
5. No bicycles or rollerblades allowed in the building.
6. No pets.
7. No alcoholic beverages.
8. Helium balloons must be tied down.
9. Respect time limits of rental.
10. Clean tables and chairs in Family Room, counters, stove and kitchen equipment used.
11. Game Room usage:
  - a. Game Room to be supervised by an adult at all times.
  - b. No food or drink in Game Room.
  - c. Turn off all games including air hockey table.
12. Gym usage
  - a. Bring separate gym shoes to play on the gym floor.
  - b. No dunking or hanging on rims.
  - c. No food or drink on gym floor (except for banquets/open houses.)
  - d. Clear, non-staining punch only.
  - e. Music must be appropriate- Christian or non-swearing/suggestive messages.
  - f. No metallic confetti.
13. Before you leave:
  - a. All equipment is to be returned where it was found.
  - b. Check bathrooms/locker rooms for lights, items left behind.
  - c. Turn off ceiling fans & all lights.
  - d. Leave key under office door.
  - e. Lock all exits and confirm they are locked by pushing and pulling on the doors.

I have read and understood the above rules and regulations and agree to abide by them. I agree that I am financially responsible for any damage incurred to the equipment and the building and contents during my rental.

I will not hold His Place liable for any injury that may occur during my rental.

Any cancellation must take place within 72 hours of event or deposit will not be refunded.

Contact Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

His Place Director Signature: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_

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Entry Doors