



320 East Main | Zeeland, MI 49464 | Direct: 616.748.3230 | Fax: 616.748.3234
Office Hours: Monday-Thursday 8:00am-4:30pm, Friday 8:00am-4:00pm

Facility Rental General Policies and Procedures

Facility use rental reservations are issued in accordance with the policies established by the Zeeland Public Schools Board of Education.

A completed Facility Rental Application must be submitted to Zeeland Recreation for approval a minimum of two weeks prior to event start date. (Exception: For competitive events, a minimum of 60 days prior to event start date is requested.)

Only facilities included on the rental application may be used and attendees must remain in designated areas. Attendees cannot arrive earlier or stay later than the reserved time.

School facilities are not available on holidays.

Applicants must be at least 18 years of age to be considered for a building use request.

All activities must be supervised by a responsible adult or adults. In all cases where minors are present, a sufficient number of chaperones must be present, a minimum of one for each 25 minor.

Groups applying for Category 1 fee rates must consist of a minimum of 80% in-district participants.

Rental fees shall be paid in advance of the use of the facility unless otherwise approved by Zeeland Recreation. Fees must be submitted to the Zeeland Recreation office. Fees may be paid by cash, check or credit card (Visa, MasterCard, Discover or American Express). Fees are non-refundable.

If a rental is cancelled due to inclement weather, an attempt will be made to reschedule rental, if facility is available. If facility is not available and rental cannot be rescheduled, a full refund will be issued.

Due to inclement weather, Zeeland Recreation may close or restrict use of facilities to ensure the safety of the attendees and to prevent damage to the fields. Please view our Inclement Weather Policy in its entirety here.

Food and drink may only be consumed in cafeterias and multi-purpose rooms. Food and drink is prohibited, with the exception of water, in all other locations. When using gyms for athletic purposes (including elementary), proper gym footwear must be worn.

Alcoholic beverages, controlled substances and weapons will not be permitted on school property. Use of tobacco is prohibited on school grounds and in all building as prescribed by Michigan Law.

Pets/animals on district grounds or in buildings are prohibited with the exception of service dogs.

If applicable, clean-up is the applicant's responsibility. Facility should be left in the condition it was found. All decorations or materials must be fireproof and put up and taken down in a manner not destructive to District property. All decorations or materials must be removed before the reservation ends and the applicant must leave the facility in a clean and orderly condition.

Applicant will accept full responsibility for damage to equipment or properties and will incur all cost of damages to equipment or the facility. It is the sole responsibility of the applicant to monitor their attendees.

Zeeland Recreation reserves the right to change and/or cancel any reservation at any time resulting from a Zeeland Public School event, program or maintenance.

Zeeland Recreation reserves the right to modify these policies and procedures and to develop and enforce additional rules as may be required for the protection of the attendees and the facilities.

Neither Zeeland Public Schools nor Zeeland Recreation or its employees will be held responsible for loss, damage, or theft of equipment or articles owned by the applicant or his/her guests.