

# Rental Agreement

## CHECK IN PROCEDURE

- Please coordinate your arrival time with your designated Field Station staff. If your group will need transportation from the ferry to the Field Station, please notify the staff at the time of reservation so staff can plan accordingly.
- Upon arrival, a Kelleys Island Field Station staff member will give you a tour of the facility and direct you to your accommodations.

## CHECK IN PROCEDURE

- Check out time will be at 12:00pm on the date listed on the original reservation, unless other arrangements have been made with Field Station Staff.
- Groups/Individuals shall allow enough time to clean up and check out on your final days. Guests will be responsible for general clean up.
- Please close windows, sweep or vacuum floors, turn off lights, complete a general sweep for items left behind, and place used linens into bins.
- Prior to departure, the group representative and Field Station staff member will complete a check out form.
- The person who signed the contract will ultimately be responsible for any damages/theft to property.

_____		
Contact Information		
_____		
Contact Person		
_____		
Contact Phone		
_____		
Group Name		
_____		
Street Address		
_____		
_____	_____	_____
City	State	Zip
_____		
Date of Arrival		Date of Departure
_____		
Signature		Date
_____		
<b>PAYMENT/CANCELLATION POLICY</b>		
_____		
Cancellations prior to:		
<ul style="list-style-type: none"> <li>• 39 days of reservation date of arrival will receive a 90% refund.</li> <li>• 14-29 days of reservation date of arrival will receive 25% refund.</li> <li>• 13 days-less than 1 date of arrival will receive no refund.</li> </ul>		
Refunds will not be paid for for delays because of bad weather or travel delays.		
A 20% deposit for the total costs of the rental is required to hold a reservation. All remaining fees and costs are due at least 10 business days before arrival.		
Groups/Individuals using the facilities are required to follow the rules stated below. Failure to follow the rules and/or lack appropriate conduct will result in the termination of the Groups/Individuals right to use the facilities, as well as removal from the facility without the right to a refund of monies paid.		
In the event of extenuating circumstances, as determined by the Administrator, that forces a rescheduling of the Group/Individuals, the Field Station will make all responsible attempts to find alternate scheduling arrangements.		

# Field Station Agreement

## Alcoholic Beverages

The use of alcoholic beverages is prohibited.

## Candles/Lantern/Fire

Candles, kerosene, and oil lanterns are not permitted inside the building.

## Cooking/Food Storage

All meals must be prepared by a certified cook in compliance with Ohio Health and Safety regulations. User groups may contract with Kelleys Island Field Station for this service when making a group reservation.

An additional refrigerator is located in the dining area and is available to store personal items that need to be refrigerated.

## Emergency Situations/Medical Facilities

In the event of an emergency situation, please call 911 immediately. After emergency personnel have been contracted, please notify the Kelleys Island Field Station staff of the situation. This includes but is not limited to:

- Fire
- Medical emergencies and injuries
- Missing Persons
- Intruders

For life threatening non-emergencies, the nearest health facilities are on the mainland at: Magruder Hospital, Port Clinton, OH

## Recreation

Kelleys Island hosts a wide variety of recreational activities. If you would like to take advantage of fishing, kayaking, biking, etc. please inquire as you make your reservations.

## Illegal Substances

Illegal substances are not permitted on the Kelleys Island Field Station property.

## Cooking/Food Storage

There are two large rooms available to house youth on the first floor plus two additional smaller rooms for adult staff housing available upstairs. When housing youth groups, at a minimum one adult is required to sleep on the student housing floor.

## Maintenance/Repairs

Any maintenance issues should be reported to Field School Staff immediately. Groups are asked to not attempt their own repairs.

## Parking

A parking lot is located in the front of the building. If your group is bringing multiple vehicles, please try to park on the sides of the parking lot to allow day visitors access to the school building.

## Personal Items

Kelleys Island Field Station is not responsible for loss or damage to personal belongings or equipment brought by the group.

## Pets

Pets are not allowed on the premises or in buildings.

## Quiet Hours

Please be considerate of our neighbors and onsite staff. Quiet hours will be observed between 10:30pm and 8am.

## Smoking

Smoking is not allowed on school property.

## Technology

Wi-Fi access is available throughout the building. There are a few desktop computers available for educational guest use.

## Transportation

**Emergencies:** Emergency transportation is the responsibility of the group and must be available at all times. If a situation is life threatening, please contact 911 immediately.

**Ferry:** The island is serviced by the Kelleys Island Ferry 9+ months/year. Please go to [www.kelleyislandferry.com](http://www.kelleyislandferry.com) for information about ferry schedules and rates

## Weapons

Weapons of any kind are not allowed on the property.

## Youth Supervision

Adults traveling with youth groups are responsible for their supervision at all times. We suggest an adult to student ratio of at least 1:6.