



Rental Policies & Terms

Effective January 1, 2026

Insurance

The sponsoring authority represents and warrants that it possesses general liability insurance (\$1 million coverage or more) insuring its staff and their conduct and the activity conducted by it while at The Holley Family Village (HFV) and DeSales Camp property(DSC). The sponsoring authority agrees to save DSC & HFV, its officers, directors, employees, agents, servants and non-profit corporate affiliates harmless from all damages, court costs, cost of defense of any claim and all actual reasonable attorney fees incurred by any of the above named in the defense of any claim which arises from the conduct, action or inaction of Lessee's employees, servants, agents or participants.

Payment

A non-refundable deposit of \$100 per building is required to hold your reservation. Balances, including rental fees, meal plans, and other charges, are due no later than 30 days after departure.

Payments can be made via:

- By Check: Payable to *Holley Family Village, Inc.*

Late Cancellation Fee

Cancellations made less than 21 days prior to arrival will incur a \$400 late cancellation fee in addition to the non-refundable deposit.

Damage and Theft

Renters are responsible for the repair or replacement of any property that is lost, stolen, or damaged during their stay.

Arrival & Departure Times

- Check-in: After 3 PM
- Check-out: Before 2 PM
Early arrival or late departure must be approved in advance (\$45/hour per building).

Attendance and Meals

For groups purchasing a meal plan, final numbers must be confirmed 7 days before arrival. Charges are based on the number of meals ordered, not on actual attendance.

Use of Grounds

Groups may share the grounds with others. Lifeguards must be provided by the group for any swimming activities. Use of unreserved buildings is not permitted.

Building Usage Rules

- Return moveable furniture to its original location.
- Use of kitchen in Village commons is not permitted.
- Do not move bedroom furniture or wall decorations.
- Bring your own linens unless rented from us.
- Drive and park only in designated areas.
- Campfires are allowed only in approved fire pits and must be supervised.
- Candle use is prohibited indoors -except in the chapel.
- Firewood must remain outside; do not cut live trees.
- The campus is drug-free, smoke-free, and alcohol-free.
- No pets, weapons, or motorized recreational vehicles.
- Service animals are permitted with advance notice.

Cleaning Requirements

Guests who do light cleaning receive half off the total cleaning fee. Light cleaning includes:

- Remove sheets and pillowcases from beds and leave in the hallway
- Leave used towels in the hallway
- Bag all trash
- Pick up books, toys, or items in the kitchen, dining room, and common spaces

- Clear food or leftovers from the fridge
- Lightly vacuum carpeted areas
- Lightly sweep tile or hard floors
- Fold all un-used blankets on bed
- Used blankets/sheets/pillowcases should be left in hallway for washing

Waived Cleaning Fees

Guests who complete a full clean of any building rented will have their cleaning fee waived. Full cleaning includes:

Bedrooms:

- Remove all sheets, pillowcases, from beds and place in hallway
- Place any used hand towels/wash clothes/towels in the hallway
- Dust and wipe down furniture & nightstands
- Vacuum carpeted areas and sweep tile or hard floors

Kitchen:

- Clean and used dishes, utensils, and cookware and put back in original place
- Wipe down and sanitize all counters, tables, sinks, and appliances (inside and out, including refrigerator, microwave, and stove if applicable)
- Remove all groups food and leftovers from the fridge and discard in trash
- Vacuum carpeted areas and sweep/mop tile or hard floors

Bathrooms:

- Clean and sanitize toilets, sinks, showers, tubs, and mirrors
- Empty all trash bins
- Sweep/mop tile or hard floors

Dining Room and Common Areas:

- Wipe down tables, chairs, and all surfaces
- Return furniture, books, and items to their original locations
- Vacuum carpeted areas and sweep/mop tile or hard floors

Terms and Conditions

By submitting the rental form and deposit, the renter (lessee) agrees to all terms, policies, and cleaning requirements listed above. Holley Family Village (lessor) reserves the right to withhold deposits or charge additional fees for damages, excessive cleaning, or policy violations.

Rental Rates & Building Information

Effective January 1, 2026

Village Residence

Spacious, comfortable, and ideal for overnight group stays. The Village Residence can accommodate up to 48 guests, making it perfect for company retreats, meetings and workshops. Guests enjoy 12 cozy bedrooms, intimate dining room, snack kitchen and lounge area.

- **Capacity:** 12 bedrooms + 1 bathroom per room, 2 bunk beds per room (48 guests total)
- **Rates** (Per Person / Per Day):
 - Weekday (Mon–Thurs): \$35
 - Weekend (Fri–Sun): \$50

Village Commons

The Village Commons houses our large event space — perfect for conferences, workshops, community events, and group dining. The building includes an event space equipped with a stage, projector, screen, table and chairs as well as a spacious dining room with tables and seating and 2 bathrooms.

- Capacity: Up to 100 guests
- Rates (Per Day):
 - \$450 for the first day + \$300 for each additional day.

Art Center

The Art Center is a creative and inspiring space designed for workshops, exhibits, and hands-on learning. The Art Center can accommodate up to 12 guests. Guest enjoy 4 bedrooms, a classroom, and a lounge area.

Capacity: Up to 12 guests

- Bedroom 1(Upstairs): 2 bunkbeds – sleeps 4 (own bathroom)
- Bedroom 2 (Downstairs): 4 bunkbeds – sleeps 8 (own bathroom)
- Suite Monet(Downstairs): 1 bed + trundle – sleeps 2 (own bathroom)
- Suite Van Gogh(Downstairs): 1 bed + trundle – sleeps 2 (own bathroom)
- Rates (Per Person / Per Day):
 - Dorms: Weekday \$35 / Weekend \$50
 - Suites: Weekday \$50 / Weekend \$70

Cleaning Fees (One-Time Fee Per Stay)

- Village Residence: \$200
- Art Center: \$100
- Village Commons: \$100

Discounted Cleaning (50% Off): Guests who do light cleaning before departure.

Waived Cleaning Fee: Guests who complete a full clean before departure.

Linen Rentals

- Sheet Set: \$7
- Towel Set: \$7

Meals

Groups may select one of the following options:

1. Regular Meal Plan – Final headcount due 7 days before arrival. Groups are charged for all meals ordered.
2. Self-Catering – Guests may cook in designated snack kitchens (Village Residence or Art Center only). Cooking is not permitted in the kitchen in the Village Commons.

Payments:

- By check payable to *Holley Family Village, Inc*