



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*



Rental Request Form

Updated January 1, 2026

Instructions: Download and mail it with your deposit to:

Holley Family Village
1142 Ventura Dr.
Brooklyn, MI 49230

Checks should be written to the *Holley Family Village, Inc. Please ensure you have read the rental policies and terms.*

Building(s)

Please select all buildings you wish to rent and add deposits together for the total non-refundable deposit:

☐ Village Residence (\$100 deposit)

☐ Village Commons (\$100 deposit)

☐ Art Center (\$100 deposit)

Group Information

Contact Person: _____

Email: _____

Sponsoring Organization: _____

Group Name: _____

Address: _____

City, State, ZIP: _____

Phone (Contact Person): _____

Phone (Organization): _____

Dates and Times

Arrival Date: _____ Arrival Time: _____

Departure Date: _____ Departure Time: _____

4. Meals (Select One)

☐ We will cook for ourselves in the snack kitchen (Village Residence or Art Center only).

☐ HFV Meal Plan (Meals served at: breakfast 8:00am, lunch 12:00pm, dinner 5:00pm)

First Meal (breakfast, lunch, or dinner: _____)

Last Meal(breakfast lunch or dinner: _____)

5. Housekeeping (Select One)

☐ We will thoroughly clean the building(s) before departure (Full Cleaning Fee Waived)

☐ We will do light cleaning before departure (50% Cleaning Fee)

☐ We will pay for full cleaning after departure (Full Fee)

6. Linens (Select All That Apply)

☐ We will bring our own sheets and towels.

☐ Rent sheet sets (\$7 per set)

☐ Rent towel sets (\$7 per set)

7. Attendance

Expected Number of Participants

Adults: _____

Minors(Under 18 years of age) _____

Total: _____

Acknowledgment

By submitting this form and deposit, I acknowledge that I have read and agree to all Holley Family Village Rental Policies and Terms.

Signature: _____

Date: _____