



Set Free Ministry Center Upper Room Use Policy and Rules

2780 44th Street SW, Wyoming, MI 49519

Purpose

These rooms support approved meetings and events that respect Set Free's mission and facility standards.

Scheduling and Access

You must schedule your rental in advance. Complete request form at setfreemin.org/upper-room-rental

The following info is collected for every request of the Upper Room:

- Organization name and nonprofit EIN
- Primary contact name, email, and phone
- Event purpose
- Event date
- Access time for setup
- Event start and end time
- Cleanup end time
- Expected attendance
- Room setup needs
- AV needs
- Kitchen use needs (if applicable)

Your reserved time includes setup and cleanup.

You may not enter early or stay late unless Set Free approves in advance.

Set Free may decline a request based on availability, room capacity, event type, or prior facility issues. Set Free will only rent this space to nonprofit ministries.

Facility Conduct and Building Rules

- No smoking or vaping anywhere in the building.

- No alcohol on the premises.
- No illegal drugs.
- Keep noise at a reasonable level.
- Stay in approved areas only.
- Keep hallways, doors, and exits clear at all times.
- Supervise minors at all times.
- Do not use open flames unless Set Free approves it in writing.

Room Setup and Care

- Leave the room clean and reset for the next group.
- Return tables and chairs to the original layout.
- Do not move furniture between rooms unless Set Free approves in advance.
- Do not attach items to walls, doors, or windows that can't be remove with damage.
- Do not nail, screw, or mount anything to walls.
- Do not use tape or adhesives on painted surfaces unless Set Free approves it.

Trash and Cleanup

- Pick up all trash before you leave. Dumpsters in the front, left parking lot.
- Remove or dispose of all food and drinks the same day.
- Wipe down tables and surfaces you used.
- Leave floors free of debris.
- If your event creates extra mess, you are responsible for added cleaning costs.

Kitchen Use

Kitchen use must be approved in advance.

If you use the kitchen, you must:

- Wipe counters and tables.
- Clean sinks you used.
- Remove all food items the same day.
- Remove all trash the same day.
- Turn off appliances and close doors.
- Wipe up any spills made in microwave or refrigerator.

Do not leave any leftovers in the refrigerator unless Set Free approved in advance.

Damage and Liability

- You are responsible for your guests, vendors, and equipment.
- You are responsible for damage caused by your group.
- You may be charged for repairs, extra cleaning, or missing keys or fobs.
- Set Free may require proof of general liability insurance for certain events.
- If required, the policy must name Set Free Ministries as Additional Insured.

Contacts

For scheduling questions or facility concerns, contact:

Building Manager

Ben Benting
616-325-2127 | ben@setfreeusa.org

Director of Operations

Wayne Downing
616-325-2125 | wayne@setfreeusa.org