



## **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](http://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](mailto:ben@setfreeusa.org)

### **Director of Operations**

Wayne Downing  
616-325-2125 | [wayne@setfreeusa.org](mailto:wayne@setfreeusa.org)