

Exclusive Use Agreement

The Museum can be reserved for exclusive use for two hours. The two hours includes bringing in items, setting up the Great Lakes Room (if desired), returning the Great Lakes Room to normal, and removing any items brought into the Museum.

The maximum number of people allowed during an exclusive use reservation depends on the Covid Risk Level as specified on the Michigan Safe Start Map. We reserve the right to change the Museum's capacity under exclusive use in response to Risk Level changes. 30 guests are included in the reservation fee. Additional guests can be added in groups of 10 up to a maximum of 60 guests (Covid risk level allowing) for the following fees;

- Expand rental to include a total of 40 guests - \$20 added to the \$225 fee
- Expand rental to include a total of 50 guests - \$35 added to the \$225 fee
- Expand rental to include a total of 60 guests - \$40 added to the \$225 fee

Fees for more than 30 guests will be calculated and are payable on the date of the event.

Under exclusive use, all Covid operating processes (social distancing, checking out and returning exhibit interactive parts and pieces, masks, hand-sanitizing or washing) are strongly recommended and at the discretion of the host. Hosts choosing to use their exclusive use reservation for a birthday or other celebration can do so subject to the following;

- Minimal decorations are allowed but cannot be hung from the ceiling or taped/pinned to the walls
- Decorations must be placed and removed within the 2 hour reserved time slot
- Use of the Lighthouse Birthday Chair by request
- No portable cooking appliances, and no open flames, fog machines, piñatas, or pyrotechnics are allowed
- Hosts may order in food or bring prepared food if it remains in the Great Lakes Room
- Refrigerator/freezer and cupboard contents are not included as part of the exclusive use agreement
- Games or activities the Host chooses to conduct must be contained entirely within the Great Lakes Room
- Balloons of any kind and/or party favors must also remain in the Great Lakes Room
- Window blinds cannot be repositioned without staff assistance

At least one adult must physically supervise in the Museum exhibit spaces whenever children are in the galleries. Supervision includes reminding children to walk, to observe display boundaries, and follow health and safety guidelines. Climbing on gallery structures (including exhibits) is not allowed. Damages to structures are the financial responsibility of the Host.

Staff will check in with the Host approximately 30 minutes prior to the reservation's scheduled conclusion. There will be another check in at 15 minutes prior to the reservation's conclusion. At that point, Hosts are expected to wrap up their exclusive use activities. Due to sanitization requirements, exclusive use reservations cannot be extended beyond their scheduled times unless the host has chosen to reserve back-to-back time slots.

Hosts are responsible for cleanup during the last 15 minutes of the scheduled time including;

- Removing decorations and table coverings from the Great Lakes Room
- Wiping down tables and chairs used during the party (using disinfectant wipes provided by the Museum)
- Wiping down the sink (using disinfectant wipes provided by the Museum)
- Sweeping the party room floor (using a broom provided by the Museum)
- Bagging trash (using bags provided by the Museum)
- Removing Host's items from the refrigerator (if any)
- Putting chairs and tables back into the pre-party position (if moved)
- Walking through exhibit area to make sure all checked-out items are returned to the Front Desk for sanitization

Cancellations and Refunds: Refer to the Cancellation and Refund link on the Reservations page of the website for the latest information.

Your reservation payment signifies your willingness to conduct your exclusive use activity in accordance with this agreement.