



Reservation & Fee

The Flat Iron Lake House is a facility established to support ecological research and preservation and has limited maintenance staff. To ensure the safety of our personnel, the condition of the facility, and minimal disruption to the surrounding ecosystem, all reservations must be approved by the Preserve Director.

The Lake House is ideal for small educational meetings and overnight retreats. It is not available for private events such as weddings, parties, etc.

The Lake House is available for rental during the school year only (September to May), and for groups of 25 individuals or less.

Fees:

There is no fee for Calvin sponsored activities. Christian Reformed churches and other related agencies receive a 50% discount on the rental fee. Standard fees are:

- Half Day (4 hours or less) \$150
- Full day (more than 4 to 24 hours) \$250

Overnight rentals will be charged according to the total of half- and full-day time blocks spent at the house. For example, use of the house from noon one day to noon the next would be billed at 1-day use, whereas use of the house from noon one day to 4 pm the next day would be billed at 1.5-day use.

Reservations are taken on a first come, first served basis, and must be made at least 15 days before the event. To rent the facilities, please complete a reservation request online at www.calvin.edu/directory/places/flat-iron-lake-house. Questions regarding the facility or making a reservation can be directed to Julie Wilbourn, Department Assistant at the Ecosystem Preserve & Native Gardens, at jw47@calvin.edu or (616) 526-7602, Monday-Thursday 9 am-2 pm.

Once approved, your information will be passed on to an Event Coordinator in Campus Events, who will work with you to handle the remaining details.

Organizations are required to sign a contract and have insurance. If an organization renting the Lake House has an insurance policy that conforms to the requirements of the Calvin College rental contract, and can produce a certificate to that effect, there is no additional charge for insurance. If the organization does not have the necessary insurance, you are required to purchase coverage through TULIP (at <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>). Proof of purchase must be given to Event Services 2 weeks prior to your reservation date.

Location

Address: 11570 Hart Street, Greenville, Michigan 48838

Phone: (616) 691-7025 (Note that there is a phone receiver only in the basement laboratory.) Cell phone service at Lake House is good for most providers.

Directions: The Lake House is located approximately 25 miles northeast of Calvin's campus. It takes just over 30 minutes to get there from Calvin and is located on the north side of Flat Iron Lake, ½ mile east of Wabasis Lake Avenue on Hart Street. Directions to Lake House from Calvin's campus:

1. Get on the East Beltline going north. Proceed on the East Beltline (also designated MI-44) about 12 miles to Belding Road. Turn right (east) on Belding Road.
2. Follow Belding Road (MI-44) east 7-8 miles to Wabasis Avenue. Wabasis Ave comes off Belding Road just before the village of Grattan; if you get to the Grattan turnoff you've gone too far. Turn left (north) on Wabasis Avenue.
3. Take Wabasis Avenue 3-4 miles north to Hart Street. Before you get to Hart Street, you will cross 10 Mile Road; Hart Street is one-half mile farther north. Turn right (east) on Hart Street.
4. Go a little more than one-half mile east on Hart Street and look for a sign for Flat Iron Lake on the right. Just beyond the sign there are two houses on the right overlooking the lake; Calvin's is the more easterly of the two (the second one you will come to). It is a yellowish, three-bedroom ranch with a two-stall garage on the west end of the house.

We suggest accessing the house through the door to the garage. From the garage there are doors into the house and out the back to the deck overlooking the lake.

Facility Information

The following facilities are available for your use. Please note the items you are responsible for supplying.

Meeting Spaces: The great room with fireplace can fit up to 25 people. The smaller living room and laboratory areas can fit 10-15 people each and are great for small group activities. You are responsible for bringing any AV equipment you might need.

Kitchen: The lake house has a recently remodeled kitchen with stove, microwave, refrigerator and dishwasher. It also has two 10-cup drip coffee makers. The kitchen is outfitted with an assortment of pots and pans for cooking, flatware, and table service for about 12. **A limited number of dishtowels and washcloths are available on site; you are encouraged to bring your own. If you use ours, you must launder and return them within one week of your stay to the Bunker Interpretive Center in the Ecosystem Preserve & Native Gardens; please leave them in a bag in the mailbox or on the floor next to room EI114 (Conference Room).**

Restrooms: There are two full baths on the main floor, and a ¾ bath off the basement laboratory. Extra paper towels and toilet paper can be found on the supply shelves in the garage. **No bath towels are provided; users must bring their own.**

Sleeping Accommodations: The house has two bedrooms with beds for 4 and 5 individuals, respectively. One additional bedroom has a single bed. The main classroom has ample floor space for people in sleeping bags. **No bedding is provided; users must bring their own sheets, pillows and sleeping bags.**

Laboratory: The downstairs laboratory may be used as a meeting space, **but the equipment, including the computer, is not for general use. Ongoing data collection and the sensitivity of the equipment make it imperative that the equipment not be tampered with.**

Open Flame Policy: The use of devices with an open flame (i.e. candles, lanterns, etc.) is not permitted in the house. The only exception is the gas log in the fireplace.

Outdoor Facilities: In season, the deck provides a pleasant area for meetings, meals, or just relaxing. There is a limited amount of deck furniture in the garage that your group can use, and you are welcome to bring your own fold up chairs, etc. Near the lake there is a fire pit which can be used. Users need to bring their own wood. Fires must be attended to and completely extinguished after use. Docks provide access to the lake for fishing or relaxing by the water. **Boats and canoes by the boat house are for research use by Calvin College faculty and students only and are not to be used by other visiting parties.**

Using the Heating, Air Conditioning & Fireplace

The thermostat for the heating and cooling system is located on the wall in the living room area across from the front door of the house. Set the heat no higher than 68° when the house is being used. Set it back to 58° upon leaving.

The fireplace can be used for heat in the upstairs classroom (great room). **The controls are tricky**, and relighting the pilot light, if it is accidentally turned off, is even trickier. If the pilot is lit, following these instructions should ignite the gas logs:

1. Check that the control knob (leftmost of the two knobs on the lower right of the unit) is set to "Pilot" and that the pilot light (on the left behind the lower log) is burning.
2. If the pilot is lit, push in the control knob slightly (about ¼") and rotate the knob ¼ turn counterclockwise until it stops at "On". (Note that the registration mark for judging the position of the knob is to the left of the knob on the valve housing which is hidden under the lower log.) The upper and lower logs should ignite.
3. To adjust the flame, use the combustion level control which is the knob located just to the right of the control knob.
4. To turn the unit off, push in slightly (again about ¼") and rotate ¼ turn clockwise to "Pilot" and release the knob. The fire on the logs should go out, but the pilot will remain lit. **DO NOT TURN THE KNOB TO "OFF" AS THIS WILL EXTINGUISH THE PILOT.**
5. The fireplace has a blower which is controlled by a switch on the wall to the right of the fireplace.
6. If the pilot light is out, follow the instructions for igniting the pilot found in the instruction manual in the basket to the left of the fireplace.

In Case of Emergencies

Calvin Campus Safety: (616) 526-6452 (Campus Safety will alert Calvin's facilities personnel in the event of electrical, plumbing, heating or other facility problems.)

Consumers Energy Service: 1-800-477-5050

Preserve Director, Randy Van Dragt's cell phone: (616) 881-3462

Land Manager, Jen Howell's cell phone: (616) 333-9105

Manuals for most of the equipment in the house are kept in the drawer in the peninsula in the kitchen.

The house has two electrical panels. One is located in the basement in one of the closets off the bathroom, and the other is in the garage. If you trip a circuit breaker, check the basement panel first, and then the garage panel.

Your Responsibilities as a Renter

Cleaning the house after use is the responsibility of the user. You are required to leave the home in a comparable condition as it was found. When you leave, make sure everything on this list has been completed. **Failure to do so may result in a cleaning fee charged to your department (internal parties) or your organization (external parties).**

- **Make sure that everything (sinks, toilets, floors, countertops, and refrigerator) have been cleaned.** This is very important as crumbs can attract insects and small rodents. A vacuum cleaner/carpet sweeper is in the closet across from the front door. Cleaning materials are under the sink in each bathroom, and in the lower cabinet in the peninsula in the kitchen. A broom, mop, and dustpan are hanging in the garage alongside the door from the garage to the house. Please let the Preserve Director know if cleaning supplies are getting low.
- If you have moved furniture, please return all pieces to their original locations.
- If you use the dishwasher, please run the complete cycle and leave the door open when you leave, so that dishes can air dry.
- If you use our kitchen towels or washcloths, within one week of your stay you must launder and return them to the Bunker Interpretive Center in the Ecosystem Preserve & Native Gardens; please leave them in a bag in the mailbox or on the floor next to room EI114 (Conference Room).
- Please clean out and dispose of all your food in the refrigerator and freezer and wipe down the shelves.
- Be sure that all doors and windows are locked.
- Turn the thermostat down to 58° in winter and turn off the air conditioning in summer.
- Assure that the fireplace control has been turned to "Pilot" and that the fireplace blower has been turned off.
- Turn off all lights, except for the ceiling light near the front door and the timer-controlled light in the living room. The switch for the latter is on the wall just to the right of the hallway to the garage and is marked.
- Assure that ceiling fans and kitchen appliances are turned off.
- Return all outside furniture to the garage.
- If the fire pit was used, assure that the fire is completely extinguished.
- **Empty garbage cans and take garbage with you.** Place recyclables into the labeled bins in the garage.
- Please remember to take home everything you brought with you (towels, sleeping bags, food, clothes, etc.)
- Return the key and Flat Iron Lake House Reporting Form to the Event Coordinator within 2 days of your stay. Return any towels you laundered within one week of your visit to the Bunker Interpretive Center in the Ecosystem Preserve & Native Gardens; please leave them in a bag in the mailbox or on the floor next to room EI114 (Conference Room).

I have read the above document and agree to follow the rules and fulfill the requirements stated above.

Signature of Renter _____ Today's Date _____

Organization _____ Dates of Stay _____