

## **The Old Kellogg House Complete Reservation and House Use Policies- 2024**

- ◆ Any Kellogg family member, as defined in the bylaws of TOKH, may make reservation for the use of the house.
- ◆ Reservations for one week allows access from Sunday @ 4:00 pm to Friday @ 4:00.
- ◆ Reservations for one weekend allows access from Friday @ 4:00 pm to Sunday @ 4:00 pm.
- ◆ A calendar showing booked rentals and available dates is posted on the organization's website at <https://www.theoldkellogghouse.com/tokh-calendar> . Please check this calendar before requesting dates.
- ◆ Members of The Old Kellogg House (TOKH) organization may make a reservation for a one (1) weekend OR one (1) week stay starting on January 1st of each calendar year.
- ◆ Family Members may make a reservation for one (1) weekend OR one (1) week starting on March 1st of each calendar year.
- ◆ TOKH members may make a reservation for one (1) additional weekend stay OR one (1) week starting on April 1st of each calendar year.
- ◆ Family Members may make a reservation for an additional one (1) weekend OR one (1) week stay starting on May 1st of each calendar year.
- ◆ On June 15th of each year the Reservation Calendar will become open to all family members to add an additional week or weekend.
- ◆ Reservations are REQUIRED to use the house and include only the specific dates reserved.
- ◆ Camping is always allowed on the house property during the Kellogg Reunion Weekend. (The first Sunday of August every year). If you wish to camp any other weekend, please indicate this in your reservation request.
- ◆ No portable toilets are to be placed at the house without prior permission.
- ◆ The family member making the reservation must be in attendance at the house during the reserved dates.
- ◆ From time to time, family members are unable to use the house during all or some of the dates that they have reserved. If you are unable to use your full reservation, please contact TOKH at [theoldkellogghouse@gmail.com](mailto:theoldkellogghouse@gmail.com) immediately. If you are able, please also post the available date(s) on our Facebook page at The Old Kellogg House (TOKH) to inform other family members of the change in availability.
- ◆ NOTHING is to be removed from The Old Kellogg House or the premises under any circumstances without prior approval from a member of the TOKH Board of Directors, who will seek permission from and/or inform the entire board.
- ◆ Any firewood that is consumed during your stay at The Old Kellogg House must be replenished before leaving.
- ◆ If, when at The House, any article or property of the house is damaged or lost, it will be the responsibility of the family using the house to repair or replace said item(s). If you find something to be broken or lost upon arrival, please indicate that in detail in the Notes / Comments section of the Rental Fee Calculator & Check-Out Cleaning List.
- ◆ A Rental Fee Calculator & Check-Out Cleaning List, available both on the website as well as at the house, must be filled out completely and returned with the Payment for all days at The Old Kellogg House are due within two weeks of the conclusion of your stay. Checks should be made payable to TOKH.
- ◆ If something at The House is not working and you need someone to know about it and/or fix it immediately, please contact Dave Shepherd at (989) 348-8265 or Jack Cleaves at (517)202-1573.
- ◆ Payment for all days at The Old Kellogg House are due within two weeks of the conclusion of your stay. Checks should be made payable to TOKH.

Reservations may be made by contacting:

Allyn Kellogg Schwarzkopf via email at: [theoldkellogghouse@gmail.com](mailto:theoldkellogghouse@gmail.com)

Payments for days at the house are to be sent to:

Allyn Kellogg Schwarzkopf

1646 Ann Street

East Lansing, MI 48823

Payments can also be made via Pay Pal to John Bradford ([jbradford@wowway.com](mailto:jbradford@wowway.com))