

Environmental Learning Center Rental Contract

Muscatine County
Conservation Board
3300 Cedar St., PO Box 109
Muscatine, IA 52761
(563) 264-5922

Group Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Primary Phone _____ Secondary Phone _____ Email _____

Arrival Date _____ Group Size _____ Key Box Code _____

Arrival Time _____ AM / PM _____ Departure Time _____ AM / PM _____
circle circle

Group Type	Weekdays (Monday-Friday) 8:00 a.m.-4:00 p.m.	Weekends & Holidays 8:00 a.m.-4:00 p.m.	Evenings 5:00-10:00 p.m.	Day to Evening Before 4:00 p.m.- After 5:00 p.m.	Deposit
Government Agency	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$50.00	None
Non-profit Organization	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$50.00	\$100.00
Private Business/Organizatio	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$125.00	\$100.00
County Department	<input type="checkbox"/> NC	<input type="checkbox"/> NC	<input type="checkbox"/> NC	<input type="checkbox"/> NC	None
Public Government Meeting	<input type="checkbox"/> NC	<input type="checkbox"/> NC	<input type="checkbox"/> NC	<input type="checkbox"/> NC	None
Program w/Entry Fee	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$150.00	\$100.00

Total Rental Fee Enclosed \$ _____ Total Deposit Enclosed \$ _____

I/WE agree to (1) to leave the facility in the same condition as found, (2) be responsible for any damage done to property, (3) follow all Muscatine County Conservation Board rules and regulations, and all laws of this state.

Signature _____ Date _____

- 1) Signed form, deposit and rental fee must be received within 14 days after making reservation.
- 2) Make checks payable to Muscatine County Conservation Board, PO Box 109, Muscatine, IA 52761.
- 3) Separate checks required for the deposit and rental fee.
- 4) Rental fee is non-refundable if cancellation is made less than 14 days before reservation date.
- 5) Maximum occupancy is 75.
- 6) Smoking and alcohol are prohibited in the Learning Center.
- 7) No staples, nails, or other damaging fasteners are to be attached to anything inside or outside the building. Only painter's tape may be used to hang anything on painted walls.
- 8) The cleaning checklist must be signed and left with the keys in the box provided in the west door entryway.
- 9) The deposit shall be forfeited in its entirety if building is damaged or left unclean.
- 10) The deposit is not construed as a limit of liability for damages. Muscatine County and its agents may take any legal action necessary to recover damages.

Office Use Only	Rental Fee Rec'd \$ _____	Deposit Rec'd \$ _____	Date _____
	Deposit Returned \$ _____	Deposit Kept \$ _____	Date _____
	Cancellation Date _____	Rental Fee Kept \$ _____	