

COMMUNITY ROOM RENTAL CONTRACT

Hurstville Interpretive Center
Jackson County Conservation
18670 63rd Street, Maquoketa, IA 52060
563/652-3783

1. TIME AND DATE

I, the undersigned, being of legal age, desire to use the Community Room at the Hurstville Interpretive Center at the following time and date:

DATE: _____ START TIME: _____ END TIME: _____

EVENT: _____ NUMBER OF PEOPLE: _____

CHECK ONE _____ COMMUNITY ROOM w/ KITCHEN _____ COMMUNITY ROOM w/o KITCHEN
(See Room Rental Fee Schedule for cost and number of people that can be accommodated)

Note! All set up and clean up time must be included in hours of reservation. For reservations after regular center hours: the Conservation staff will only be available for 1/2 hour following the stated time of arrival. If you are later than this 1/2 hour, the building will be locked and your fee will not be refunded.

II. RESERVATION

To **confirm** your reservation of the Hurstville Interpretive Center you must return the appropriate reservation fee within seven (7) days of making your reservation. You must also submit the deposit fee as a separate check at the same time. If you cancel your event 30 days in advance, we will return your down payment and your damage deposit. If you cancel with less than 30 days notice, your damage deposit will be returned but your rental fee will be forfeited!

*****Make checks payable to: Jackson County Conservation**
(\$15 charge for checks returned for insufficient funds.)

*****Please make out two (2) checks:**

_____ Rental fee (due within seven (7) days of verbal reservation)
_____ Deposit fee (due at the same time as the rental fee)

III. USER'S RESPONSIBILITIES: My party and I agree to the following:

A. I will obey the rules and regulations of the Hurstville Interpretive Center and Jackson County Conservation. Some of these rules include:

1. No smoking in the Hurstville Interpretive Center or on the surrounding grounds.
2. Alcohol is allowed only with a special use permit (must be submitted to Board meeting in the month prior to the month of your event).
3. All cars shall be parked in the designated parking areas.
4. Nothing shall be taken from Hurstville Interpretive Center.
5. All persons shall vacate Hurstville Interpretive Center by 10:00 p.m.

Please see the User's Responsibilities Check List for further instructions and clean up procedures.

B. My party and I will arrive and leave within the stated times.

IV. RESPONSIBLE PARTY

I have read and understand the conditions for using the Community Room at the Hurstville Interpretive Center. I understand that damage to the property will be deducted from my damage deposit. *If the damage exceeds the deposit, I will be held responsible for the full payment.* Failure to clean up the facility or failure to comply with any posted park rule will also result in forfeiture of all or part of the deposit.

Name _____ Date _____

Address _____

Day Time Phone _____ Evening Phone _____

Organization _____

Signature _____

OFFICE USE JCCB staff signature _____ Date _____

**COMMUNITY ROOM SET UP AND CLEAN UP CHECKLIST
HURSTVILLE INTERPRETIVE CENTER**

Before you begin your event, we encourage you to take a few moments and walk through and around the building to ensure you leave the building and grounds as you found them. Failure to do so may result in forfeiture of your damage deposit.

_____ When using the building after regular business hours doors are to be kept locked or secured by an attending person to ensure building security.

_____ Furniture and equipment may be moved to suit your group's needs, but must be put back the way it was when your group arrived. When moving furniture, PLEASE DO NOT DRAG it across the floor. Pick it up and move it.

_____ Tables and chairs may not be removed from the building.

_____ The use of Styrofoam materials in the Hurstville Center is discouraged. Groups may use the cups and dishes in the Center's kitchen if the kitchen is being rented with the Community Room.

_____ Grease and other foreign materials may not be put down sink drains. Please bring a coffee can or other container for disposing grease in the garbage.

_____ Please separate compostable materials such as fruit, vegetables, coffee grounds etc and place in provided compost container.

_____ No person shall place any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.

_____ Staples, nails, pins, thumbtacks, tape and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trim, etc.

_____ Pets are not allowed in the Hurstville Interpretive Center.

CLEAN UP

_____ Users must provide their own dish clothes, towels, paper towels, cleaning rags, soap, garbage bags, etc.

_____ Brooms, dustpans, mop & bucket and vacuum are found in the closet under the stairs.

_____ Tables and chairs must be cleaned and replaced as they were found.

_____ Kitchen sinks, counter tops, walls and floor must be cleaned, including coffee pot, refrigerator shelves, stovetop, and oven.

_____ Floors must be cleaned and vacuumed as necessary.

_____ Restrooms shall be left in the manner in which you found them.

_____ Litter must be picked up outside the building, including the parking lots.

_____ Users must remove garbage and all decorations from building and premise.

_____ Place fruit & vegetable matter, coffee grounds in provided compost container.

_____ Take all items with you that you brought including food and containers. JCCB is not responsible for any items left by other parties.

_____ Immediately following your event, remove any directional signs placed along roadways to guide people to your event.