

# MULTIPURPOSE ROOM RENTAL CONTRACT

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

## 1. TIME AND DATE

I, the undersigned, being of legal age or older, desire to use the Hurstville Interpretive Center or other facilities of Jackson County Conservation at the following time and date:

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_ TO: \_\_\_\_\_

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 ½ hour following the stated time of arrival. If you are later than this ½ 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. RULES AND REGULATIONS: I and my party agree to the following:

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

1. No smoking in the Hurstville Interpretive Center or 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 enclosed 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.

**Form continues on the back.**

**IV. RESPONSIBLE PARTY**

I understand that damage to the property will be deducted from my damage deposit. *If the damage exceeds \$200 I will be held responsible for the full payment.* Failure to help clean up the facility or failure to comply with any posted park rule will also result in a forfeiture of all or part of the deposit.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Day Time Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Organization \_\_\_\_\_

Signature \_\_\_\_\_

**OFFICE USE** JCCB Staff signature \_\_\_\_\_ Date \_\_\_\_\_

RENTAL FEE \_\_\_\_\_ Check No. \_\_\_\_\_

DEPOSIT FEE \_\_\_\_\_ Check No. \_\_\_\_\_