MARSHALL COUNTY CONSERVATION
2349 233rd St., Marshalltown, IA 50158
641-752-5490
mccb@marshallcountyia.gov

Board Members
Pam Paone
Steve Armstrong
Rich Naughton
Tom Deimerly
Tina Nelson

Conservation Center Classroom and Amphitheater Rental Agreement

Grimes Farm Recreation Area – 2349 233rd Street, Marshalltown, Iowa

- Conservation Center Classroom (Includes kitchen and bathrooms) $300
- Amphitheater (Includes classroom, kitchen, and bathrooms) $450

Name_____ Rental Date_____

Address_____ Event/Group_____

City_____ State_____ Zip_____

Primary Phone_____ Secondary Phone_____

Email_____ DL #_____

Alcohol at Event - YES/NO DOB_____ Number of Attendees_____

Special Event Permit - Please check if any of the following apply:

- Will your event impact and/or restrict the intended use of the area for others?
- Does your event or gathering charge admission or charge for service, regardless of the number of people?
- Will your event or gathering involve the specific use of a park or resources that provide monetary benefit to an individual or small group?
- Will your event require MCC staff support and/or oversight that conveys special benefits to an identifiable recipient or recipients beyond those afforded to the public?
- Will your event be set up for more than one day?
- Will your event or gathering be utilizing the space other than its designated use?
- Will your event cause any environmental, safety, or security concerns?
- Will your event restrict the number of visitors to an area?
- Will your event host more than 100 guests?

If you check any of the above, please complete a special events permit.

Rental Agreement
By your agreement to these terms and conditions, you represent that you are 18 years or older (21 years or older if alcohol is present) and that you are authorized to make the reservation on behalf of the group you have listed. You further agree to assume full responsibility for the acts, negligence, or omissions of the members of your group while using the facility. Additionally, you agree that you have read and understand the cancellation policies concerning this reservation and have also read and understand Marshall County Conservation Board (MCCB) rules.

Rental Process
To rent the Conservation Center and Amphitheater at the Grimes Farm, renters must make reservations online at www.marshallcountyconservation.com or in person at the Grimes Farm Conservation Center, located at 2349 233rd Street, Marshalltown, Iowa 50158. We will reserve the classroom/amphitheater once we receive a rental agreement and payment. Renters must pick up the key and receive instructions for unalarming the building prior to the rental at the Grimes Farm Conservation Center during office hours, Monday through Friday, 8:30 a.m. to 4:00 p.m. After the rental, place the key in the drop box at the conservation center's east entrance. You can make reservations up to one year in advance.

If problems arise with this rental after normal business hours, call 641-758-9777.

Features and Amenities
Grimes Farm Classroom is a fully finished 29 x 29 room with heating, air conditioning, and electricity. Rent includes access to a kitchen with a full-size refrigerator, stove/oven, microwave, coffee pot, running water, and limited kitchen supplies. The rental includes flushable toilets, a drinking fountain, tables, chairs, thermacells, and chalkboard signs. The amphitheater rental includes electrical outlets, an amphitheater sound system, and a fire ring. Renters must request access to the fire ring and provide their own firewood.

The classroom has a maximum occupancy of 60 people.

Rental Period and Cost
The Conservation Center classroom and amphitheater rental period is for the entire day, from 8:00 a.m. to 10:00 p.m. Classroom rental costs $300.00/day. The classroom and amphitheater rental is $450.00/day. Online reservations include an additional 4% processing fee. A $30.00 service fee applies to returned checks.

Additional fees if items are lost or damaged:

- Keys $100.00 fee
- If the building is not properly secured (not alarmed and locked) $200.00
- Thermacells: $50.00/unit
- Chalkboard (CANNOT BE USED IN RAIN) $75.00
- Lapel Microphone Transmitter $150.00
- Lapel Microphone $125.00
- Handheld Microphone $150.00
- Stereo Breakout Cable $20.00

Organized youth groups (Girl Scouts, Boy Scouts, and 4H clubs), teacher/educational workshops, and conservation groups may use this area free of charge. For these groups, please call 641-752-5490 to reserve the classroom/amphitheater.

The Conservation Center will remain open to the public during rentals that occur during normal working hours, Monday through Friday, 8:30 – 4:00 p.m. The nature center will be closed during holidays, unless otherwise noted. Access for the classroom rental will be through the east door only.

Cancellation and Refunds
All reservations with Marshall County Conservation facilities are final. Reservations are non-refundable unless the following situations occur:

1. The National Weather Service has issued severe weather conditions and advises against travel.
2. We are unable to provide the facility in operable condition for the date of your event.

Only the person who made the reservation can cancel it. You cannot cancel a reservation online; call 641-752-5490.

Reservation Changes
All reservation changes must be made by calling 641-752-5490 at least 30 days prior to your reservation date. You may change dates once, and it must occur in the same year as the original reservation.

Clean-up
You must clean up the facility and surrounding area and return them to the condition you found them, including removing all belongings by 10:00 p.m. This includes sweeping and vacuuming floors, cleaning tables, mopping up spills, and completing the provided cleaning checklist. Cleaning materials are provided in the storage closet, including a broom, dustpan, vacuum, mop, paper towels, cleaning supplies, and a bucket. Shut and lock doors and windows and turn off lights when leaving. Please remove all garbage.

Failure to clean up the facility or surrounding area as outlined may result in enforcement action, and MCC may take legal action necessary for noncompliance or to recover damages to county property.

Decorations and Directional Signs
Temporary, free-standing signs are allowed. Do not attach to park furniture, signposts, or buildings. Do not affix decorations with nails, staples, heavy tape, or any other substances that can mar or harm the facility. Use special care with balloons so they do not escape. Remove ALL signs and decorations.

No rice, confetti, glitter, silly string, artificial rose petals, or similar substances are allowed for classroom or amphitheater decoration. Real rose petals or other flower petals may be used for decorating purposes, but must be cleaned up and disposed of in the trash at the end of the event. If water balloons are used, all pieces of water balloons must be picked up.

No open flames are allowed except the fire ring in the amphitheater. Artificial candles are encouraged. Exceptions include birthday candles lit briefly before being extinguished. The fire extinguisher is located in the hallway.

Remove all rental items and vendor equipment at the end of the event.

Return all picnic tables and benches to their original location.

Parking
Parking is confined to designated parking areas. No parking on grass or driving off roadways. If you anticipate more vehicles than dedicated space provided, please contact the conservation center in advance.

Alcohol and Smoking
No person or group shall bring, use, or possess beer in a keg or any other container larger than two gallons without first obtaining a special use permit from the Director. No glass bottles or hard liquor is allowed.

Tobacco smoking and vaping are prohibited inside any portion of the building and must be done 100 feet away from the center.

Music and Sound
The amphitheater sound system is included in the rental fee for the amphitheater and includes two lapel microphone and one handheld microphone. Renter will need to supply a converter/adaptor/splitter for their phone/computer/tablet if they do not have a headphone jack. A headphone jack is required as you will be connect to the sound system with a stereo breakout cable (provided) through this port. Do not change channels on the microphones or sound system

Bands, DJs, and other amplified sound and music are allowed. Do not disturb others in the park. Park staff may notify you to lower the noise level if they deem it too loud.

Pets
No pets are allowed in the nature center. They are allowed outside the center but must be on a leash not to exceed 6’ at ALL times. You must clean up after any pets in your group.

Special Activities
Inflatable play equipment, pools, slip-and-slides, carnival activities, large smoking or grilling equipment, and tents are prohibited unless the director or their authorized representative approves them before the event.

The center and amphitheater cannot be used for personal gain, including garage sales, dances, merchandise parties, markets, etc., unless the Director or their authorized representative pre-authorizes them.

I have read and understood this agreement and the policies it contains. I understand that if I or any of the guests or vendors at this event do not comply with this agreement or the policies, the event may be immediately terminated by MCC, in its sole discretion, and all payments retained by MCCB. I understand and agree that, in addition, I will be responsible and liable to MCCB for any costs of damage that occur during my rental period or as a result of improperly locking up the facility after use.

Marshall County Conservation will not be held responsible for any injury to person or damage to property arising out of or incident to the activities which are the subject of the rental and shall be held harmless against all liabilities, costs, and expenses which may arise in consequence of granting the shelter rental.

Printed Name_____

Signature_____ Date_____

Office Use Only

Total Center Fee Received_____ CASH CREDIT CARD CHECK ONLINE

Rental Agreement Received_____ Staff Member_____

Key Picked Up_____ Date_____

Key Returned_____