

# 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 10 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.
- 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 \_\_\_\_\_

Reservation Date \_\_\_\_\_ Signature for returned deposit \_\_\_\_\_