



## Tiered Reservation System Rates

### PCC or Partner Agency (*Environmental Non-Profit*)

- Rent - up to 6 months prior to reservation date
- Classrooms can only be rented up to 30 days prior to the reservation date; M-F before 3 p.m.\*
- Rental fees are waived during business hours
- Weekend, after-hours, and associated building monitor fees apply

### Non-Profit Agency/Service Clubs

- Rent – up to 6 months prior to reservation date
- Classrooms can only be rented up to 30 days prior to the reservation date; M-F before 3 p.m.\*
- 50% off Private fee rates
- Weekend, after-hours, and associated building monitor fees apply
- **Deposit check required day of rental**

### Private (*Individual, Corporate, For Profits*)

- Rent – up to 6 months prior to reservation date
- Classrooms can only be rented up to 30 days prior to the reservation date; M-F before 3 p.m.\*
- Fees listed below
- Weekend, after-hours, and associated building monitor fees apply
- **Deposit check required day of rental**

Location	Dimensions	Capacity	Deposit	Rental Hours	Fee
Great Hall / Terrace	63'Lx26'W 23'x23'	75	\$200	After hours (see hrs.) – 10:00 pm	\$50.00/hr.
Classrooms (all) *	83'Lx26'W	113	\$200	9:00 am – 10:00 pm	\$75.00/hr.
Classroom A *#	27'Lx26'W	38	\$100	9:00 am – 10:00 pm	\$30.00/hr.
Classroom B *#	28'Lx26'W	37	\$100	9:00 am – 10:00 pm	\$30.00/hr.
Classroom C *#	27'Lx26'W	38	\$100	9:00 am – 10:00 pm	\$30.00/hr.
Board Room	29'Lx13'W	14	\$100	Based on availability	\$25.00/hr.
Wellness Center *	3,925 sq. ft.	162	\$200	Based on availability	\$75.00/hr.
Wellness Center w/alcohol			\$300 See alcohol policy		
Building Monitor				All weekends and after-hours rentals	\$15.00/hr.

Rentals are limited to one event per space per day as we will not provide room turn-overs in the same day. Reservations must be made at least one week in advance of the reservation date.

\*Classrooms and Wellness Center are available for rent weekdays during business hours before 3:00 pm up to 30 days in advance.

#When renting more than one classroom, maximum deposit is \$200.

# Rules and Information

## Checking In and Checking Out

Check-In: As specified at time of reservation (earliest availability is 9:00 AM)

Check-Out: As specified at time of reservation (latest availability is 10:00 PM)

A Polk County Conservation (PCC) representative will be at the facility during rental hours. This person will unlock the facility and make a walk through inspection before and after usage to ensure that the facility is clean and left undamaged. The staff person will lock the facility following the event. If the event is taking place after business hours (see hours) or on the weekend, PCC requires the use of a PCC Building Monitor, at an additional cost to the renter.

## Deposit

A deposit will be collected on the day of your rental.

- Checks are the only form of payment that will be accepted. Checks should be made payable to PCCB. No money orders will be accepted.
- If you do not exceed your checkout time and meet the terms outlined in the "Cleaning Fees & Damages" section of this contract, your deposit will be returned at the conclusion of the event.
- In the event you exceed your specified reservation contract check-out time and/or you fail to meet the terms outlined in the "Cleaning Fees & Damages" section of this contract, your deposit will not be returned. Note that retaining your deposit check does not exempt you from being charged additional fees as described in the "Cleaning Fees & Damages" section.

## Alcohol

Alcoholic beverages are **not** allowed at the Nature Center.

Beer and wine are allowed at the Outdoor Recreation & Wellness Center. No other type of alcoholic beverage is allowed.

- If beer or wine is present at the facility, the rental contract must be in the name of a person who is 21 years of age or older who will be present at the facility for the full term of the reservation.
- If having keg beer or an equivalent or greater quantity of beer, wine, and/or champagne, renter is required to pay a \$300 deposit to the building monitor on the day of the event and prior to the beginning of the event.

## Cleaning Fees & Damages

Cleaning of the rented space is expected to be completed by the renter. The rented space should be returned to its original condition and set-up. You will be provided with a checkout sheet.

- If cleaning is required to be completed by PCC staff, a fee of \$50 per hour will be charged.
- Repair of any damage not caused by normal wear and tear will be charged to the renter.
- Any damage occurring during a private rental shall be billed at 100% repair/replacement cost with a 5% administrative fee.
- Failure to pay associated fees will result in further action to collect the debt.

## Set-up/Tear-down

Use of the Jester Park Nature Center shall be contained to the area rented and use of public rest rooms.

- Other areas within the Nature Center shall not be utilized during the rental.
- Renters of the Jester Park Nature Center shall be responsible for all set-up and tear down of the rental space.
- Polk County Conservation shall provide the space and available tables and chairs as a part of the rental with the exception of the Great Hall/Terrace.
- Please note that Polk County Conservation does not have any linens, table covers, etc. If desired these shall have to be coordinated by the renter and a private company that provides these types of services.

***Renters shall be responsible for setting up the room and returning the space to its original condition upon the conclusion of their event/use of the space.***

## **Decorations**

We welcome free-standing decorations only.

- No tacking, stapling, pinning, taping, or draping of decorations will be permitted.
- Candles must be contained in some kind of receptacle.
- The Nature Center does not allow balloons, confetti, silly string, or any other kind of decor that may linger after your event has ended.
- Nature Center displays, pictures, and taxidermy mounts may not be removed or covered.

## **A/V Equipment**

Each classroom and the board room has a built in A/V system. Other areas within the Nature Center do not have these capabilities and if needed, are the responsibility of the renter.

## **Tables & Chairs**

Tables and chairs are available for use with your room rental (with exception of the Great Hall/Terrace) at no charge; depending on availability. Nature Center inventory includes

- 150 chairs
- 18- 6' banquet tables (72"x30")
- 10- 6' seminar tables (72"x18")
- 10-5' round tables (60")

Please note availability may be limited due to other rentals occurring.

Outdoor Recreation & Wellness Center inventory includes

- 28 chairs
- 7- 6' banquet tables (72"x30")

## **Catering**

At the Jester Park Nature Center, we do not have exclusive caterers. We feel the choices you make in selecting your caterers play a big part in managing your overall theme and budget. A catering kitchen is located in the lower level of the nature center and can be used in conjunction with your event. Appliances include a refrigerator/freezer, ice machine, microwave, and dishwasher. This space is shared by all classroom rentals.

The companies below are local caterers that we recommend and have experience with:

- [Food with Flair, Jester Park Lodge Caterer](#) | 515.277.7775
- [C Corporation, Jester Park Golf Course](#) | 515.999.2903

## **Parking**

Free onsite parking in the lots on the south side of the Nature Center are available but not designated during park hours.

## **Service Driveway**

Caterers/Vendors may use the service driveway located on the east side of the Nature Center to unload their vehicles. We ask anyone using the drive to move promptly after unloading.

## **Directional Signs, Decorations, Litter**

Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in fines according to littering ordinances.

## **Smoking**

Smoking is prohibited within the nature center and outdoor recreation buildings and within 25 feet of any entrance.

### **Reservation Modifications (Including Date Changes)**

- Name of person on contract will be the only person who can make modifications to the rental reservation.
- Any modifications you make to an existing reservation will be assessed a \$10 change fee.
- In order to make any modification to an existing reservation, the request must be made a minimum of seven (7) days prior to the date on which the facility is reserved. Request must also meet advance booking requirements.
- If the modification made creates a change in rental fee and the fee is an increase, you will be asked to pay the difference in rental cost. If the modification creates a lesser fee, renter forfeits the difference in rental cost.
- All reservation modifications must be made by calling Missy Smith at 515-323-5317 Monday-Friday between 8:30 a.m. – 4:30 p.m.

### **Cancellation Policy**

Cancellations must be made by calling Missy Smith at 515-323-5317 or emailing [missy.smith@polkcountyiowa.gov](mailto:missy.smith@polkcountyiowa.gov) a minimum of seven (7) days prior to the date on which the facility is reserved, to qualify for a partial refund (see refund policy).

### **Refund Policy**

- If you cancel your reservation more than seven (7) days prior to the date on which the facility is reserved, 50% of your reservation is NON-REFUNDABLE. 100% of building monitor fees are refundable.
- If you cancel your reservation less than seven (7) days prior to the date on which the facility is reserved, 100% of your reservation is NON-REFUNDABLE. 100% of building monitor fees are refundable.
- If you are a no-show on the date on which the facility is reserved, 100% of your reservation and building monitor fees are NON-REFUNDABLE.
- If a reservation is cancelled by PCCB due to a natural disaster or if by some means the facility is unusable, a full refund will be issued to the person that made the original reservation.
- Refunds will be issued to person who paid for the reservation.