



# Facility Rental Contract

\_\_\_\_\_  
Date of Reservation

\_\_\_\_\_  
Name of Organization or Applicant

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Proposed Use

\_\_\_\_\_  
Approximate Attendance

Starting Time (Earliest: 9 am)	Ending Time (Latest: 10 pm)

# Chairs	# Rect. Tables	# Round Tables

Location	Partner Agency	Non-Profit/Service	Private	# of Hours Needed	Total Due
Great Hall / Terrace	NA	\$25.00/hr.	\$50.00/hr.		
Classrooms (all)	NA	\$37.50/hr.	\$75.00/hr.		
Classroom A	NA	\$15.00/hr.	\$30.00/hr.		
Classroom B	NA	\$15.00/hr.	\$30.00/hr.		
Classroom C	NA	\$15.00/hr.	\$30.00/hr.		
Board Room	NA	\$12.50/hr.	\$25.00/hr.		
Building Monitor	\$15.00/hr.	\$15.00/hr.	\$15.00/hr.		
<b>Total Due:</b>					

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City, State & Postal Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Email

**Agreement terms:**

- \_\_\_\_ I have read and understand the cancellation and refund policy
- \_\_\_\_ I have read and understand the rental agreement
- \_\_\_\_ I agree that I am at least 18 years of age
- \_\_\_\_ I agree with these terms and conditions
- \_\_\_\_ I understand the terms and conditions identified for deposit requirements

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Payment Information:**

- Mail/fax form and payment to:  
Jester Park Nature Center, Attn: Missy Smith  
12130 NW 128<sup>th</sup> St., Granger, IA 50109  
Fax: 515-323-5354
- If emailing form, email to: [missy.smith@polkcountyiowa.gov](mailto:missy.smith@polkcountyiowa.gov)  
\*Call in credit card information (do not email).

  
Check

  
Credit  
Card