



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	\$15.00/hr.	\$30.00/hr.		
Building Monitor	\$15.00/hr.	\$15.00/hr.	\$15.00/hr.		
Total Due:					

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 128th St., Granger, IA 50109
Fax: 515-323-5354

- If emailing form, email to: missy.smith@polkcountyiowa.gov
*Call in credit card information (do not email).

Check

Credit Card