

**Contract**  
for private use of the  
**Annett Nature**  
**Center**

Updated June 2018



# Introduction

The Warren County Conservation Board (WCCB) has built the Annett Nature Center (ANC) and the Lester Davison Memorial Pavilion (LDMP) to serve as an outdoor recreation and environmental education hub for the citizens of Warren County, Iowa and its friends and neighbors. This is the primary purpose of the ANC and LDMP. As the facilities are not used every day or evening, the Warren County Conservation Board is pleased to make them available for private use when they are not being used for their recreational and educational mandates.

## Available facilities

The Annett Nature Center is located at 15565 118th Avenue, Indianola, Iowa 50125, telephone number (515) 961-6169. Facilities included in ANC rental include:

- A full kitchen with serving window,
- A 23' x 40' open room,
- 16' x 16' lobby, coat room, and restroom facilities indoors,
- A 48' x 40' deck off of the open room,
- The Lester Davison Memorial Pavilion,
- Spacious grounds surrounding the building,
- Parking for at least 43 vehicles is available.
- The facility is fully accessible to the handicapped.

Room capacities for fire code purposes: 146 for main room and 37 for the lobby. Fire code capacity and seating capacity are not the same. Seating capacity will be less. Make sure that you have enough space for your needs prior to signing this contract.

## Conditions of use

- Rentals are only for the day(s) specified on the contract signature page. You may not set up or store items at the ANC the day before or clean up the day after your rental.
- Rental privileges can be revoked.
- Weekday rentals at the Annett Nature Center begin at 3:00 p.m.
- Smoking is prohibited inside and on any portion of the grounds of the Annett Nature Center and Lester Davison Memorial Pavilion.
- Under no circumstances will any staples, pins, nails, or other fasteners be placed on the walls, woodwork, deck, or any other part of the ANC, or any portion of the LDMP. All such penetrations will be charged to the renter as damage to the facility.
- No candles or other open flames are allowed except in the fire ring or fireplace of the LDMP.
- No motor vehicle may be operated off of the established roadways.
- Renter is responsible for making arrangements to pick up a key.
- Renter is responsible for all clean up. Clean up will be done the same calendar day as the rental.
- Renter agrees to use wall panels in the Lester Davison Memorial Pavilion within the provided guidelines and accepts financial responsibility for any damage occurring from said use. User also acknowledges that failure to properly store panels after use will result in forfeiture of damage deposit. PANELS MAY NOT BE LEFT IN DOWN POSITION.

## Rates

- Fee: \$200.00 per calendar day.
- The first \$100.00 of the rental fee is non-refundable and is due within fourteen-days (14 days) of making the rental contract (see signature page for due date). This payment must be accompanied by the signed rental contract.
- Payment and damage deposit (see Damage Deposit below) are due ninety-days (90 days) prior to the rental or at the time of booking, whichever is nearer the date of rental. Renter may, at their option, submit all payments with the non-refundable portion of the payment.
- A rental not confirmed by timely payment will be cancelled.
- Cancellation of a rental by the renter requires a ninety-day (90 day) notice prior to the date of the rental. If notice is not received, damage deposits will be refunded, but rental fees will be forfeited. The non-refundable portion of the fee will not be returned under any circumstance.
- Friends of Warren County Conservation with a membership level of at least Benefactor level (\$50/year) are entitled to one (1) rental day per year at a 50% reduction from the normal rate.
- The WCCB may allow use by non-profit conservation organizations and service groups at the cost of utilities and cleaning supplies (as determined by the WCCB). The WCCB will determine if a group qualifies and users are responsible for clean up. In order to allow the free scheduling of school field trips, no dates in April, May, or September are eligible for this type of use.

## Damage Deposit

A minimum damage deposit of \$150.00 will be left with the Warren County Conservation Board as security against any damage caused during rental. Higher damage deposits may be required at the discretion of the WCCB. The amount of the damage deposit in no way limits the monetary amount of damages that the renter may be responsible for. This will be determined by the actual cost of clean up and/or repair of damage in materials and time (time will be charged in one hour increments at \$25/hour). Damage to any equipment or supplies of the Warren County Conservation Board will be included in any damages assessed to the renter. Deposit checks are shredded after satisfactory cleanup is completed. For return of damage deposit checks, renter must supply stamped, self-addressed envelope.

## Alcohol

Alcohol is allowed at rentals of the Annett Nature Center under the following conditions:

- The renter **MUST** declare prior to the rental if alcohol will be present at the rental. Failure to notify the Warren County Conservation Board of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.
- The minimum damage deposit for a rental where alcohol is present will be \$300.00.
- All laws of the State of Iowa regarding consumption of alcohol will be strictly observed. Violation of state code with regard to alcohol consumption will result in expulsion from the area, revocation of rental privileges, and forfeiture of deposit.
- Beer and wine are the only alcoholic beverages allowed.

## Clean up

- Clean up must be performed immediately after the rental and the facilities returned to the condition in which they were accepted. Clean up instructions are posted in the ANC's kitchen and storage rooms and the LDMP's utility room
- The renter is responsible for trash removal.
- Renter may remove tables from the LDMP for their event. Renter must return tables to the LDMP prior to vacating the premises. Failure to return tables to the LDMP will result in forfeiture of damage deposit.
- Renter is responsible for the cost of removal of carpet stains, scratches in woodwork, marks on walls, etc. left during their rental. A staff member will be available for a walk through of the building prior to the rental to establish if any such stains, marks, etc. already exist.
- Under no circumstances will any staples, pins, nails, or other fasteners be placed on the walls or woodwork of the Annett Nature Center or the Lester Davison Memorial Pavilion. All such penetrations will be charged to the renter as damage to the facility.
- Only tapes that leave no residue when removed may be used. All tape will be removed prior to leaving the facilities.
- Wall Panels for the Lester Davison Memorial Pavilion must be properly stored.  
PANELS MAY NOT BE LEFT IN DOWN POSITION.
- Equipment and materials for clean up is provided. The Warren County Conservation Board will not provide staff for clean up. If clean up by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$25 per hour with a minimum charge of one hour and all charges levied in whole hour increments.

## Parking

The renter is responsible for ensuring that their guests park in designated areas only, keeping vehicles out of the circle drive in front of the building and off of the grass. Vehicles parked in the circle drive or out of established parking areas are subject to towing without notice.

## Keys

Rental keys will unlock the front doors and deck doors of the ANC, and the utility room door (the door between the restroom doors) of the LDMP. Light switches for the LDMP are in the utility room. Rental keys will not function in the LDMP restroom doors, which are to remain unlocked.

## Key Pick-up

The renter is responsible for making arrangements to pick up and return keys. Staff will not be at the door to let you in on the day of your rental. Schedules sometimes require that all staff be out of the ANC. Do not wait until the last minute to pick up your key. Keys may be left on the counter in the lobby after lock up (by holding the front door open when locking you may remain in the building while locking the doors).

Confirm that all doors are locked before leaving.

## Firewood

The WCCB tries to keep firewood available in the Pavilion's wood racks but does not guarantee firewood to renters. Renters are welcome to use available wood in the LDMP fireplace and fire ring. Any wood brought by renters must comply with Iowa's emerald ash borer quarantine regulations.

# Review

The renter's responsibilities include, but are not limited to, the following:

- Sign and return the last page of the rental agreement with the non-refundable portion of the rental fee within fourteen-days (14 days) of contracting your rental date, as shown on the signature page. Any remaining portion of the rental fee and the damage deposit are due no less than ninety-days (90 days) prior to rental date, as shown on the signature page. You may, at your option, submit all payments with the non-refundable portion.
- Submit payment to: Warren County Conservation Board  
15565 118<sup>th</sup> Avenue  
Indianola, IA 50125
- **Renter is responsible for making arrangements to pick up a key. Staff will not be at the door to let you in. Schedules sometimes require that all staff be out of the ANC. Do not wait until the last minute to pick up your key.**
- Smoking is prohibited inside and on any portion of the grounds of the Annett Nature Center and Lester Davison Memorial Pavilion.
- Check facilities to make sure they are adequate for your needs.
- Declare whether or not alcohol will be present.
- Ensure that guests follow parking rules: no parking in circle drive, no parking on grass.
- If you anticipate your parking needs will overflow the ANC parking lot, make arrangements with staff for alternate parking areas prior to your event.
- No nails, staples or pins may be used on any part of the ANC or LDMP, inside or outside. If you wish to attach decorations to any part of the buildings, check with staff prior to your rental.
- Renter agrees to use wall panels in the Lester Davison Memorial Pavilion within the provided guidelines and accepts financial responsibility for any damage occurring from said use. User also acknowledges that failure to properly store panels after use will result in forfeiture of damage deposit.  
**Panels may not be left in down position.**
- **Renter is responsible for clean up of the facility and trash removal.**  
Clean up must be done the day of the rental. Vacuum cleaners, brooms, garbage bags, paper towels, toilet paper, etc., are available in the ANC storage and LDMP utility rooms. A key to the toilet paper and paper towel holders can be found on the cleaning cart. Cleaning instructions are posted in the ANC kitchen and storage room, and the LDMP utility room.
- Take down all decorations, inside and outside.
- **Remove all tape.**
- Make sure all exterior doors are locked prior to leaving the building.
- Make arrangements for return of keys prior to event or leave keys on front counter after locking the front doors.

# BEFORE YOUR RENTAL IS OVER

You are responsible for the following items before you leave the Annett Nature Center and Lester Davison Memorial Pavilion. Failure to complete these items could result in loss of your damage deposit.

Use only blue painters tape, frog tape or similar products to attach items to walls, windows or tables. No Scotch tape, duct tape, packing tape, staples or nails allowed. Remove all tape prior to leaving. Tape residue will be charged as damage.

## Multi-purpose room:

- \_\_\_\_\_ Make sure carpet is clean. Vacuum is located in ANC storage room with tables, chairs and cleaning supplies.
- \_\_\_\_\_ Put tables and chairs away. Tables are to be placed on racks as clearly depicted on racks and in ANC storage room. Chairs are to be placed on dollies as detailed on the dollies. Put them in the storage room as shown in photos in ANC storage room.
- \_\_\_\_\_ Make sure windows are closed and doors are locked.

## Kitchen:

- \_\_\_\_\_ Personal items are to be removed from refrigerator.
- \_\_\_\_\_ **DO NOT LEAVE ICE OR LEFTOVERS.**
- \_\_\_\_\_ All dishes are washed and put away.
- \_\_\_\_\_ Floor and counter are clean. Brooms and cleaning supplies are in storage room.

## Lobby:

- \_\_\_\_\_ Floor is clean. Brooms are in ANC storage room.

## Restrooms:

- \_\_\_\_\_ Floor is clean. Brooms are in ANC storage room.
- \_\_\_\_\_ Toilet paper and paper towel dispensers are full. Key for dispensers is located on cleaning cart in storage room. Towels and toilet paper are either on the cleaning cart or on the shelves in storage room.
- \_\_\_\_\_ Toilets are clean and flushed, and sinks are clean. Cleaning supplies and rubber gloves are on cleaning cart in storage room and LDMP utility room.

## Trash:

- \_\_\_\_\_ All garbage bags used are removed and new bags placed in cans. Empty bags are located on shelves in ANC storage room. Garbage is to be placed in dumpster at the WCCB maintenance shop (next driveway south of the ANC on 118<sup>th</sup> Ave) or taken home.
- \_\_\_\_\_ **DO NOT LEAVE YOUR TRASH.**

## Pavilion:

- \_\_\_\_\_ Floor is clean. Brooms are in ANC storage room and LDMP utility room.
- \_\_\_\_\_ Restrooms are clean. Supplies are in ANC storage room and LDMP utility room.
- \_\_\_\_\_ Any tables moved from the LDMP have been returned.
- \_\_\_\_\_ Any wall panels lowered must be properly stored.

## Parking lot/grounds:

- \_\_\_\_\_ Loose trash is picked up. Check the garbage cans at the entrance and on the deck.





# Rental Agreement

for the

## Annett Nature Center

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Date of Rental:** \_\_\_\_\_

The renter acknowledges that they have received a copy of the Annett Nature Center rental policy and agrees to abide by all conditions and requirements noted therein, including, but not limited to the following:

- Renters **MUST** declare prior to the rental if alcohol will be present at the rental. Failure to notify the Warren County Conservation Board of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.

Will alcohol be present during the rental: **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

- All laws of the State of Iowa regarding consumption of alcohol will be strictly observed. Violation of state code with regard to alcohol consumption will result in expulsion from the grounds, revocation of rental privileges and forfeiture of deposit.
- Equipment will be provided for clean up of the facility by the renter. If clean up time by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$25 per hour, minimum charge of one hour, and all charges levied in whole hour increments.
- Damages will be assessed as stated in the rental policy.
- Renter agrees to use wall panels in the Lester Davison Memorial Pavilion within the provided guidelines and accepts financial responsibility for any damage occurring from said use. User also acknowledges that failure to properly store panels after use will result in forfeiture of damage deposit. **PANELS MAY NOT BE LEFT IN DOWN POSITION.**

### Fees:

Non-refundable rental fee: Due: \_\_\_\_\_ \$100.00

Remainder of rental fee: Due: \_\_\_\_\_ \$100.00

Damage deposit (provided in a **separate** check or cash):  
Due: \_\_\_\_\_ \$\_\_\_\_.

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**Total** \$\_\_\_\_.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, between the Warren County Conservation Board (owner) and \_\_\_\_\_ (renter) of \_\_\_\_\_.

**Renter:** \_\_\_\_\_ **WCCB rep:** \_\_\_\_\_

**FOR YOUR RECORDS**



# Rental Agreement

for the

## Annett Nature Center

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Date of Rental: \_\_\_\_\_

The renter acknowledges that they have received a copy of the Annett Nature Center rental policy and agrees to abide by all conditions and requirements noted therein, including, but not limited to the following:

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Will alcohol be present during the rental: **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

- All laws of the State of Iowa regarding consumption of alcohol will be strictly observed. Violation of state code with regard to alcohol consumption will result in expulsion from the grounds, revocation of rental privileges and forfeiture of deposit.
- Equipment will be provided for clean up of the facility by the renter. If clean up time by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$25 per hour, minimum charge of one hour, and all charges levied in whole hour increments.
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### Fees:

### ANC USE ONLY

Non-refundable rental fee: Due: \_\_\_\_\_ \$100.00 Rec: \_\_\_\_\_

Remainder of rental fee: Due: \_\_\_\_\_ \$100.00 Rec: \_\_\_\_\_

Damage deposit (provided in a **separate** check or cash):  
Due: \_\_\_\_\_ \$\_\_\_\_.\_\_\_\_ Rec: \_\_\_\_\_

\_\_\_\_\_  
Total \$\_\_\_\_.\_\_\_\_

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, between the Warren County Conservation Board (owner) and \_\_\_\_\_ (renter) of \_\_\_\_\_.

Renter: \_\_\_\_\_ WCCB rep: \_\_\_\_\_

**RETURN THIS PAGE WITH PAYMENT BY DATE INDICATED**



# Davison Pavilion Wall Panels

**NOTICE: By choosing to lower the Davison Pavilion wall panels, you acknowledge that you will follow these usage guidelines and that you accept financial responsibility for any damage resulting from said use.**



1. All needed tools and hardware for using the wall panels are located in this box, kept in the Lester Davison Memorial Pavilion (LDMP) utility room. Your rental key will unlock the utility room door. Ladders are also provided and **MUST** be used when lowering and raising panels.



2. Locate anchor holes in the LDMP floor at both ends of every panel you are going to lower. Adjacent panels share anchors.



3. Thread eye-bolts into anchor holes in the LDMP floor at both ends of every panel you are going to lower. Thread bolts completely into anchor holes—hand tight only. Adjacent panels share anchors.



4. Using the provided ladders, open the clasps of the first panel being lowered. This works best as a two-person operation.



# Davison Pavilion Wall Panels

**NOTICE: By choosing to lower the Davison Pavilion wall panels, you acknowledge that you will follow these usage guidelines and that you accept financial responsibility for any damage resulting from said use.**



5. Unroll the panel.



6. Unroll the panel



7. The lower corners of each panel have two carabiners attached to the grommet. These carabiners are to be left attached to the panels at all times.



8. Hook the lower carabiner through eye-bolt in the floor anchor.



# Davison Pavilion Wall Panels

**NOTICE: By choosing to lower the Davison Pavilion wall panels, you acknowledge that you will follow these usage guidelines and that you accept financial responsibility for any damage resulting from said use.**



9. If you lowered adjacent panels, zip them together. Zippers go from the top down.



10. Zip panels all the way to the bottom.

# Davison Pavilion Wall Panels

**NOTICE: By choosing to lower the Davison Pavilion wall panels, you acknowledge that you will follow these usage guidelines and that you accept financial responsibility for any damage resulting from said use.**



11. Use the provided zip ties to tighten the panels between the lower grommets and the eye-bolts in the floor anchors.



12. Thread the zip tie through the grommet and the eye-bolt.



13. Snug the zip ties as tight as possible.

To store the panels, use the supplied snippers to cut the zip ties. Then perform the steps in reverse order. Panels must be stored properly and may not be left down.

**LEAVING PANELS  
DOWN OR STORING  
THEM IMPROPERLY  
WILL RESULT IN  
FORFEITURE OF  
DAMAGE DEPOSIT.**