

Contract

for private use of the

Lester Davison Memorial Pavilion

Revised November 2022

Introduction

The Warren County Conservation Board (WCCB) has built 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. Warren County Conservation Board is pleased to make this available for private use when not in use for their recreational and educational mandates.

Available facilities

The Lester Davison Memorial Pavilion is located at 15565 118th Avenue, Indianola, Iowa 50125, telephone number (515) 961-6169. Facilities included in LDMP rental include:

- 18 6' wooden tables with 2 benches each
- A 48' x 40' deck off the Annett Nature Center
- Modern restrooms
- Spacious grounds surrounding the building
- Parking for at least 43 vehicles is available
- The facility is fully accessible to the handicapped

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 LDMP the day before or clean up the day after your rental.
- Rental privileges can be revoked.
- Weekday rentals at the LDMP begin at 4:00 p.m.
- Smoking is prohibited on any portion of the grounds of the Lester Davison Memorial Pavilion.
- Under no circumstances will any staples, pins, nails, or other fasteners be placed on the walls, woodwork, deck, 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 fake flower petals, confetti, or other small artificial decorations.
- No motor vehicle may be operated off the established roadways.
- The renter is responsible for making arrangements to pick up a key.
- Renter is responsible for all clean up. The cleanup will be done the same calendar day as the rental.
- Renter will provide liability and liquor liability insurance.

Rates

- The rental fee is non-refundable and is due within fourteen-days (14) of making the rental contract (see signature page for due date). This payment must be accompanied by the signed rental contract.
 - \$100.00 Monday through Thursday
 - \$200.00 Friday
 - \$300.00 Saturday and Sunday
- Damage deposit of \$200.00 is due ninety-days (90 days) prior to the rental or at the time of booking, whichever is nearer the date of rental.
- 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 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 cleanup. 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 \$200.00 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 cleanup and/or repair of damage in materials and time (time will be charged in one-hour increments at \$50/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 a stamped, self-addressed envelope.

In addition, the renter will be required to provide liability and liquor liability insurance with limits no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. This policy will need to name Warren County as an additional insured and a copy of the policy will need to be provided to the County for review by the County's attorney and insurance agent prior to rental. Proof of insurance will be due within 90 days prior to the rental or at the time of booking, whichever is nearer the date of rental.

Alcohol

Alcohol is allowed at rentals of the LDMP 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.
- All laws of the State of Iowa regarding consumption of alcohol will be strictly observed. Violation of state code regarding 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 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.
- Under no circumstances will any staples, pins, nails, or other fasteners be placed on the walls or woodwork of 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.

- Equipment and materials for cleanup are provided. The Warren County Conservation Board will not provide staff for cleaning up. If clean up by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$50 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 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 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 in the locked drop box located just outside the front door of the Annett Nature Center.

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 118th Avenue
Indianola, IA 50125
- **Renter is responsible for making arrangements to pick up a key. Do not wait until the last minute as schedules sometimes require that all staff be out of the ANC.**
- Smoking is prohibited inside and on any portion of the grounds of the LDMP.
- Check facilities to make sure they are adequate for your needs.
- Declare whether 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 is responsible for cleanup of the facility and trash removal.**
Clean up must be done the day of the rental. Brooms, garbage bags, paper towels, toilet paper, etc., are available in the LDMP utility room. A key to the toilet paper and paper towel holders can be found on the cleaning closet door. Cleaning instructions are posted in the LDMP utility room.
- Take down all decorations.
- Remove all tape.
- Make arrangements for the return of keys prior to event or leave keys in the locked drop box located just outside the Annett Nature Center front doors.

BEFORE YOUR RENTAL IS OVER

You are responsible for the following items before you leave the 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:

Restrooms:

- _____ Floor is clean. Brooms are in the 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 the 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 the ANC storage room. Garbage is to be placed in the dumpster at the WCCB maintenance shop (next driveway south of the ANC on 118th Ave) or taken home.

DO NOT LEAVE YOUR TRASH.

Pavilion:

- _____ Floor is clean. Brooms are in the LDMP utility room.
- _____ Restrooms are clean. Supplies are in the LDMP utility room.
- _____ Any tables moved from the LDMP have been returned.

Parking lot/grounds:

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

Renter: _____

WCCB Rep: _____

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



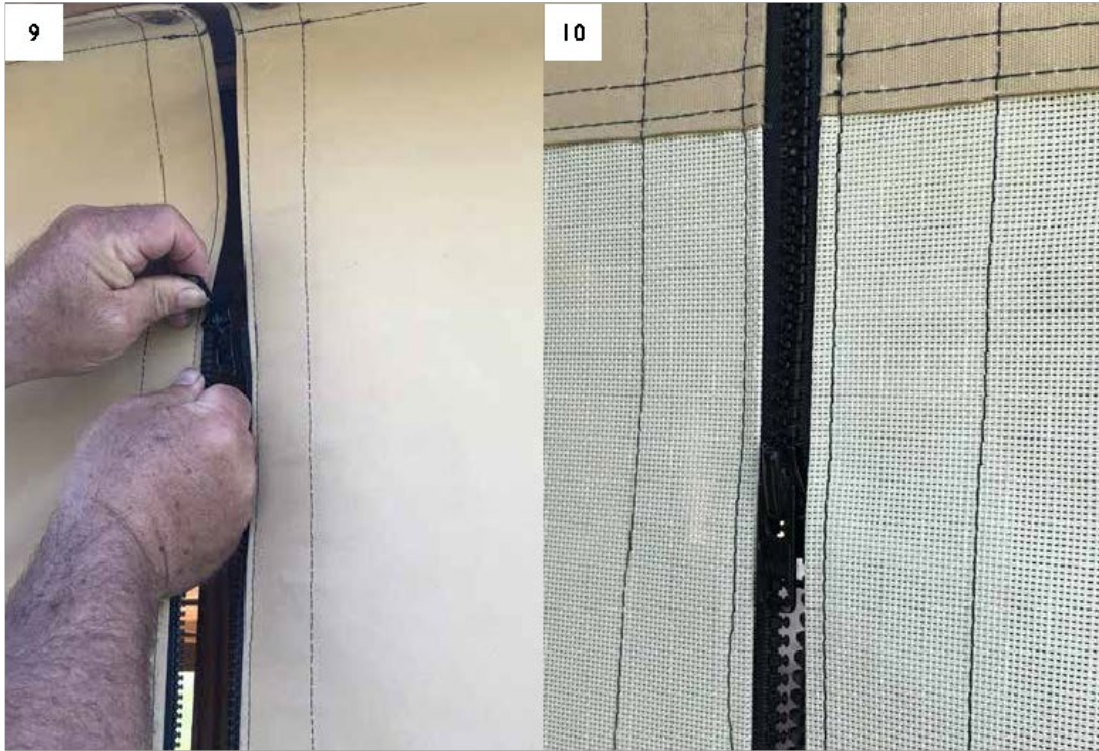
7. The lower corners of each panel have two carabiners attached to the grommet. These carabiners are to be left attached to the panels at all times.



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

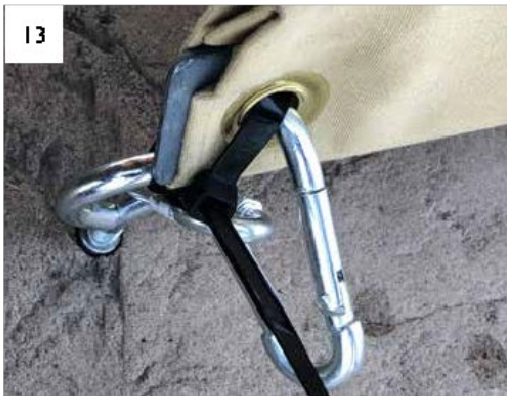
NOTICE: By choosing to lower the Davison Pavilion wall panels, you acknowledge that you will follow these usage guidelines and that you accept financial responsibility for any damage resulting from said use.



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.**

Rental Agreement

for the

Lester Davison Memorial Pavilion

Name: _____

Address: _____

Email Address: _____

Telephone Number(s): _____

Date of Rental: _____

- The renter acknowledges that they have received a copy of the LDMP 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 regarding alcohol consumption will result in expulsion from the grounds, revocation of rental privileges and forfeiture of deposit.
- Equipment will be provided for cleanup 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 \$50 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.

Fees:

Non-refundable rental fee: Due: _____ \$ _____

Damage deposit Due: _____ \$200.00

(Provided in a **separate** check or cash):

Proof of liability Insurance Due: _____

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

Lester Davison Memorial Pavilion

Name: _____

Address: _____

Email Address: _____

Telephone Number(s): _____

Date of Rental: _____

- The renter acknowledges that they have received a copy of the LDMP 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 regarding alcohol consumption will result in expulsion from the grounds, revocation of rental privileges and forfeiture of deposit.
- Equipment will be provided for cleanup 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 \$50 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.

Fees:

Non-refundable rental fee: Due: _____ \$ _____

Damage deposit Due: _____ \$200.00
 (Provided in a **separate** check or cash):

Proof of liability Insurance Due: _____

Approved by Rudolf

Total \$ _____

ANC USE ONLY

Rec: _____

Rec: _____

Rec: _____

Rec: _____

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