

Rental Check # _____
Security Deposit Check # _____
Date of the Rental: _____

Calkins Nature Area Rental Guidelines

Rental requirements are determined by the Hardin County Conservation Board, HCCB Executive Director and/or HCCB Interpreters. Hardin County Conservation Board reserves the right to deny rentals for any reason.

Rental Rates (includes nature center and amphitheater):

Circle One

Free for non-profit organizations

\$125/half day

\$150/half day holiday

\$200/whole day

\$250/weddings & holidays

Rental Requirements:

- \$100.00 refundable damage/cleaning deposit is required
- Facility should be cleaned according to cleaning checklist or deposit money will be forfeited
- **No alcoholic beverages of any kind**
- Make prior arrangements with staff for building access on evening, Sunday, and holiday rentals
- Tables, chairs, and equipment must be setup and taken down by renters
- Parking is limited to parking lots
- No access is allowed to lower level of the nature center
- No access to museum or basement

Signature: _____ Date: _____

First and Last Name (Print Please): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Please make checks payable to Hardin County Conservation

Calkins Nature Area
18335 135th St. Iowa Falls, IA 50126
(641) 648-9878 calkinsnatureareahccb@gmail.com

Calkins Nature Area Rental Cleaning Checklist

Please leave signed checklist in the front office upon completion

Cleaning supplies can be found in the "Storage Area" which is located in the main lobby. Trash bags should be taken to the dumpster that is along the driveway by the maintenance building.

Great Room:

- Tables and chairs returned to original room setup (4 tables w/8 chairs each)
- Tables and chairs wiped down if needed
- Garbage emptied and new can liner in place
- Floors vacuumed if needed

Kitchen:

- Any dishes, utensils, or pans used are clean, dry, and put away
- Fridge emptied and any spills cleaned
- Sink and counter wiped down
- Stove and microwave wiped down
- Garbage emptied and new can liner in place
- Floor swept and mopped if needed

Classroom:

- Tables and chairs returned to original room setup (4 tables w/8 chairs each)
- Tables and chairs wiped down if needed
- Countertops and sinks wiped down
- Garbage emptied and new can liner in place
- Floors swept and mopped if needed

Bathrooms:

- Sinks and counters wiped down if needed
- Toilets cleaned if needed
- Garbage emptied if needed (please do not leave soiled diapers)
- Sweep and mop if needed

Lobby:

- Sweep and mop if needed
- Place door key on front office desk
- Lights off
- Door locked

Amphitheater and Outdoor Areas (if utilized):

- Decorations removed
- Garbage and litter picked up (including cigarette butts)
- Garbage cans emptied and new can liners in place

Signature _____ Date: _____

Name (print): _____