



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

MCCB GRIMESFARM AND CONSERVATION CENTER AND AMPHITHEATER

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

Rental Rates (includes nature center and amphitheater):

Circle One

1. Classroom, restrooms, and kitchen \$300
2. Amphitheater, classroom, restrooms, kitchen \$450

Rental Requirements:

- \$200.00 refundable damage/cleaning deposit is required (please write a separate check for the deposit)
- Facility should be cleaned according to cleaning checklist or deposit money will be forfeited
- 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

Signature: _____ Date: _____

First and Last Name (Print Please): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Please make checks payable to Marshall County Conservation

GrimesFarm and Conservation Center
2349 233rd St, Marshalltown, IA 50158
(641)752-5490 mccb@marshallcountya.gov

Grimes Farm and Conservation Center Rental Cleaning Checklist

Please leave signed checklist in drop box

Cleaning supplies can be found in the "Storage Area" which is located in the hallway by the bathrooms. Garbage is a take in carry out policy.

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
- Floors vacuumed
- Decorations removed

Bathrooms:

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

Lobby/Entryway:

- Sweep and mop if needed
- Place door key in drop box
- Lights off
- Door locked
- Building alarmed

Amphitheater and Outdoor Areas (if utilized):

- Decorations removed
- Garbage and litter picked up
- Garbage cans emptied and new can liners in place
- Signs (chalkboard) picked up and put in the classroom (if used)
- Thermacells turned off and put in the classroom (if used), replacement cost for thermacell \$50
- Sound equipment turned off, mics placed on top of sound system

Signature _____

Date: _____

Name (print): _____