

**Ringgold County Conservation Board  
Dragoon Trace Nature Center Rental Contract**

**Fee Schedule:**

See policy for detailed description

**\$20.00/hour – 4 hour minimum – Regular Hours**

**\$30.00/hour – 4 hour minimum – After Hours/Weekends**

Date of Reservations: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Fee: \_\_\_\_\_

**NOTE: The conservation staff will only be available for ½ hour following the stated time of arrival. If you are later than this ½ hour, the building will be locked and your fee will not be refunded.**

Number of People: \_\_\_\_\_ Remarks: \_\_\_\_\_

Date Reservation Made: \_\_\_\_\_ By: \_\_\_\_\_

**\*\*IMPORTANT\*\*:** PAYMENTS OF \_\_\_\_\_ MUST BE RECEIVED BY THE RCCB OFFICE BY  
/ / OR YOUR RESERVATION WILL BE CANCELLED.

I, the undersigned, being of 21 years of age or older, agree to the policies stipulated with using the Dragoon Trace Nature Center. Neither the group I represent nor will I hold the Ringgold County Conservation Board liable for any injury to person or property occurring during my use of the Nature Center.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICE USE ONLY:  
Date Reservation Fee Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_  
Deposit Date: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
Comments: \_\_\_\_\_

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**Make checks payable to the Dragoon Trace Nature Center.**

**Ringgold County Conservation charges a fee for administrative and maintenance overhead for others utilizing the facility at a rate of \$20-\$30 per hour, with a 4 hour minimum. Room capacity is 80 people. If you feel you are eligible for waiver of rental fees (i.e. RCCB co-sponsors a public event), please request a Nature Center Fee Waiver Application form.**

**Should damage to the facility occur, damages are assessed to the group and the group may not be allowed to use the nature center again. Inasmuch as your name is recorded on the reservation form, you are responsible for the conduct of and/or damages caused by any member of your group. If the facility is not left in an orderly fashion, you may be charged extra janitorial fees.**