

Meeting Room Rental

KCCB/Water's Edge Nature Center

1010 250th Street, Algona, IA 50511

Phone: 515.295.2138

Email: kccb@kossuthccb.com/Web: watersedgenc.com

Name: _____

Address: _____ City/State/Zip: _____

(H)Phone: _____ (C)Phone: _____

RENTAL DATE: _____

Time of Rental: _____ to _____

Make SEPARATE checks: 1 for Rental Fee, 1 for Damage Deposit, and 1 for Alcohol Deposit. (make checks payable to KCCB)

Rental Fee: _____

Damage Deposit: _____

Alcohol Deposit: _____

TOTAL: _____

Date Funds Received: _____

Approved By: _____ Date: _____

Set up and clean up time MUST be included in your rental time.

The facility must be returned to the condition it was accepted in. The renter is responsible for the cost of removal of 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 marks, etc. already exist.

Under no circumstances will any staples, pins or other fasteners be placed on the walls or woodwork of the Water's Edge Nature Center. All such penetrations will be charged to the renter as damage to the facility. The KCCB staff must approve any supplies or materials to be used for hanging items from the walls or ceilings.

Renters will remove their own garbage from the meeting room and haul to a dumpster provided on site.

The Kossuth County Conservation Board will NOT provide staff for clean up. The staff time provided after a rental will be to inspect the facility for damage or clean up needs. The renter is welcome, but not required to attend this inspection, usually to occur the following morning. If clean up time by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$30 per hour with a minimum charge of one hour and all charges levied in whole hour increments.

Renter Signature

Date