

# Hanson Nature Center

Winnebago County Conservation Board  
Use of Property Contract for the Hanson Nature Center

I, the undersigned, being 21 years of age or older, request the use of the Hanson Nature Center at the following date and times:

Contact Name: \_\_\_\_\_

Organization or Group: \_\_\_\_\_

Phone: \_\_\_\_\_ (Day) \_\_\_\_\_ (Evening)

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

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

RENTAL DATE \_\_\_\_\_ TIME FROM \_\_\_\_\_ TO \_\_\_\_\_

**All setup and cleanup must be included in hours of reservation!**

EVENT \_\_\_\_\_ NUMBER OF PEOPLE \_\_\_\_\_

## RESERVATION

To reserve the Nature Center, you must submit a rental fee check/credit/debit card within 2 weeks (14 days) of your verbal reservation. (Credit/debit card fee will apply.) Renter must meet with Winnebago County Conservation Board staff in person to finalize reservation and orient for use of the facility, including locking the building when departing. No exceptions.

**\*\*Please make checks payable to the Winnebago County Conservation Board**

**\*\* (A \$30.00 SERVICE CHARGE will be added to all returned checks. CREDITOR ADVOCATES computer verifies all checks.**

We will seek civil damages pursuant to Iowa Code Section 554.3513 upon dishonor of any check.)

\_\_\_\_\_ Rental fee (within 2 weeks of verbal reservation)

## RULES AND REGULATIONS

In consideration of the use and privileges of the Hanson Nature Center, owned and operated by the Winnebago County Conservation Board, the renter hereby agrees to the following terms:

**The use of any alcohol is prohibited in the nature center building or surrounding grounds.**

All cars shall be parked in the designated parking areas. Cars are not to be parked on the lower level driveway except for loading or unloading.

No items or property belonging to the Hanson Nature Center shall be removed from the center.

The Hanson Nature Center is available from 8:00 a.m. to 10:00 p.m., sooner or later, if the rental dictates.

Renter understands that this is a public facility and members of the public may be present during regular open hours.

Renter assumes responsibility for their guests—especially young children. Young children **shall not be left unattended.**

Any damages to exhibits, facility, or grounds due to the guests will be the renter's responsibility and additional fees will apply.

As a public facility, the nature center, including deck and sidewalks, are a **smoke-free zone.**

Renter must remove trash from the rooms used and placed in the outdoor dumpster.

Renter must pick up any trash that guests may have left on the grounds and place it in the dumpster.

Renter shall not stick pin, tack, or nail any items on the meeting rooms' walls.

Rental and room reservation times include set up and cleanup of the rooms.

Food and beverages must always remain in the meeting rooms. **No food or beverages are allowed in the exhibit hall.**

**I agree to pay an additional \$200.00 cleaning fee if the room is not left as it was found prior to rental.**

All damages must be reported to the Winnebago County Conservation Board as soon as possible.

## USES PROHIBITED

Renter shall not use, or permit the premises, or any part thereof, to be used, for any purpose or purposes, other than the purpose for which the Hanson Nature Center or other facilities of the Nature Center are hereby leased. Renter shall not use the premises, or any part thereof, to permit any act whatsoever to be done on the premises in a manner that will violate or make void or inoperative any policy of insurance held by the Winnebago County Conservation Board.

## DAMAGES

Damage to the exhibits, displays, and mounted animals will be assessed depending on the replacement cost. Missing or other broken items will be charged at their replacement value.

## RESPONSIBLE PARTY

"I, \_\_\_\_\_, acting as the responsible party for and on

behalf of \_\_\_\_\_, have hereby read the Use Of Property Contract. I do hereby understand each provision and hereby agree to each provision. I understand that failure to abide by these provisions may result in fines.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Renter \_\_\_\_\_

Name \_\_\_\_\_ (Please Print)

Organization \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_

Signature of Winnebago County Conservation Board Representative \_\_\_\_\_

**41600 170<sup>th</sup> Ave., Hwy 69**

**Leland, IA 50453**

**(641-567-3390)**

**[www.winnebagoountyiowa.gov/conservation](http://www.winnebagoountyiowa.gov/conservation)**

# HANSON NATURE CENTER RENTAL SPECIFICS

(Setup & cleanup hours are included in time of rental contract payment.)

## Rooms Available:

(A) Auditorium (with kitchenette) (88 people)

(10) 60" Round tables available

(6) 96" Banquet tables

(88) Chairs

(B) Classroom (lower level) (36 people)

(14) 24"x72" Training tables

(18) Mesh back chairs

(C) Conference Room

Large conference table

(12) Office chairs

Weekday Rental Rates: \$50.00 per hour (2 hour minimum)

Weekends Rental Rates: \$250.00 per day no hourly rental

A separate deposit check in the amount of \$250.00 will be required at the time of payment and will be returned/destroyed upon inspection of the facility and approved as satisfactory.

## A.V. Equipment:

LCD Projector and screen (you must provide laptop computer) \_\_\_\_\_  
(Only available if not being used by WCCB.)

The Nature Center has public Wi-Fi (ask for guest password).

## Mail or bring contract to:

Hanson Nature Center, 41600 Highway 69, Leland, Iowa, 50453

[www.winnebagoountyiowa.gov/conservation](http://www.winnebagoountyiowa.gov/conservation)

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## FOR OFFICE USE ONLY

Name of Renter: \_\_\_\_\_

Rental Fee Received: Check # \_\_\_\_\_ Deposit Check # \_\_\_\_\_

Credit/Debit card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3 Digit CVV# \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Card Fee \$ \_\_\_\_\_ Total Paid \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_