

MULTIPURPOSE ROOM POLICIES

Hurstville Interpretive Center - Jackson County Conservation
18670 63rd Street Maquoketa, IA 52060 * (563) 652-3783

I. Room Rental

A. Hours:

- a. The multipurpose room is available during normal business hours of the Hurstville Center.
 - i. Weekdays: 9:00 am – 4:00 pm
 - ii. Weekends:
 1. December – March Closed
 2. April – October 12:00 – 5:00 pm
 3. November 12:00 – 4:00 pm
- b. Use of the multipurpose room may be requested after normal business hours but there are no guarantees it will be available.

B. Rental Fees:

- a. \$100 per day during normal business hours.
- b. After Hours Fee: \$100 rental fee + \$25 per hour.
 - i. Groups can request to use the room outside of business hours but are not guaranteed availability.

C. Reservations:

- a. A reservation form must be completed and signed by the person responsible for the room rental.
- b. Payment of the reservation fee is due within seven (7) days of your verbal reservation. If payment is not received within seven (7) days, your request for reservation will be voided.
- c. Two checks must be submitted (one for deposit and one for rental fee).
- d. Reservations cancelled less than two weeks/14 days prior to the event may not be refunded.

D. Deposit:

- a. \$100 and is required of ALL groups.
- b. Deposit must be submitted as a separate check than the rental fee.
- c. The deposit is not to be construed as a limit of liability for damage to county property. The Conservation Board may take any legal action necessary to recover additional damage.
- d. The deposit will be returned if room is found in satisfactory condition.
- e. Damage deposits are assessed to partially cover damage or loss of items.
- f. Cleanup and set-up shall be the responsibility of the reserving organization (see cleaning section below).
- g. No tape or tacks may be used in the community room.
- h. Damage to the exhibits, displays, and/or mounted animals will be assessed according to the replacement cost.
- i. Missing or other broken items will be charged at their replacement value.
- j. If the room is not found satisfactory, a portion of the deposit may be kept.

E. Cleaning:

- a. The renter of the multipurpose room is responsible for cleaning up after they are done.
 - i. Vacuuming the carpet, sweeping, wiping down tables, taking the trash to the dumpster, stacking chairs against wall, cleaning kitchen if used, etc.

- b. Groups using the kitchen may use all appliances and dishes, provided that, following the meeting the kitchen is thoroughly cleaned and dishes washed, dried, and put away.
- c. Cleanup is also required of other rooms that are used.
- d. No food brought by the renter is to be left in the refrigerator, cupboards or elsewhere.
- e. Groups may use soap, washcloths, towels, paper towels and trash bags provided.
- f. Groups may not use any other disposable supplies in kitchen, including disposable plates, napkins, silverware.
- g. If cleanup is not done, all or part of the deposit will be forfeited
 - i. Cleanup taking up to ½ hour – subtract 50% of deposit
 - ii. Cleanup taking up to ½ to 1 hour – subtract 100% of deposit

II. First Priority

- A. First priority use will be given to groups that include conservation education as a primary goal or purpose.
 - a. JCCB sponsored programs and events for the public.
 - b. Educational groups, defined as public school, private school, and college classes who request a formal program from the JCCB staff at the HIC, or plan to use the HIC as a self-guided visit.
 - c. Youth groups are defined as any scout, church, 4-H, or special youth club that may choose to educate youth on conservation or environmental issues.
 - d. Teacher or Educator Workshops are defined as educational workshops for teachers, conservation personnel, and other educators such as staff development and teacher in-service.
 - e. Conservation or educational organizations such as Sierra Club, Audubon Society, National Wild Turkey Federation, Whitetails Unlimited, Pheasants Forever, Duck's Unlimited, Izaak Walton League, DNR, CCB's, PTAs, Friends of JCC and other groups as decided upon by the JCCB Director or staff shall be able to use the meeting rooms for a board or general membership meeting.
- B. First priority Conservation or Educational groups may use the community room for board or general membership meetings at no charge.
 - a. A damage deposit may be required.
 - b. For special events or fund-raisers held by these groups, rental fees may apply.
 - c. First priority groups may be charged for use of the building after office hours.

III. Second Priority

- A. The HIC will be available to other groups as a second priority. These groups will be scheduled on a first come, first served reservation basis, as staffing allows. These groups will be limited to a maximum of 150 people in the basement.
 - a. **Civic and Community groups**, defined as service organizations such as Kiwanis, Lions Club, Rotary, American Legion, etc. that do not include conservation or education as their main goal or purpose.
 - i. The groups listed here may have one free use of the HIC per year if the group is having a conservation related program presented by a HIC staff member.
 - b. **Social gathering and events**, defined as weddings, anniversaries, reunions, sales events, corporate retreats, etc. are considered private parties, separate from JCCB functions.

IV. Disclaimer

The Jackson County Conservation Board intends to comply with the Americans with Disabilities Act and all other local, state, and federal laws pertaining to equal treatment. If anyone believes he or she has been subjected to discrimination on the basis of race, creed, color, sex, national origin, religion, disability or age, they may file a complaint alleging discrimination with either: the Jackson County Conservation Board or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240

All groups using the Hurstville Interpretive Center shall adhere to the policies and regulations written in the HI Policy Guide and/or the Jackson County Conservation Rules and Regulations. Groups failing to do so will forfeit their rights for future use of the facility

Approved by Jackson County Conservation Board 8/16/2022

Mike Griffin
Mike Griffin, Chairperson

For _____

Lori Roling
Lori Roling, Vice Chair

Against _____

Mary Hayward
Mary Hayward, Secretary

Absent _____

Jim England
Jim England, Member

Larry McDevitt, Member