

Allamakee County Conservation Board
Rental Policy and Procedures

Statement of Purpose

The Driftless Area Education and Visitor Center is owned and operated by the Allamakee County Conservation Board (ACCB) for the following purpose:

To promote ACCB environmental education programs, youth education, and provide a venue for conservation organizations and teacher workshops. As the center boardroom and classroom area is not used every day by the ACCB, the board is pleased to offer the boardroom and classroom area for private use when not being used for educational purposes.

Policy For Use Of Center

This policy has been written with the following points in mind:

A. Normal building hours are defined as:

Monday - Friday 8:00 am - 4:30 pm
Saturday 10:00 am - 4:00 pm
Sunday 11:00 am - 4:00 pm

The Center will be **CLOSED** on the following county holidays: New Year's Eve, New Year's day, MLK, Jr. Day, Good Friday, Veteran's day, Thanksgiving day and the Friday after, Christmas day and the day after unless otherwise noted. The Center reserves the rights to be closed additional days and times.

- B. The ACCB cannot be all things to all people at all times because of limits on time, staff, and space. Thus, priorities have been established to insure an orderly use of these limited resources based on stated purposes.
- C. All renters must leave the premises in as good or better condition than they were found. Please realize that this helps maintain the integrity of the county property from rental to rental, reduces wear and tear on the building, and keeps the cost of rentals low. Please complete rental cleaning check list and leave with staff.
- D. To properly protect the Center it should not be left unsupervised when being used by the public. To accommodate after-hour use an additional fee will be charged to pay staffing and overhead.
- E. The use of any alcoholic beverages is prohibited in the center and surrounding grounds.
- F. As a public facility, the center and surrounding grounds will be a smoke-free zone.

First Priority Uses

First priority use will be given to groups that include conservation education as a primary goal or purpose. Educational groups as defined below will be given priority. Groups are not necessarily listed in priority order. Special events or fund-raisers held by these groups at the center will be assessed a fee in accordance to second priority uses.

- A. Accb Sponsored Programs And Events For The Public.
- B. Conservation, Educational Organizations. Defined as public school, private school, and college
- C. Youth Groups. 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. Defined as educational workshop for teachers, conservation personnel, and other educators such as staff development and teacher in-service.

Second Priority Uses

The Center will be available to other groups as 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 occupancy of 60 people in the basement.

- A. Civic and Community Groups. Defined as service organizations
- B. Social Gatherings And Events. Defined as weddings, anniversaries, reunions, sales events, corporate retreats, etc.

Reservation Form & Payment

1. **Reservation Form:** The form must be completed and signed by the individual responsible for the room rental. The form must be emailed/mailed to the office manager within 7 days of making the rental.
2. **Rental Fee Payment:** Payment of the rental fee is due within 7 days of making the rental.
3. **Deposit Payment:** The building deposit is due within 7 days of making the rental. (not cashed)
4. **Payment Method:** Checks ONLY. **Please make checks payable to Allamakee County Conservation Foundation**
Make separate checks: 1 for Rental Fee, 1 for Damage Deposit. **Both required to confirm booking confirmation.**

Cancellation Policy Cancellation refunds will be paid based upon the following schedule:

~30 days - 100% refund ~29-22 days of notice- 50% ~21-15 days of notice - 25% ~14 days or less notice - no refund

Rental Rates & Hours

REGULAR OPERATING HOURS

Week Days	Rental Hours	Deposit	Rental Fee
Monday - Friday	8:00 - 4:30	\$100.00	\$75.00
Saturday	10:00 - 4:00	\$100.00	\$75.00
Sunday	11:00 - 4:00	\$100.00	\$75.00

AFTER OPERATING HOURS

Week Days	Rental Hours	Deposit	Rental Fee
Monday - Friday	4:30 - 9:00	\$200.00	\$150.00
Saturday	4:00 - 9:00	\$200.00	\$150.00
Sunday	4:00 - 9:00	\$200.00	\$150.00

Deposit

All rentals are subject to a deposit fee. Deposits will be refunded within 10 business days of the completion of the event. The deposit is to be returned if the room(s) is found in satisfactory condition. If not found satisfactory, a portion of the deposit may be kept to assist with maintenance schedule. Penalties from the deposit will be assessed according to the following guidelines:

1. Cleaning Fees will be deducted from room deposit per the following schedule:
 - Clean-up taking up to 1/2 hour = Subtract 25% of deposit
 - Clean-up taking up to 1/2 hour to 1 hour = Subtract 50% of deposit
 - Clean-up taking up to 1 hour to 1 1/2 hour = Subtract 75% of deposit
 - Clean-up taking more than 1 1/2 hours and/or any alcohol evidence is found = Subtract 100% of deposit
2. The deposit is not to be construed as a limit of liability for damage to county property
3. Missing items, broken items, or damages to the facility will be charged at their replacement value.

DEPOSIT CHECK WILL ONLY BE CASHED IF THERE IS DAMAGE OR CLEAN UP NEEDED AFTER THE RENTAL.

Conditions of Uses & Cleaning

The Center may be rented by groups or individuals. Rental privileges may be revoked due to past abuse of those privileges. **Reservation can be made up to 6 months in advance.**

- No candles or other open flames are allowed.
- No DJs. Music volume will be set by staff member.
- No nails, tacks, pins, staples, screws are allowed to affix decorations. Material for affixing items to any surface must be approved by the ACCB and no other materials will be used.
- No pets are allowed. Only "Service Animals".
- Tables & chairs are available for use and are located to the right of the elevator. All must be wiped down and returned to storage room when use is completed.
- Renter is responsible for clean-up of the rental area and trash must be set outside the basement door.
- Renter must complete check out cleaning sheet.
- All cars must be parked in parking lot area.
- Groups using the kitchen must provide their own dishrags, towels, and utensils. No food brought by the renter is to