



Driftless Area Education & Visitor Center Reservation Form

Rental requirements are determined by the Allamakee County Conservation Board. Allamakee County Conservation Board reserves the right to deny rentals for any reason.

REGULAR OPERATING HOURS

AFTER OPERATING HOURS

RENTAL FEES

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

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

- Damage/ clean up deposit is to be returned upon compliance with this agreement and when inspection of the facility by ACCB staff has been completed and approved as satisfactory.
- Tables, chairs, and equipment must be setup and taken down by renters
- The facility must be returned to the condition it was accepted in.

Please make checks payable to Allamakee County Conservation Board ACCB)

Make separate checks: 1 for Rental Fee, 1 for Damage Deposit. Both required to confirm booking confirmation.

Rental Fee: _____ Damage Deposit: _____

EVENT DETAILS

Room Requested : Board Room Classroom / Event Area

Reservation Date : _____ Reservation Time : Start: _____ End: _____

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

Event Description : _____

Estimated Number of Participants / Attendees : _____ Open to General Public: _____

Contact Name: _____ Phone #: _____

E-Mail : _____

I/we, the undersigned, being of 18 years of age or older and desiring to entertain ourselves and agree to leave the site used in the same condition as found; agree to clean up what debris and litter may be deposited during our stay, within the time period agreed to; agree to be responsible for any damages done to property within the area by ourselves and/or our guests; **agree to non-alcoholic beverages only**; and finally, agree to abide by all rules and regulations and all laws of this state.

To confirm your reservation at the Center you must return the appropriate reservation form and fees within seven (7) days of making your reservation. Any reservations not confirmed by payment within 7 days will be removed from the reservation book.

(Signature)

(Date)

PLEASE RETURN COMPLETED FORM TO ACCB OFFICE
1944 Columbus Rd Lansing, IA 52151 | 563-538-0401 | accb.offmanager@gmail.com