



Rental Check # \_\_\_\_\_  
Security Deposit Check # \_\_\_\_\_  
Date of the Rental: \_\_\_\_\_

### MCCB GRIMESFARM AND CONSERVATION CENTER AND AMPHITHEATER

Rental requirements are determined by the Marshall County Conservation Board, MCCB Director and/or MCCB Interpreters. Marshall County Conservation Board reserves the right to deny rentals for any reason.

#### Rental Rates (includes nature center and amphitheater):

**Circle One**

1. Classroom, restrooms, and kitchen \$300
2. Amphitheater, classroom, restrooms, kitchen \$450

#### Rental Requirements:

- \$200.00 refundable damage/cleaning deposit is required (please write a separate check for the deposit)
- Facility should be cleaned according to cleaning checklist or deposit money will be forfeited
- Make prior arrangements with staff for building access on evening, Sunday, and holiday rentals
- Tables, chairs, and equipment must be setup and taken down by renters
- Parking is limited to parking lots

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 First and Last Name (Print Please): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

#### Please make checks payable to Marshall County Conservation

GrimesFarm and Conservation Center  
 2349 233<sup>rd</sup> St, Marshalltown, IA 50158  
 (641)752-5490 mccb@marshallcountya.gov

# Grimes Farm and Conservation Center Rental Cleaning Checklist

## Please leave signed checklist in drop box

Cleaning supplies can be found in the "Storage Area" which is located in the hallway by the bathrooms. Garbage is a take in carry out policy.

### **Kitchen:**

- Any dishes, utensils, or pans used are clean, dry, and put away
- Fridge emptied and any spills cleaned
- Sink and counter wiped down
- Stove and microwave wiped down
- Garbage emptied and new can liner in place
- Floor swept and mopped if needed

### **Classroom:**

- Tables and chairs returned to original room setup (4 tables w/8 chairs each)
- Tables and chairs wiped down if needed
- Floors vacuumed
- Decorations removed

### **Bathrooms:**

- Sinks and counters wiped down if needed
- Toilets cleaned and flushed if needed
- Garbage emptied if needed (please do not leave soiled diapers)
- Sweep and mop if needed

### **Lobby/Entryway:**

- Sweep and mop if needed
- Place door key in drop box
- Lights off
- Door locked
- Building alarmed

### **Amphitheater and Outdoor Areas (if utilized):**

- Decorations removed
- Garbage and litter picked up
- Garbage cans emptied and new can liners in place
- Signs (chalkboard) picked up and put in the classroom (if used)
- Thermacells turned off and put in the classroom (if used), replacement cost for thermacell \$50
- Sound equipment turned off, mics placed on top of sound system

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_