



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 \$200
2. Classroom, restrooms, kitchen, exhibit area, and library \$300
3. Amphitheater, classroom, restrooms, kitchen \$350
4. Amphitheater, classroom, restrooms, kitchen, exhibit area, and library \$450

### Rental Requirements:

- \$200.00 refundable damage/cleaning deposit is required
- 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

# GrimesFarm 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

Signature \_\_\_\_\_

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

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