

## Hillview Recreation Area- Dennis L. Sohl Center for Outdoor Learning

Plymouth County Conservation, P.O. Box 1033, Hinton, Iowa, 51024

### Reservation Request and Responsibility Agreement

Date(s) Reserved: \_\_\_\_\_

Day(s) Reserved: **(No holidays or Weekends)** M T W Th F

**RENTAL FEE DUE:** \_\_\_\_\_

**CLEANING DEPOSIT: \$50.00**

- Cleaning deposit to be paid on separate check than rental fee
- If the deposit is to be returned, I would like deposit check \_\_\_\_\_ shredded \_\_\_\_\_ returned

Instructions:

1. Read the information on the front **and back** side of this form and sign on the bottom of the back page.
2. Return this form **and your rental fee** no later than \_\_\_\_\_, 20\_\_ to ensure the building is reserved for you. Reservation IS NOT secure after the above listed date until you have paid the rental fee.
3. Make checks payable to **Plymouth County Conservation Board**. There is a \$30.00 fee for all returned checks.
4. You must be 21 years of age or older to reserve the Dennis L. Sohl Center for Outdoor Learning
5. If you must cancel your reservation, please call 712-947-4270. **No refund will be given for cancellations .**
6. Conservation Board Rangers and staff reserve the right to enter The Center in case of maintenance or security problems.
7. The Plymouth County Conservation Board reserves the right to refuse rental privileges and withhold all rental and/or security fees for cause
8. All rules and regulations of the Plymouth County Conservation Board are in effect.
9. **A \$50.00 cleaning deposit must be paid before the desired rental date. If the building and grounds are not left clean, the cleaning deposit will be forfeited. The cleaning deposit is not to be construed as the limit of liability for damage to county property. The Conservation Board may take any legal action necessary to recover additional damage.**

### Reservation Party (please print clearly)

Responsible Person: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address (Street, City, State, ZIP): \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

How did you hear about the Center for Outdoor Learning? \_\_\_\_\_

### Chair/Table/Projector Information

Tables are kept in the large cabinet in the rental room; there are 15 (8 foot) tables available for your use.

# of chairs needed (100 available): \_\_\_\_\_

Will you be using the Plymouth County Conservation Projector? Yes / No

Dennis L. Sohl Center for Outdoor Learning Features:

- H/D Wireless Projector
- Wireless Internet
- 15 eight foot tables (seat 6-8 people)
- 100 chairs
- Refrigerator and sink
- Coffee maker
- Heat and air conditioning
- Broom/dust pan and cleaning supplies provided
- Garbage bags provided

*Entering and exiting the building the day of your reservation:*

A four digit code will be provided to you after you have paid the reservation fee. **Bring this code with you the day of your rental.** When you arrive the day of your rental, go to the back door and enter your four digit code into the padlock hanging from the back door handle. This code will open a small sliding door on the side on the padlock which holds a key to The Center door. Use this key to open the back door then place the key back in the padlock and screw-up the combination. A hex key will be attached to the inside handle of each door for you to 'dog' (lock open) the door during your rentals and to 'undog'(lock closed) the doors when you leave the building. Instructions for 'dogging' and undogging' the doors are attached directly to each door on a shinny, silver sticker. When your rental is over, make sure that ALL the doors lock and the back door key is secured inside the padlock. **It is your responsibility to secure the building.**

Reservation Procedure:

- The Center for Outdoor Learning is open year round.
- Fees are \$50.00 per day reserved.
- There is a mandatory \$50.00 cleaning deposit
- Rental of the Center extends from 8 AM to Noon or noon to 4PM.

Special Regulations:

- Consumption of alcoholic beverages (excluding kegs) is allowed. A responsible person shall ensure that all persons consuming alcohol at the Center or surrounding grounds are of legal age.
- At the end of the cleaning process, garbage must be secured in the plastic garbage bags provided and left in the garbage can, indoor, adjacent to the back door.
- **To protect the longevity of the Center, nothing may be attached to any walls, doors, windows, etc. with tape, glue, pins, etc. The displays at the Center are for educational purposes and are not intended to be manipulated for photos or any other purpose.**
- The Center as well as the surrounding areas are a smoke-free zone.
- Should more than one group desire the same date, the first completed forms and fees received will determine the eligible group.
- Events for the next calendar year may be scheduled one year in advance of the desired date.

I, the undersigned, being 21 years of age or older, am authorized to make this reservation request for the above listed individual/group/organization. I agree to accept full responsibility for the acts of negligence or omissions by my group and guests. Further, I agree to clean the property to the conditions set forth on the CENTER CLEANING POLICY as posted on the inside of the center sink cupboard and agree to be held responsible for any damages to the cabin, its contents or the surrounding property.

I, the undersigned, agree to indemnify and hold harmless Plymouth County, Plymouth County Conservation Board, its employees, its agents, or any other person against loss of expense, including attorney fees, by reason of the liability in posed by law upon Plymouth County and the Plymouth County Conservation board, except in the cases of Plymouth County's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of this agreement, whether such injuries to persons or damage to property are due to or claim to be due to any passive negligence of Plymouth County, the Plymouth County Conservation Board, its employees or agents or any other person. It is further understood and agreed that the user shall, at the option of Plymouth County, defend the County of Plymouth and the Plymouth County Conservation Board, its employees and agents with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Signature: \_\_\_\_\_

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

**For Staff Use**

**Security code for back door:** \_\_\_\_\_ **Date sent:** \_\_\_\_\_ **Method sent:** \_\_\_\_\_