



EVENT FACILITY SPACE REGISTRATION & AGREEMENT

Iowa Heartland History Connection

700 Farm Credit Drive
Ottumwa, IA 52501

Name/Organization

Name of Responsible Person _____

Address _____

Telephone _____ **Email** _____

Rental Date _____ **Event Hours** _____

Rental Fees: All quoted fees are hourly rates and any “run-over” beyond 30 min. will be charged for an additional hour.

Upper Level Rooms

Main Conference Room.....\$38.00 (Computer, projector, and Wi-fi available)
Small Conference Room/Classroom.....\$20.00
Kitchen.....\$15.00
Deck.....\$35.00

Lower Level Rooms

Room 1.....\$45.00
Room 2 (food prep- rented with room 1 or 2 only)..... \$5.00
Room 3.....\$30.00

Security Deposits: Classrooms/Meeting rooms \$50.00

Room 1 and 3..... \$100.00

Room 2.....\$60.00

**** Deposit for use of the rental space is accepted in full at time of registration. Deposit to be returned as soon as the rental space is Inspected following the close of the event.***

*****See other side to sign*****

These use rules will ensure the rental space will be available for use by the IHHC and the public for years to come. Please utilize and enjoy the facility as you would your home.

1. All reservations must be made a minimum one week in advance with facility staff.
2. Please state the name of the organization and name and telephone number of a contact person.
3. Do not use tape, staples, and/or paper clips to decorate the interior. This means no tape on painted surfaces, windows, floors, or ceiling grids. Please do not use confetti.
4. Clean up and remove all trash prior to leaving the building. Waste may be deposited in the dumpster located at the west end of the museum parking lot.
5. Turn off all lights and equipment after use. Ensure the door is closed.
6. Rental fee is expected in full at time of reservation.
7. The facility is a no smoking property. No alcohol allowed. No grilling. Battery operated candles only; no lighted candles permitted.
8. If the deposit is not picked up within 30 days of the event, it will be accepted as a donation to the Iowa Heartland History Connection.
9. Contact us at 641.682.8676

Renter Signature _____ **Date** _____

Amount Paid & Date _____

Cash/Check No. _____ **Date Deposit Returned** _____

Proof of insurance provided _____

The above signed shall be liable to Iowa History Heartland Connection for all damage to the property negligently, recklessly, or intentionally caused by said party or their agents, employees, invitees, or guests except to the extent the loss is insured and subrogation is waived under the owner's policy. Responsible parties shall hold Iowa History Heartland Connection officers, employees and volunteers harmless and indemnify them against any and all claims for injury or damages to persons or property arising on the premises by reason of any act, omission, negligence or carelessness of the above signed party, their agents, servants, employees, invitees and guests including indemnification for attorney fees and costs incurred by Iowa History Heartland Connection. Landlord has the right to enter and be on the premises at any time. Landlord may terminate this Agreement at any time if signed party damages the premises, makes unlawful use of the premises, fails to comply with valid regulations of the board of Health and City of Ottumwa, fails to keep the premises in a clean and safe condition or conducts himself or herself in such a manner that disturbs a neighbor's peaceful enjoyment of the premise.