

# Hartman Reserve Nature Center

## Buckles Program Center Rental Rates and Policies

The Gene and Betty Buckles Program Center is dedicated to protecting and promoting a better understanding of our environment. This environmentally-conscious "Green Building" features recycled materials. The 900-square foot multipurpose room offers a cozy atmosphere for meetings, retreats, and receptions. Call today to make an appointment to tour the facility or to reserve a date: 319-277-2187. Welcome to Hartman Reserve!



|                            | <b>PART DAY (4 HOURS)<br/>Sunday-Friday</b> | <b>ALL DAY<br/>Monday-Friday</b> | <b>DEPOSIT</b> |
|----------------------------|---|----------------------------------|----------------|
| Buckles Program Center     | <b>\$150</b>                                | <b>\$300</b>                     | <b>\$300</b>   |
| Non-Profit/<br>Educational | <b>\$150</b>                                | <b>\$150</b>                     | <b>\$300</b>   |

*Please see reverse side for the Buckles Program Center Rental Policies.*

## Buckles Program Center Rental Policies

*Policy details are included in the Rental Contract*

- \* ☐ Date is not confirmed until FULL rental fee payment and completed contract have been received.
- \* Should YOU decide to cancel, 50% of the rental fee will be returned ONLY IF the room is re-rented for that date.
- \* Buckles Program Center rentals do NOT include the loft or the Sugar Shack.
- \* All rentals must be during business hours. This means lights out, doors locked, and the building is vacant by the close of business. Business hours are Mon-Fri 8am-4:30pm and Sundays 1-5pm.
- \* Alcohol - Hard liquor and kegs are NOT allowed. Beer, wine, and champagne are allowed.
- \* Security Guard - You are responsible for arranging for a Security Officer if your rental includes serving beer, wine, or champagne.
  - 1) Administrative staff must approve the Security Officer.
  - 2) The name of the Security Officer must be provided at least two weeks prior to the reservation date.
  - 3) The Security Officer will be paid directly by you.
- \* Clean-up - You must clean the facility before you leave. This includes wash/dry dishes, sweep the floor, dispose of trash, wipe the counters, empty the refrigerator and freezer, and check the restrooms. A clean-up check list will be provided.
- \* Set-up - You are responsible for setting up and arranging tables and chairs. Decorating, catering, and setup must be completed during business hours. Chairs may be taken outside only for use on the deck. All chairs must be brought back into the building when your event is finished.
- \* Deposit - A \$300 refundable deposit is required. If the facility is left clean, there is no theft, and there is no damage to furnishings or equipment, the deposit check will be returned. If theft or damage occurs and the cost of the theft or damage exceeds the amount of the deposit, you will be billed for any additional expenses. The deposit will not be refunded until the facility has been inspected by Hartman Reserve personnel.
- \* Decorations - Do not remove items/fixtures that are property of Hartman Reserve. NO tape, screws, or nails allowed on the ceiling and walls. NO burning candles allowed. All decorations, materials, equipment and food must be removed immediately after your event. Please make arrangements with rental companies for pick-up prior to your rental date.

### Other Regulations

- \* Buckles Program Center is a smoke-free building. No grills or open fires in the building or on the deck.
- \* Parking is not allowed on the driveways from the street to the parking lot or the parking lot to the building area. All driveways must be open for use by emergency vehicles.
- \* Hartman Reserve Nature Center is governed under the rules and regulations of Black Hawk County Conservation.
- \* Park Rangers reserve the right to enter the building during your rental to address maintenance or security problems. Park Rangers are given the authority to refuse rental privileges and rescind any and all rental permits for cause.
- \* You must report any damaged or missing items that are part of the Hartman Reserve.
- \* We suggest reviewing city ordinances before placing signs or decorations on any roadway signs leading to the Hartman Reserve area.
- \* All signs placed on Hartman Reserve property must be removed immediately following your event.