

Under pertinent federal regulations prohibiting discrimination on the basis of race, color, national origin, age, sex, or handicap the Tama County Conservation Board strives to provide quality programs of environmental education and outdoor recreation for all persons. If you feel that you have been discriminated against in any program, activity, or facility operated by the Tama County Conservation Board you should write to: Director, Tama County Conservation Board, 2283 Park Road, Toledo, IA 52342, or the Equal Opportunity Commission, U.S. Dept. of Interior, Washington, D.C. 20240.

Conservation Board Members

Carolyn Adolphs Traer

Gene Anderson Toledo

Roger Benda Tama

John Keenan Tama

Nathan Wrage Gladbrook

Bob Etzel, Director

(641) 484-2231

e-mail: tccb@tamacounty.org

website: www.tamacounty.org



SHORT LIST OF STEPS TO RESERVE THE NATURE CENTER

- 1 Speak w/Director, set tentative date and time.
- 2 Read through the rules and regs. concerning use of the NC (Director will send you this information following step #1)
- 3 Fill out reservation form/responsibility agreement & return with a \$25 reservation fee within 14 days of step #1.
- 4 Director will mail receipt for reservation fee confirming date and time of event.
- 5 Pay remaining balance of rental fee and turn in \$100 damage deposit prior to the event.

YOUR RESPONSIBILITIES WHILE USING THE NATURE CENTER

1. **You are responsible for setting up** for the event.
2. **You must ensure all in attendance comply with:**
 - A. No alcohol inside or on grounds surrounding the NC.
 - B. No smoking inside the NC.
 - C. No dancing or dances allowed in the Nature Center.
 - D. No rough-housing. Make sure all children and/or adults playing active games do so outside the Nature Center.
3. **Must return facility to the condition existing before your arrival** Refer to "Cleanup Checklist" enclosed. **Anticipate cleanup following your event to take one to two hours.**
4. Lock up and return key to Ranger or Director as instructed.

Tama County Nature Center
Otter Creek Lake & Park
Section 31
Carroll Township
Tama County, IA

Can we use the Nature Center?



A brief overview of frequently asked questions regarding public use of the Tama County Nature Center.



Read On!

This brochure is provided to help you determine if your event is compatible with the Nature Center's use policy, to outline and explain rental fees, and provide other basic information regarding use of your Nature Center.

For more in-depth information regarding use of your Nature Center please contact Bob Etzel @ (641) 484-2231 or e-mail at tccb@tamacounty.org.



Restrictions on Use

Restrictions for use of the building may help you immediately determine if the event you wish to host is compatible with the facility.

- ♦ **ALCOHOL.** The use, possession, or consumption of any alcohol is **PROHIBITED** in the nature center & the grounds surrounding the building.
- ♦ **SMOKING.** As a public building there is **NO SMOKING ALLOWED.**
- ♦ **DANCING, ROUGH-HOUSING, AND CHILDREN.** No dancing, running, or rough-housing is allowed. Groups with children must assure active games are played outside the Nature Center.

RENTAL FEES

WHO DOESN'T PAY RENTAL FEES?

Generally speaking, environmental education or outdoor recreation instructional use of the facility is provided rent free. If you feel that your activity may qualify for "free" use of the nature center direct questions to Bob Etzel.



Examples of this are: (1) a program sponsored or co-sponsored by the Conservation Board, (2) Educational or school group use for env. ed. or outdoor rec. activities, (3) Non-profit youth groups use for env. ed., outdoor rec., (4) Teacher or educational workshops centered on env. ed., (5) Use for meetings by conservation or educational organizations or clubs.

WHO MUST PAY RENT?

Any activity which **IS NOT** an environmental ed. or outdoor rec. instructional use must pay a rental fee. This could include (1) social function or gathering of civic, service, church or community organizations, (2) private activity such as wedding or reception, anniversaries, reunions, sales events, corporate retreats, etc., (3) overnight use by non-profit youth groups or school youth groups.

RENTAL FEE SCHEDULE

(All fees are for a five hour rental, additional hours can be booked for a \$25 per hour fee)

Activity room w/kitchen	\$125
Conservation library	\$25

Youth activity or overnight available for a reduced fee if certain guidelines are met, contact Bob Etzel for details.

DAMAGE DEPOSIT & RESERVATION FEE

A DAMAGE DEPOSIT of \$100 will be required for all rental use of the nature center. If the facility is cleaned and no damage found the deposit will be returned.

A RESERVATION FEE of \$25 is required of all **PARTIES WHO PAY A RENTAL FEE.** This **non-refundable fee** is required when the reservation is placed to "guarantee" the reservation. **The fee is actually part of the rental fee and reduces the balance due at the time the rental is paid.**

PETITION FOR FEE REDUCTION, SPECIAL USE

Any person, agency, or organization can petition the TCCB for a waiver or reduction of fees or for an exception to any provision of the policy statement. However, no exceptions will be allowed regarding the no alcohol or no smoking policies. This process is intended only for the most unusual or extraordinary circumstances.