

DAY USE AND/OR LODGING RESERVATION FORM

INITIAL RESERVATIONS MUST BE MADE BY PHONE 641-747-8383

PLEASE RETURN THIS FORM AT LEAST TWO WEEKS PRIOR TO YOUR RESERVED DATES TO:

Springbrook Conservation Education Center * 2473 160th Rd * Guthrie Center IA 50115

Fax: 641-747-3951 E-Mail: consed@netins.net

CONTACT PERSON

Name of organization/institution: _____

Age of the group's majority (please check one): Elementary Jr. High Sr. High College Adults

Sponsor or individual representing the organization/contact person: _____

Phone #: _____ Fax #: _____ E-Mail: _____

Street Address: _____

City: _____ State: _____ Zip: _____

FACILITY RESERVATION DATES/TIMES

Arrival Date: _____ Time: _____ am pm Departure Date: _____ Time: _____ am pm

GROUP SPECIFICS (choose one group and complete the requested information)

School Group (Grade Level: _____) Total Number in Group: _____ Youth _____ Adults

Groups primarily focusing on conservation related education. Examples include: students K-12, scouts.

Facility Use (check one):

Day Use Only (\$5/person)

Overnight***: (\$5/person) x _____ nights # males: _____ # females: _____ (include youth and chaperones/teachers)

FACILITY USE TOTAL: \$ _____

Conservation Education Group (DNR Groups, Scouts, 4-H, etc.) Total Number in Group: _____ Youth/Adults

Groups primarily focusing on conservation related education. Examples include: scouts, 4-H, DNR sponsored organizations, etc.

Facility Use (check one):

Day Use Only (\$5/person- youth or adult group)

Overnight***: (\$5/person- youth/adult group) x _____ nights # males: _____ # females: _____

Overnight***: (\$15/person- adult group) x _____ nights # males: _____ # females: _____

Options:

Classroom Use: Yes No # requested (3 avail): _____ # of days: _____

Library Use: Yes No # of days: _____

FACILITY USE + OPTIONS TOTAL: \$ _____

Non- Conservation Education Group Total Number in Group: _____ Youth/Adults

Organized groups, regardless of age, whose primary focus is not conservation education. Examples include: athletic camps, clubs, special interest groups, etc.

Facility Use (check one):

Day Use Only (\$5/person- youth or adult group)

Overnight***: (\$5/person- youth/adult group) x _____ nights # males: _____ # females: _____

Overnight***: (\$15/person- adult group) x _____ nights # males: _____ # females: _____

Options:

Classroom Use (\$100/day): Yes No # requested (3 avail): _____ # of days: _____

Library Use (\$50/day): Yes No # of days: _____

Kitchenette Use (\$30/day) Yes No # of days: _____

FACILITY USE + OPTIONS TOTAL: \$ _____

OVER

Family Outing

Total Number in Group: _____ Youth/Adults

Groups whose use is primarily facility-oriented for family gatherings. Examples include: reunions, birthdays, graduations, weddings, etc.

Facility Use:

Overnight***: (\$160/dorm) x _____ day

Options:

Classroom Use (\$100/day): Yes No # requested (3 avail): _____ # of days: _____

Library Use (\$50/day): Yes No # of days: _____

Kitchenette Use (\$30/day) Yes No # of days: _____

FACILITY USE + OPTIONS TOTAL: \$ _____

FACILITY USE/OPTIONS TOTAL: \$ _____ payable to DNR/CEC upon arrival

CONCESSIONAIRE MEAL TOTAL: \$ _____ payable to IOWA MARKET upon arrival (Meal Form enclosed)

DAMAGE DEPOSIT (schools groups exempt): \$ 50.00 payable to DNR/CEC upon arrival (under separate payment)

Sponsor/Organization's Representative Signature

Date

***All groups using the concessionaire must complete the Food Service Contract, check are payable to "Iowa Market".**

***ALL FEES DUE UPON ARRIVAL- Facility rental fees may be made in cash or by check made payable to "Iowa DNR". Credit cards are NOT accepted. A separate check is required for the damage deposit made payable to "Iowa DNR".**

****The appropriate day use fee will be charged to overnight groups who will be bringing additional people for day-use activities.**

*****All overnight guests must provide their own bedding and towels (twin sized beds are provided).**

Reservations: Reservations must be in the name of a person 18 years of age or older who will be present for the full term of the reservation. There is no reservation fee; however, any group wishing to cancel their reservation must do so 30 days prior to the arrival date. Groups cancelling within 30 days of the arrival date or groups classified as "no shows" will be billed for the original planned rental fees. Estimated numbers of individuals are acceptable upon making reservations. Firm numbers will be required seven days prior to arrival in order to assign meals, classrooms, and dormitories.

Damage Deposit: The deposit will be retained in the office and returned via mail following departure, providing the inspection of the facility is satisfactory. The deposit is not to be construed as a limit of liability for damage to state property. A list of departure procedures is posted in each dormitory and in the kitchenette.

Classroom Rental: There are three classrooms available. Two of the classrooms are located in the Pin Oak Building that can be made into one larger classroom. The third is located in the basement of the Gateway Building. There are multiple outdoor classrooms and fire ring areas for gatherings offered at no additional cost.

Library Rental: This small room is located in the Pin Oak Building and seats twelve.

Meal Service: All School/Conservation Education groups shall have meals coordinated with the concessionaire. All other groups may elect to use the concessionaire for prepared meals, rent the kitchenette, or a combination of both. No group may contract for catering service from any vendor other than the onsite concessionaire.

Kitchenette Rental: Groups who chose to rent the kitchenette are responsible for cleaning the kitchenette and their section of the dining area following each meal. Detailed cleaning procedures are posted in the kitchenette. Groups are likely to share the dining area with other groups. The dining area is not intended to be used as a commons area beyond the reasonable meal period.

Check-Out: Groups must check-out of the dormitories by 8:00am (Mon-Sat) or 9:00am (Sun) and Gateway Building by 10:30am in order for staff to prepare the facilities for the next group. Overnight groups must provide their own bedding and towels. Twin sized beds are provided.