



Education Center Rental Policies & Agreement

Education Center Rental: \$40 per hour

- 50 guest maximum.
- The Arboretum only rents the Education Center during the months of May through early October.
- A \$40, non-refundable deposit is required.

The rental fee includes:

- Initial informational meeting with Arboretum staff (scheduled by renter).
- Meeting with Arboretum staff one month prior to rental (scheduled by renter).
- Free admission and parking for all guests.
- Access to 50 chairs, 11 six foot tables, and a small air conditioning unit located in the Education Center.
- Use of the Education Center during the hours determined in rental contract (to include any setup or tear down times).

Equipment Policies:

- Chairs and tables are provided by the Arboretum for an Education Center rental accommodating 50 guest maximum.
- Chairs & tables above the amount of what we offer, podiums, tents, arbors, electrical cords, or the like are not provided by the Arboretum for rentals, but may be brought in at renter's expense. Equipment may be contracted through a rental service and must be set up and taken down either by rental service staff or the renter within the rental period.
- Equipment set up and tear down outside of the rental period must be approved by Arboretum staff and may incur fees based on time involved. The Arboretum will not be held responsible for personal or rented property or equipment left unattended. Please secure property as you would in any public place.
- Tents are allowed in designated areas only and must be approved by Arboretum staff with care taken to protect garden integrity. It is renter's responsibility to supervise tent installation and removal. Maximum tent size allowed is 20 feet x 40 feet but is completely dependent upon the garden site selected which may require a smaller size to protect garden integrity. Arboretum staff will determine whether the selected garden site and tent size will require professional tent installation.
- Electrical outlets are available in Education Center, but electrical supply is limited.

Cedar Valley Arboretum & Botanic Gardens

1927 E. Orange Rd. : Waterloo, IA 50701 : (319)226-4966 : www.cedarvalleyarboretum.org

*Facility Rental Policy updated February 2017 and is subject to change per Board approval. Agreements dated prior to this update remain as written and previously agreed upon.

Arboretum Policies:

1. You must be 18 years of age to rent any Arboretum facility.
2. Renters will follow Arboretum policies and are responsible for making guests aware of the policies as well.
3. Please do not pick any flowers or remove plants.
4. The Arboretum is a public garden and all gardens and parking will remain open to visitors during your event.
5. Smoking is prohibited on Arboretum grounds. Evidence found of discarded smoking materials requiring staff time to clean up will result in loss of the damage/non-compliance deposit, in full or in part.
6. **Consumption of hard alcohol and keg beer on Arboretum grounds is prohibited.** This includes the parking lot. Canned or bottled beer and wine are allowed. Please advise your guests of this rule.
7. Limited parking is available in the marked lot. There is additional parking behind our Children's Garden. Renters will be shown this parking area upon request by Arboretum staff. Vehicles and carriages must stay on gravel roadways and parking is not allowed on the grass or in the gardens unless a designated parking sign is present.
8. The Arboretum's well water is safe to drink. Bottled water may also be brought in by renter.
9. Arboretum benches and tables located anywhere on the grounds may not be moved to other gardens to accommodate rental guests.
10. The gardens and the Education Center will be left in the same configuration as found. They will be left clean and tables and chairs properly stored. This includes wiping tables and counters, folding and returning tables and chairs to storage, mopping any spills, sweeping floor, and any other clean-up that is needed. A broom, dustpan, mop, bucket, and cleaner are in the Education Center's closet.
11. There are three restrooms. Two are located at the front of the R.J. McElroy Education Center and one in the back on the backside of the Education Center, facing the Children's Garden. The Children's Garden restroom is accessible to persons with disabilities.
12. Ground fires are strictly prohibited.
13. Decorating is permitted, although no staples or nails are allowed. You also may not use tape on painted surfaces.
14. Inflatable games or entertainment options are not allowed.
15. Small directional or announcement signs may be placed in the ground at the entrance or along the pathways. It is prohibited to hang signage on Arboretum fencing or structures.
16. It is the responsibility of the renter to make all appointments to meet with Arboretum staff on site needed prior to the event date to confirm the event site on the grounds and discuss equipment needs and event preparation.
17. Damages to Arboretum grounds or injuries sustained by Arboretum visitors as a result of equipment brought in by the renter, regardless of prior approval, will be the responsibility of the renter.
18. Pruning of trees, gardens, and flowers in the Arboretum is strictly prohibited.
19. Leave the premises clean. Damage to and clean-up of the grounds and/or facilities is the responsibility of the renter.

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20. Have designated help scheduled for set up, tear down, & directing guests.
21. Have a designated person on site on time to meet delivery persons and Arboretum staff for instructions, to answer any questions, and to receive contact information in case of an emergency or unforeseen problems.
22. Advise guests of the Arboretum Policies, specifically that no smoking is allowed.
23. Have designated parking attendants on hand to guide guests to the parking lot or other previously approved parking area. Parking on the service drive and/or on the grass is not allowed unless previously approved by Arboretum staff.

Photography Policy:

Photographers hired by the renter(s) are not bound to the 4 person-session limit enforced for regular admission. However, all event photographers are expected to follow the policy outlined below:

- The Photographer's activities will not interfere with the enjoyment of the CVABG by others.
- Photographers must leave the gardens in the same condition as when they arrive. They should report any issues to staff before starting a shoot.
- The use of large props (larger than hand held) for a photo shoot are discouraged. Exceptions must be approved in advance by staff when a shoot is scheduled and may incur extra cost.
- Battery powered equipment is permitted. The CVABG will not provide 110v power for a photo shoot.
- Tripods are allowed but should not block pathways or limit the garden access of others.
- The use of drones within the CVABG is strictly prohibited.
- Photo shoots extending outside regular CVABG open hours must be approved and scheduled in advance by staff and may incur extra cost due to overtime.
- The CVABG assumes no responsibility for loss, theft, or damage to any equipment or belongings.
- Photography of nudes, swimsuits, lingerie, or other subjects of a graphic nature are strictly prohibited.

Cancellation Policy:

- As previously stated, the reservation deposit is non-refundable if an event is cancelled for any reason and at any time by the renter.
- Notice of cancellation must be received by the Arboretum at least two hours prior to the scheduled start of the rental period if cancelled due to weather conditions (only in the case of an outdoor event) and 24 hours prior to the event if cancelled for any other reason.
- If proper notice is not received, the full rental fee as stated in the Facility Rental Agreement will be charged.
- In the event of cancellation of an event by the Arboretum, full payment of the rental fee to include the reservation deposit will be refunded to the renter.

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Rental Contract Information

To be filled out by renter

Contact Information:

Contact Name(s): _____

Organization (If Applicable): _____

Address: _____

Phone: _____ Email: _____

Rental Details:

Rental Date(s): _____ Type of Event: _____

Rental Hours (to include set up and tear down): _____ to _____

Expected number of guests: _____

Fees: Please note that we accept cash, check, and all major Credit Cards

Deposit Amount enclosed (50% of total rental cost): \$ _____

Balance due 7 days prior to event: \$ _____

Check ____ Cash ____ VISA ____ MC ____ Discover ____

Card Number: _____ Exp. Date: _____ Sec. Code: _____

Name as Shown on Card _____

I have read the attached policies for groups visiting the Cedar Valley Arboretum & Botanic Gardens. I agree to abide by them and understand that any non-compliance of those policies, by me or by my guests, will result in forfeiture of the damage/non-compliance deposit. I also understand and agree to the Cancellation Policy stated therein.

Signature: _____ **Date:** _____

Return this form to:

**Cedar Valley Arboretum & Botanic Gardens
1927 E. Orange Rd. Waterloo, IA 50701**

Please contact the office at 319-226-4966 or office@cedarvalleyarboretum.org with any questions.

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Photo Release

The Arboretum reserves the right to photograph your event set up, but will not photograph individuals without your permission. We greatly appreciate receiving photographs of people and events to use for development and promotional purposes. Please send the following Photo Release with your signed rental agreement if photographs may be taken of your event by Arboretum representatives or if you would like to share your own photographs with us.

Professional photographers may have their own restrictions with regard to use of their photos which the Arboretum must comply with before use, so please make your photographer aware of your agreement and have them contact the Arboretum directly regarding their individual restrictions, if any. Thank you!

Photo Release

I give the Cedar Valley Arboretum & Botanic Gardens permission to publish in print, electronic, or video format photographs of my event, to include individuals, whether taken by an Arboretum representative or provided by myself or my photographer. I understand that my name will not be published or shared unless express written permission is granted by me.

I release all claims against the Arboretum with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

Signature: _____ **Date:** _____

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