



Nahant Marsh Education Center

4220 Wapello Ave.

Davenport, IA 52802

www.nahantmarsh.org

Phone: 563.336.3374 • Email: nahantmarsh@eicc.edu

Meeting Room Policy

Nahant Marsh Education Center provides meeting rooms for community groups and organizations. Meeting rooms are available Monday through Saturday during all scheduled open hours and whenever not needed for programs.

Use of meeting rooms in no way implies Nahant's endorsement of ideas expressed in the meetings or of the aims and goals of the organization using the facilities. In case a question is raised as to the objectives and activities of any organization, group, or individual requesting use of the meeting rooms, the Nahant Marsh Facilitator shall be the final authority in granting or refusing permission for the use of the rooms. Organizations may not advertise the use of Nahant's facility in any way that implies sponsorship by Nahant Marsh. Any publicity by organizations using the meeting rooms independently of Nahant sponsorship is not to include Nahant's telephone number.

Interpretation of this policy is left to the discretion of the Nahant Marsh Staff. Final authority rests with the Nahant Marsh Facilitator.

Patrons wishing to use a meeting room may contact Nahant Marsh to schedule meetings up to 6 months in advance. An application including the full name of the organization and the name of a contact person will be required. It is the responsibility of the contact person to notify Nahant if the contact information changes. Responsible group supervision is to be provided during meeting room use. Anyone under the age of 18 must have an adult co-sign the application; adult supervision must be provided during meeting room use. All statements on the application are considered part of this policy. Cancellations can only be made by the contact person on file. Confirmations for reservations must be made at least one month in advance.

All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other Nahant property. Nahant reserves the right to require a damage deposit from organizations. Groups using the meeting rooms must leave them in the same condition and arrangement in which they were found.

Storage of equipment or materials is not allowed. No materials of any type may be attached to walls or doors. No alcohol is allowed on the premises.

To reserve a room, contact Lindsey Kennedy, lmkenedy@eicc.edu or by phone 563-336-3374.

Fees for use of rooms are:

Small Room (With seating for 24 or 16 people with tables): \$20 per hour or \$60 for three or more hours.

Main Room (With seating for up to 80 with just chairs, 36 presentation-style setup or 42 luncheon-style setup): \$50 per hour or \$150 for 3 or more hours. The classroom is equipped with two large screens for audio-visual experiences like presentations and videos.

Non-profits will receive a 20% discount. Please contact Nahant Marsh for more information. An additional \$5 per person will be charged for a naturalist to speak to the group or lead on a hike.

An additional 10% fee will be charged to handle registration and promotion (website, social media, and press release).

Fees must be paid prior to or at the beginning of the meeting. Billing services are not available. Cancellations must be reported at least 24 hours in advance by the contact person on file. Pre-paid meetings that cancel with less than 24 hours' notice will forfeit fees paid for that date. Repeated cancellations with less than 24 hours' notice will result in the organization being denied meeting room use.

If, by prior arrangement at least one week in advance and dependent upon availability of staff, a meeting is scheduled to begin before 8:00am or extend after 9:00pm, a charge of \$50.00 will be made. This applies Monday through Friday. Meeting rooms are available Saturday until Noon. If a meeting is scheduled to extend past noon it will be an additional \$50.00. Meeting rooms will be available Sunday with an additional \$100.00 charge.

Organizations anticipating room set up needs may either change the room themselves or request set up arrangements with staff at the time of reservation. Projection systems are available for use in all meeting rooms. Laptops are not provided. Reservation of equipment may be made at time of room reservation.

Small Room



Main Room





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Meeting Room Contract

Organization Name _____ Contact Person's Name _____
Address _____ City _____ State _____ Zip _____
Phone Number _____ E-mail _____
Room Requested _____ Date _____ Time _____

Equipment Policy

- Applicants are responsible for providing equipment needed in addition to the equipment mentioned above.
- Applicants are responsible for the repair of any damage incurred to Nahant Marsh's equipment while in the group's use.
- Applicants may bring their own audio equipment or use outside vendor. Nahant Marsh offers no guarantee of compatibility of outside equipment.
- If additional equipment is required, group is responsible for arranging rental of the equipment, set-up and dismantling.

Cancellations, Changes and Refunds

- Fees must be paid prior to or at the beginning of the meeting. Billing services are not available.
- Cancellations must be reported at least 24 hours in advance by the contact person on file.
- Pre-paid meetings that cancel with less than 24 hours' notice will forfeit fees paid for that date.
- Repeated cancellations with less than 24 hours' notice will result in the organization being denied meeting room use.

Facility Setup/Clean up

- All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other Nahant Marsh property.
- No adhesive tape, tacks, nails, staples are to be used on the meeting room walls and/or furniture.
- Nahant reserves the right to require a damage deposit from organizations.
- Groups using the meeting rooms must leave them in the same condition and arrangement in which they were found.
- If a group uses items from the kitchen for their upstairs rental, they are responsible for cleaning and returning items to their original location.

General Rental Information

- Nahant Marsh will not assume responsibility or liability for personal property and equipment brought onto or left on the property.
- An authorized representative, from the rental party, must remain on the premises throughout the period it is reserved. Groups composed of youth (under the age of 18) must be supervised at all times by at least one adult.
- This is a non-smoking and non-alcoholic facility.
- Any matters not specifically covered in this agreement shall be subject solely to the discretion of Nahant Marsh.

Nahant Marsh Education Center should have full power in the matter of interpretation, amendment and enforcement of all said policies, and any such amendments when made and brought to the notice of the applicant shall be and become part of hereof as though duly incorporated herein and subject to each and every one of the terms and conditions herein set forth.

The undersigned, hereby agrees to be responsible for any damages to the facilities occurring and by this uses, and agrees to take responsibility of all the conduct of all persons attending their function. The applicant also agrees to indemnify Nahant Marsh Education Center and their respective, officers, agents, employees, from and against all bodily and personal injury, loss, claims or damage to any person or property arising in any way from the use or occupancy of the facilities herein contracted by the applicant, its employees, agents, licensees, contractors, invitees. The undersigned has read through this agreement and agrees to comply with the rules and regulations listed therein.

Applicant's Name _____

Applicant's Signature _____ Date _____

Nahant Marsh Representative _____

Representative Signature _____ Date _____