



Request to Use – **Subject to approval
EB Lyons Interpretive Center at the Mines of Spain
(\$100 Cash Security Deposit Required with Request and Donation in full)

Requested Date _____ Start Time _____ End Time _____
 Name of Group/Friends Member _____ Number of Attendees _____
 Contact Person _____ Address _____
 City _____ State _____ Zip _____ Phone _____ email _____

Facility Request (*check one*):

Area	During Operational Hours	During Non-Operational Hours
<input type="checkbox"/> Auditorium: 100 maximum persons with tables 150 maximum theater seating	Up to 2 hours - \$50 2 to 4 hours - \$100	Up to 4 hours - \$150
<input type="checkbox"/> Library: 12 maximum persons with conference table	\$25 per hour	N/A
<input type="checkbox"/> Full Facility:	N/A	2 to 4 hours - \$400 Up to 2 hours - \$200 donation
<input checked="" type="checkbox"/> Damage Deposit:	\$100 Required for all rentals, requires separate check from rental.	
Membership: Required <i>(check one)</i>	<input type="checkbox"/> \$20 Family <input type="checkbox"/> \$10 Adult <input type="checkbox"/> Current Member	

Purpose for using the Facility _____

Special Needs: _____

- Members must have a signed reservation rental agreement and all fees paid to confirm date. Availability is available on a first come, first serve basis. The Friends group and the IDNR reserve the right to have their events take priority over all other uses and rentals of center. Reservation requests must be received no later than thirty (30) days in advance. Non-profit groups are considered by their IRS 501 tax status.
- Friends of the Mines of Spain Membership are required for all rentals and facilities usage. Membership rates are \$20 Family, \$10 individual, \$50 corporate
- No refunds upon cancellation if done within two weeks of reservation rental date. 50% refund credit will be issued if cancellation is over 14 days in advance of reservation date. 100% refund credit will be issued if cancellation is over 30 days in advance of reservation date. Refund credit will be placed on file for a period of one year to be used on future reservation rental. Friends of the Mines of Spain reserve the right to cancel reservations due to incimate weather or closure of the facility due to maintenance.
- Guests are the responsibility of the host member lessee while the guest is on the premises. The host member must be present and remain until the end of the function. Maximum guest limit for auditorium is 150. The reserving party's program will be of such nature and conducted in such a fashion to not disrupt, interfere or conflict with the intended and normal functions of the facility.

- A rental fee and separate cash deposit will be required for all functions outside of regular meetings, Friends group events and DNR events. A deposit will be required at the time of the reservation rental agreement along with donation in full in order to formally reserve the date and time requested. Friend's member and group may be responsible for costs of repairing or replacing items damaged or destroyed in connection with the event. These costs may exceed damage deposit. Payment for any repairs must take place within thirty (30) days following the scheduled reservation. Deposit check will be held and returned by mail, following the event, if no damages are present.
- Members must set up room and return the room to the same condition it was found in. No decorations can be attached to any part of the building or walls. Confetti and glitter are prohibited. Please place refuse in containers provided. Sweep or vacuum floor as needed. EB Lyons Center is a no smoking and no alcohol facility. Group agrees to vacate the premises by ending time on contract. All guests must leave the premises and parking lot by 9:00 pm. Friends group cannot be held responsible for property left on premise after the event.
- List of amenities and supplies is available upon request.

By reading and signing the following, the undersigned:

- 1) *Agrees to and understands the terms and conditions described within this rental agreement and attached rules.*
- 2) *Agrees and is authorized to act on behalf of the Group listed above.*
- 3) *Agrees and has a current membership in the Friends of the Mines of Spain group at the time of this request and the date of the requested use and is 18 years of age or older.*
- 4) **Understands that \$100 check Damage Deposit (separate check) is required at the time of request for use as well as payment in full of facility donation. Note: check is held and returned by mail after event if no damages occur.**
- 5) *Agrees to clean up the facility after use; leaving it in a condition similar to how it was prior to use. Understands that cash Deposit is refundable if no damages or unexpected expenses are incurred from use of the facility. We reserve the right to cancel for any reason.*
- 6) *No refunds due to cancellation less than 2 weeks prior to event. Donation credit for cancellations made 30 days in advance or more will be kept on file for future facility use for a period of one year after cancellation.*
- 7) *Understands the no alcohol, illegal substances, smoking, firearms, explosives, or hazardous materials will be used or present before, during or after use of the Building; while in the Building or in the Mines of Spain Recreation Area.*
- 8) *Understands that a donation for use of the Facility is strongly encouraged at suggested rates are listed above.*
- 9) *Agrees to hold the State of Iowa, the Iowa DNR, the Friends of the Mines of Spain, and the City of Dubuque harmless in the event of any injury or property damage before, during, after use of the Building.*

Name (print): _____

Signature _____

(must be 18 years of age)

Date: _____

Internal Use Only:

Amount received for rental; \$ _____ Damage Deposit Received yes/no

Membership Received yes/no \$ _____ or Current Member

Approval Signature: _____ Date: _____

Deposit Returned: _____ date _____ Signature: _____

Please submit with \$100 cash damage deposit and donation fee separately payable to:

Friends of Mines of Spain, EB Lyons Interpretive Center, 8991 Bellevue Hts., Dubuque, IA 52003-9214 - 563-556-0620