FACILITY RENTAL POLICY (2026)

1) Purpose
This policy governs the use of Wallace Centers of Iowa ("WCI") facilities by outside individuals, groups, and organizations for meetings, events, and private functions. It ensures fair, consistent access to WCI spaces while protecting the organization's mission, programming, property, and guests. By signing the rental agreement, the renter agrees to the terms below.

2) Booking Priority
Requests for facility use are considered in the following order of priority:

- Priority: Wallace Centers of Iowa programming and events or programs run by WCI partner organizations.
- Second priority: all other outside rentals (community members, private individuals, and organizations not affiliated with WCI programming).

If a scheduling conflict arises between a confirmed outside rental and a subsequently scheduled WCI or partner program, WCI reserves the right to reschedule or cancel the outside rental. WCI will make reasonable efforts to provide advance notice and, where possible, offer an alternative date, time, or space.

3) Advance Booking & Payment

- Rental requests must be submitted and confirmed at least one (1) week in advance of the requested use date.
- Rental hours must include any set-up and tear-down time needed by the renter (decorating, food prep, clean-up, etc.).
- A non-refundable booking fee is due at the time of booking to hold the reservation, and this fee will be credited to the total. The remaining balance is due no later than seven (7) days before the event date.
- If payment is not received by the due date, WCI may cancel the reservation.

4) Allowed Uses
WCI facilities may be rented for the following types of uses:

- Educational events (workshops, trainings, classes, lectures)
- Community events (meetings, gatherings, civic or nonprofit functions)
- Baby showers
- Weddings
- Graduation celebrations
- Private parties (e.g., birthdays, anniversaries, family gatherings)
- Memorial services or celebrations of life
- Corporate meetings, staff retreats, and trainings
- Family or class reunions

5) Non-Allowed Uses
The following uses are not permitted at WCI facilities:

- Religious events or worship services
- Political events (including campaign events, fundraisers, and partisan meetings)
- Subletting, reselling, or reassigning this reservation to another individual or organization

Any sales on WCI property, including vendors, merchandise, and auctions, need advance approval from WCI staff. Sellers are responsible for permits, sales tax, and insurance, and may not present the event as WCI-sponsored.

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6) General Terms & Right to Refuse
Providing space to a group or individual for an event does not constitute an endorsement by WCI of that group's or individual's beliefs, purpose, or message. WCI should not be referred to or implied as a sponsor of the event.

WCI reserves the right to deny, cancel, or terminate any reservation or event, for any reason, without refund of the booking fee. This includes, without limitation, where the renter or their guests engage in illegal activity, or conduct that is unsafe, disruptive, harassing, or discriminatory toward others, or that otherwise violates this policy, and includes an event whose actual conduct differs from the purpose described at booking, for example, an event booked as a private party or corporate meeting that is in practice organized and run as a worship service or a political rally.

7) Rules of Use
The renter (the person or party signing this agreement) is responsible for informing all guests of the following rules and enforcing compliance:

1. All functions must be by invitation only. General public invitations may not be made, and WCI should not be referred to or implied as a co-sponsor of the event.

2. Hours of use must be scheduled in advance and adhered to. WCI staff will provide access to the building at the start of the scheduled rental time.

3. Arrangements for catering or alcohol must be made separately and in advance. Alcohol is allowed via an approved caterer or bartender.

4. The renter is responsible for maintaining the facility and grounds during their use. The property is expected to be left in the same condition as it was upon arrival. The renter is responsible for repairing or replacing any damage to the property resulting from the renter's use. The renter may schedule a walk-through of the building before the event, and WCI staff may conduct a walk-through after the event to assess its condition.

5. Guests should confine their activities to the rooms or areas arranged for in this agreement. Storage areas are not included in rental space. Vehicles are not allowed anywhere on the property other than designated parking areas. Damage fees are assessed based on the actual damage caused and start at a minimum of $500.

6. People and pets are not allowed in the water feature on the south side of the Gathering Barn. Nothing may be thrown into the pond, including the surrounding rocks.

7. Personal property brought onto the property must be removed when the renter leaves. WCI is not responsible for items left behind.

8. Nothing may be attached to the furniture or walls, and no nails, tacks, screws, pyrotechnics, or open flame may be used on the property without prior approval. Masking tape, painter's tape, or Command strips are allowed.

9. Any legal ceremony performed at the Gathering Barn must comply with the laws of the State of Iowa and Adair County.

10. Events must conclude, and all guests must depart, by 11:00 PM.

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8) Fees & Deposit

	Wallace Farm: Peak Season (Apr-Oct)	**Wallace Farm: Off Season (Nov-Mar)**	**Wallace House: (Year-Round)**
Hourly Rates *(up to 4 hours)*			
Weekdays	$50/hr	$40/hr	$100/hr
Weekends (Fri/Sat/Sun)	$75/hr	$40/hr	$150/hr
Full Day Rates *(up to 8 hours)*			
Weekdays	$250/day	$200/day	$500/day
Weekends (Fri/Sat/Sun)	$400/day	$200/day	$800/day
Extended Day	Full day rate + 25/hr past 8 hrs	Full day rate + 25/hr past 8 hrs	Full day rate + 50/hr past 8 hrs
Additional Rates			
Nonprofit Rate	25% discount of applicable rate above		

A booking fee of $50 is due at the time of booking to hold the reservation. This booking fee is non-refundable and is credited toward the total rental fee. Nonprofit discount requires proof of 501(c)(3) status.

9) Cancellation Policy
If the renter cancels the reservation for any reason, the $50 booking fee is forfeited and will not be refunded.

10) Damages & Liability
The renter agrees, to the fullest extent permitted by law, to protect, indemnify, defend, and hold harmless the Wallace Centers of Iowa and its affiliates and subsidiaries from all claims, damages, losses, and expenses, however caused, arising from any suit, claim, demand, judgment, or cause of action initiated by any person arising or alleged to have arisen directly or indirectly from this event. Whenever alcohol is served, the renter's approved caterer or bartender must provide proof of liability insurance, with WCI named as an additional insured.

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