



# FACILITIES RENTAL INFORMATION

## AVAILABLE VENUES



LOBBY



MESS HALL



SNOWDEN HOUSE



CONFERENCE ROOM



THEATRE



BOARD ROOM

VENUE	MAX. CAP.	RATE
MESS HALL	160	\$150 hourly
LOBBY	60	\$100 hourly
MESS HALL & LOBBY	220	\$200 hourly
	4 hours	\$750
	6 hours	\$1,000
	8 hours	\$1,250
SNOWDEN HOUSE	100	\$125 hourly
	4 hours	\$450
	6 hours	\$600
	8 hours	\$800
CONFERENCE ROOM	80	\$125 hourly
THEATRE	52	\$100 hourly
BOARD ROOM	25	\$75 hourly
CLASSROOMS	30	\$75 hourly
<b>DISCOUNTS</b>		<b>PERCENT OFF</b>
Membership		15%
Veteran		20%
Non-Profit		50%

Museum tour and planetarium add-ons available.

# POLICIES & PROCEDURES

The Grout Museum District (GMD), operated by the H.W. Grout Trust, manages and maintains a range of rooms available to rent for individuals, civic groups, and other organizations. As a private, non-profit organization, GMD is dedicated to fulfilling its mission of providing an understanding of the world through history and science. Guests are asked to support this mission by striving to protect our facilities, equipment, and grounds from damage. To this end, GMD has established policies outlined here in the best interests of our organization and our clients.

**GROUT MUSEUM DISTRICT ALCOHOL POLICY:** All Clients must be 18 years or older to book one of GMD's facilities. **If alcohol is served, the Client must be 21 years or older.** Any event serving alcohol must have a security guard present. This security guard is scheduled by the Grout Museum District **but must be paid directly by the renter/organization.** The fee of \$65/hour and can be paid with cash or check on the day of the event. No credit cards can be used as a form of security payment. A \$25/day late fee will apply to any unpaid balance. Only wine, beer, and malt beverages are allowed in all Grout Museum District facilities, including the Grout Museum of History and Science, Sullivan Brothers Iowa Veterans Museum, and the Snowden House. No hard liquor of any kind is allowed on the premises. **If liquor (full or empty bottles) is found on the premises before, during or after the event will be confiscated and the event will be cancelled. This will also result in the forfeiture of the full damage deposit.**

**APPROVAL:** GMD and its leadership reserves to the right to review and approve or disapprove, at least one month in advance of the event, all activities to ensure that they agree with the goals and objectives of the organization and its standards.

**RESERVATION REQUIREMENTS:** Requests for use of any of our rental facilities should be made at least one (1) month in advance of the scheduled event. No reservation is guaranteed until we receive a signed Facility Rental Agreement and deposit.

**DEPOSIT:** A refundable security deposit must be submitted with the signed Facility Rental Agreement, payable to Grout Museum District. If the facility is left clean, there is no theft, no damage, or no breach in contract, GMD will issue a check to return the deposit. If theft or damage occurs and the cost exceeds the amount of the deposit, clients will be billed for any additional expenses. A late fee of 1.5% per month will be assessed for accounts 30 days past due. The deposit will not be refunded until the facility has been inspected by GMD staff.

TO INQUIRE ABOUT A RENTAL SPACE:

EMAIL: [RENTALS@GMDISTRICT.ORG](mailto:RENTALS@GMDISTRICT.ORG)

PHONE: 319.234.6357

OR SCAN THE QR CODE AND FILL OUT THE REQUEST FORM

