

## FRED MAYTAG II SCOUT CENTER

### FEES & DEPOSITS

The Fred Maytag II Scout Center was built for the use of the Scouting community and the general public.

**Alarm Fee** There will be a \$75 alarm fee for any group, or person, setting off the alarm and causing law enforcement to be dispatched. Call the phone number on the alarm code card immediately if you trip the alarm. This prevents the police from making a wasted trip, and you from being charged.

**Usage Fee** There are no usage fees for Scout units or community not-for-profit organizations however, a Maintenance Fee will be charged. A copy of the IRS 501(c)(3) qualifying organization letter may be requested as proof of nonprofit status. A deposit will be required at the time of your reservation to cover possible damage, loss, and cleaning charges, but will be returned if there is no damage and the facilities have been cleaned properly after use. The Lobby Fireplace, Administration Area, and Field Staff Conference Room are not available for use by private groups, Scout units, or not-for-profits. They are for council use only. **Renters may only use the public areas and areas agreed upon in the Fred Maytag II Scout Center Facilities Usage Request on page 3. All other areas, rooms, and grounds are unavailable for use.**

**Maintenance Fee** Due to the extraordinary use level of the Fred Maytag II Scout Center, and the costs incurred by the Council (e.g. equipment, cleaning supplies, electricity, water, garbage, carpet cleaning, wall repairs, and much more), a Maintenance Fee will be assessed on **all users** of the building. Please see "Facilities Requested and Usage Fees" on the Facilities Usage Request Form.

**All donations, for the upkeep and maintenance of the Fred Maytag II Scout Center, are appreciated and accepted with gratitude.**

**Physical Keys and Key Cards** Any physical key and/or key cards required for your use will be issued to your group, along with other items, in a "key bag" on the business day prior to your use of the facilities. If your key bag is not returned with all contents included, \$100 will be charged to the signer of this agreement.

**Deposit** A \$150 deposit is required when the reservation is made. Payments must be made via credit card or taken from Unit Accounts. The deposit will be returned if there is no damage, the area(s) used are properly cleaned, tables wiped off, carpets vacuumed, and trash taken outside to the dumpster. All leftover food and paper products for serving must be removed. This deposit payment is required to be made separately from any other rental arrangements made herein.

**Hold Harmless and Indemnification Agreement** To the extent allowed by law, all users of the facility will sign a Hold Harmless and Indemnification Agreement for use of the facility.

**Equipment Fee** Scout units, community not-for-profit organizations, and private groups can, for a fee, rent the use of the audio-visual equipment available in the Conference Rooms only. The equipment fee for Scout units is \$25 per conference room. Community organizations and private groups have a set fee of \$150 per conference room. **If using the audio-visual projectors, screens, and iPads, users are responsible to provide their own computers, extension cords, HDMI cords, VGA cords, and any other cords needed.** It is highly encouraged that you test your audio-visual presentation prior to your event if using the projector system to ensure knowledge and use of the equipment.

**Cancellation Policy** A \$25 administrative fee will be retained for all cancellations. No refunds will be issued unless cancelled at least seven (7) days in advance of the scheduled event.

## **INSIDE THE FRED MAYTAG II SCOUT CENTER**

**Lobby** The stone and glass lobby provide a grand entrance to the Fred Maytag II Scout Center. **This space is only available for rental during Mid-Iowa Council and Mid-Iowa Scout Shop non-business hours.**

**Heritage Conference Room** This 10 – 12 seat conference room equipped with a Wireless TV/Monitor for media presentations (additional fee required), the room proudly displays a variety of Mid-Iowa Scouting mementos.

**Conference Room 1** has a room divider that opens into Conference Room 2 if additional space is needed. Conference Room 1 is equipped with complete audio-visual capability which includes a microphone, LCD projector, whiteboard, and access to wireless internet.

**Conference Room 2** has a room divider that opens into Conference Room 1 and/or 3 if additional space is needed. Conference Room 2 is equipped with complete audio-visual capability which includes a microphone, LCD projector, whiteboard, and access to wireless internet.

**Conference Room 3** has a room divider that opens into Conference Room 2 if additional space is needed. Conference Room 3 is equipped with complete audio-visual capability which includes a microphone, LCD projector, whiteboard, and access to wireless internet.

**Note: Only those who have received specific instructions on how to put up or take down the partition walls are allowed to do so.**

**Kitchen** Our catering style kitchen is complete with refrigerator, freezer, stove, and oven, warming oven, microwave oven, ice maker, and dishwasher. Users must provide their own dishes and serving utensils and are asked to clean up the kitchen after use. An instruction book is available in the kitchen on how to use the appliances. The Kitchen is available for use with a separate rental fee. Any non-authorized use of kitchen appliances or damage to appliances will result in deposit not being returned.

**Support Services** Use of the facility includes access to a vacuum cleaner, garbage bags, paper towels and cleaning solutions, use of water and electricity, and wireless internet. Staff are available to answer questions during council business hours (8:30 am – 5:00 pm, Monday through Friday).

**Alcoholic Beverages and All Tobacco Products** are both prohibited on the premises of the Fred Maytag II Scout Center. **If this policy is violated, the deposit will not be refunded, and you may be subject to prosecution under the law.**

**Overnight Camping** – Overnight events/camping indoors at the Fred Maytag II Scout Center is **prohibited**. **Overnight camping is allowed in the Activity Field and includes the use of indoor restroom.**

### **ON THE GROUNDS OF THE FRED MAYTAG II SCOUT CENTER**

**Outdoor Areas** All outdoor property/grounds usage is prohibited for activities, signage, etc. with the exception of the areas listed below located east of the building. These areas are available for users to reserve. Properties north and west of the building are not available for usage of any kind including signage, tents, activities, etc. without the explicit permission of a council representative in writing.

- **Fire** **No ground fires are permitted.** The amphitheater does have a gas fire pit. Cooking on or over the firepit is prohibited. No candles may be used, except in connection with a Scouting ceremony inside the building and must be in a hurricane cover and closely monitored.
- **Activity Field** Leave the Scout Center via the “back door” to the “Variety-The Children’s Charity” Activity Field. This spacious area can be used to support a wide variety of outdoor sports and activities, including overnight stays. The signer of this agreement will be issued a key to obtain access to Scout Center’s restrooms.
- **Amphitheater** Also outside is the EMC Amphitheater that can accommodate over 250 event participants. The amphitheater includes a stage area with power for outdoor audio-visual presentations. The amphitheater also includes totems outlining the 12 Scout Laws
- **Pond** The beautiful pond provides the backdrop for the EMC Amphitheater and includes a bridge specially designed for “crossover ceremonies”.

## FRED MAYTAG II SCOUT CENTER FACILITIES USAGE REQUEST

6123 Scout Trail, Des Moines, IA 50321-1601

**(Reservations are not confirmed until this document is approved and signed by a Mid-Iowa Council Representative on pages 3 & 4)**

**PLEASE PRINT CLEARLY**

Date of Requested Usage \_\_\_\_\_

Unit Type & Number or Group Name \_\_\_\_\_ # Attending \_\_\_\_\_

Person in Charge \_\_\_\_\_ Type of Event \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Day Phone Number

Evening Phone Number

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Arrival Time/Set Up \_\_\_\_\_ AM / PM Departure Time/Clean Up finished \_\_\_\_\_ AM / PM

### Facilities Requested and Usage Fees

**Fred Maytag II Conference Center**

**BSA UNITS**

**COMMUNITY ORGANIZATIONS**  
(Not for Profit)

**PRIVATE GROUPS**  
(includes Maint. Fee)

*Styles:*

*Classroom Set Up (w/tables)*

*Dinner Set Up (w/tables)*

*Theater Set Up (w/o tables)*

<input type="checkbox"/> 1 Room						
without A-V equipment	60	54	96	FREE+ \$10*	FREE+ \$75*	\$250.00
<input type="checkbox"/> 2 Rooms						
without A-V equipment	135	126	216	FREE+ \$20*	FREE+ \$150*	\$500.00
<input type="checkbox"/> 3 Rooms						
without A-V equipment	195	198	312	FREE+ \$30*	FREE+ \$225*	\$750.00
<input type="checkbox"/> 1 Room with A-V equipment				\$25+ \$10*	\$150+ \$75*	\$500.00
<input type="checkbox"/> 2 Rooms with A-V equipment				\$50+ \$20*	\$300+ \$150*	\$1,000.00
<input type="checkbox"/> 3 Rooms with A-V equipment				\$75+ \$30*	\$450+ \$225*	\$1,500.00
<input type="checkbox"/> Lobby - Available only during Council & Scout Shop Non-Business Hours				FREE+ \$10*	FREE+ \$50*	\$250.00
<input type="checkbox"/> Heritage Room				FREE+ \$10*	FREE+ \$50*	\$100.00
<input type="checkbox"/> Heritage Room with media equipment access				\$25+ \$10*	\$25+ \$50*	\$125.00
<input type="checkbox"/> Kitchen				\$50	\$50	\$150.00
<input type="checkbox"/> Amphitheater (power available)				FREE+ \$10*	FREE+ \$10*	\$ 75.00
<input type="checkbox"/> Fire pit				\$25	\$25	\$ 75.00

**\* Maintenance Fee**

**Mailing Address:**

Mid-Iowa Council  
6123 Scout Trail  
Des Moines, IA 50321

Phone: (515) 266-2135  
Toll-free: (800) 999-7268  
Fax: (515) 285-3125

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_  
Approved By \_\_\_\_\_ Title \_\_\_\_\_

**TOTAL FEES DUE**

Usage Fees \$ \_\_\_\_\_  
Maintenance Fee \$ \_\_\_\_\_  
AV Equipment/Fire Pit Fee \$ \_\_\_\_\_  
Total non-refundable Fees Due \$ \_\_\_\_\_

**Payment Method for Usage and Maintenance Fees:**

Cash       Check       Credit Card       Unit Account

**DEPOSIT**

Damage Deposit \$ 150.00 (Payable by Credit Card or Unit Account Only)  
Amount of Deposit Returned \$ \_\_\_\_\_  
Date Deposit Returned \_\_\_\_\_  
Name of Person Receiving Deposit \_\_\_\_\_  
Name of Person Approving Deposit Return \_\_\_\_\_

**FRED MAYTAG II SCOUT CENTER  
USAGE AGREEMENT**

This Maytag Scout Center serves the needs of the Scouts of Mid-Iowa Council and the community. The following rules are provided to allow the Center will be available to be utilized for decades to come.

- **It is the responsibility of each group to set up the room(s) for their use.** All rooms must be left in an orderly and clean manner. Use of the facility includes access to a vacuum cleaner, garbage bags, toilet paper, and use of water, electricity, wireless internet. All trash must be removed and placed in the dumpster on the south side of the building near the kitchen.
- Due to limited parking at our facility, groups using the Maytag Scout Center are asked to notify their participants to park on the north side of the Maytag Scout Center (facing Loffredo Produce Company), or the far north or south end parking stalls at the front main entrance. Please comply with the parking stall signs as posted up front and staff parking on the north side of the building. Other alternative parking is on Scout Trail Street (cul-de-sac, legal street parking applies). If possible, please arrange carpooling or other alternative parking if your group exceeds the parking capacity of 60.
- Equipment, supplies, food and/or beverage items, or personal effects cannot be stored or left in the Fred Maytag II Scout Center before or after use.
- Public entrances are to be used for entrance to and exit from the building. Do not use fire exits unless it is an emergency.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms as stated in the Fred Maytag II Scout Center Usage Request.
- **Climbing on any interior or exterior building surface is strictly prohibited.**
- **Fire alarms on the Fred Maytag II Scout Center are for emergencies only.** Activation of any fire alarm will automatically initiate the Fire Department to dispatch two emergency vehicles. Fees per vehicle are \$250. Inappropriate activation of fire alarms will result in the signer of this agreement to be invoiced for emergency vehicle expenses.
- **Smoking is not permitted** on the grounds of the Fred Maytag II Scout Center. This includes all tobacco products and electronic smoking devices.
- To the extent allowed by law, the individual making the reservation, as well as the membership of the group, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Mid-Iowa Council assumes no liability for theft or damage to any property brought onto the Fred Maytag II Scout Center or for injuries that occur as a result of actions of organizations or participants in activities in meeting rooms.
- Nothing may be affixed or mounted to the walls, no table glitter, confetti, silly string, or helium balloons.
- **No signage is allowed on the property, except in the areas that have been reserved in this agreement.**
- **Important note: Helium balloons caught in the ceiling cannot be retrieved and can set off the security alarms when they deflate or move, causing law enforcement to be dispatched. If this policy is not followed and helium balloons are used, the user will be assessed a \$75 fee recoverable from the deposit.**
- Initial
- An adult must supervise meetings of groups whose members are under eighteen (18) years old.
- **Alcohol and all controlled substances are strictly prohibited.** Anyone found to be using or in possession of such substances will be required to leave and may be subject to prosecution under the law.
- No pets are allowed in the Fred Maytag II Scout Center.
- No overnight stays/camping is allowed inside the Fred Maytag II Scout Center.
- No fireworks or firearms are permitted on the grounds of the Fred Maytag II Scout Center.
- No parking in the fire lane, on the grass or driving on the grass.
- No amplified sound is permitted without a permit from the City of Des Moines and no later than 10pm.
- Permission for future use of the Fred Maytag II Scout Center may be withheld from groups failing to comply with this Usage Agreement and from groups that damage any Mid-Iowa Council properties or furnishings or cause a disturbance.
- **Ground Fires are strictly prohibited** on the grounds of the Fred Maytag II Scout Center.

\_\_\_\_\_  
**Name of Unit/Individual/Organization**

\_\_\_\_\_  
**Date of Usage**

I hereby certify that I am duly authorized representative of the above unit, individual(s), private group, club and/or organization and have read and understand the above statements and hereby concur with the statements and policies as outlined above and which are noted in the usage agreement.

\_\_\_\_\_  
**Name (printed)**

\_\_\_\_\_  
**Name (signature)**

\_\_\_\_\_  
Mid-Iowa Council Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Approved

***A copy of this agreement will be given to you after approval.***

FRED MAYTAG II SCOUT CENTER  
6123 Scout Trail  
Des Moines, IA 50321

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

For purposes of this Facilities Usage Agreement, "Council" shall mean the directors, officers, employees, volunteers, and others working on behalf of the Mid-Iowa Council of Boy Scouts, Inc. "Facility" shall mean the Fred Maytag II Scout Center building located at 6123 Scout Trail, Des Moines, Iowa and the surrounding grounds, activity field, amphitheater, pond, flag plaza and surrounding trails and prairie.

The undersigned, as the duly authorized representative of \_\_\_\_\_, hereinafter called "Applicant", for the purposes of this Agreement, in consideration of the acceptance of this application agrees to the fullest extent permitted by law, to defend, pay on behalf of, indemnify, and hold harmless the Council from and against any and all claims, demands, suits, damages, losses, together with any and all expenses connected therewith, including but not limited to attorneys' fees and court costs, that may be asserted or claimed against, recovered from or suffered by the Council by reason of any injury or loss, including, but not limited to, personal injury, including any and all bodily injury or death, property damage, including loss of use thereof, and economic damages arising out of or in any way connected or associated, directly or indirectly with Applicant's use or occupancy of the Facility.

Applicant's obligation to indemnify the Council contained in this Facility Use Agreement is not limited by the amount or type of damages, compensation or benefits payable under any workers' compensation acts, disability benefit acts, or other employee benefit acts.

The Council shall not be liable or in any way responsible for any injury, damage, liability, claim, loss or expense incurred by the Applicant, its officers, employees, subcontractors, and others affiliated with Applicant or Applicant's activities, arising out of or in any way connected or associated with Applicant's use or occupancy of the Facility, except for and only to the extent caused by the gross negligence of the Council.

Applicant expressly assumes full responsibility for any and all damages to the Facility arising out of or in any way connected or associated with Applicant's use or occupancy of the Facility including, but not limited to, the activities of the Applicant, its officers, employees, volunteers, members, subcontractors, and others affiliated with Applicant or Applicant's activities.

Applicant shall ensure that its activities on the Facility will be performed and supervised by adequately trained and qualified personnel and Applicant will observe, and cause its officers, employees, subcontractors and others affiliated with Applicant or Applicant's activities, to observe all applicable safety rules.

Further, the undersigned agrees to be liable for any damages to the Facility, and all equipment and personal property of the Council, except for normal wear and tear resulting from Applicant's use, and to promptly pay upon the demand of the Council any and all costs associated with returning the Facility to the condition that existed prior to Applicant's use.

Contact Person: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_