



## THE WALLACE CENTERS OF IOWA

DES MOINES • RURAL ORIENT

756 Sixteenth Street  
Des Moines, Iowa 50314

tel: 515.243.7063  
fax: 515.243.8927

[www.wallace.org](http://www.wallace.org)

2773 290th Street, Orient, Iowa  
Mailing address: PO Box 363  
Greenfield, Iowa 50849

tel: 641.337.5019

fax: 641.337.8261

[www.wallace.org](http://www.wallace.org)

### THE FACILITIES AND GROUNDS AT THE HENRY A. WALLACE COUNTRY LIFE CENTER **Rental Information and Agreement**

The Gathering Barn was completed in 2003 as a meeting and educational facility. Iowa's foremost historical architect, the late William Wagner, designed the building so that it is similar in general appearance to the original Wallace farmstead structure. Since it replicates the barn that stood west of the house in the early days of the farm, it adds authenticity to the historical site which is on the National Register of Historic Places.

We are eager to accommodate your rental needs. Please call us at 641-337-5019 to make your reservation.

**Inside Capacity:** Gathering Room: 70 seated, 90 theatre-style  
Upstairs Meeting Room: 20 seated at tables

**Accessibility:** The building is handicapped accessible from the south side, with parking approx. 150 feet east of the building. There is no elevator to the second floor meeting room space. The main floor rest room has handrails.

**Public Spaces and Equipment:** The public area of the barn includes the main floor Gathering Room and the second floor Meeting Room. Rental of one room does not give access to the other. Rental of the building allows the renter to use some of the kitchen facilities and adequate tables and chairs. If sound, electronic, or other presentation equipment is needed, please contact the Country Life Center.

**Rest Rooms:** The public rest rooms are located on the first floor near the kitchen.

**Parking:** The main parking lot can accommodate 150 vehicles. A gravel drive leads to the kitchen entrance for guests with disabilities, catering and delivery vehicles.

**Kitchen Equipment:** The kitchen is equipped with an electric stove and oven, a microwave oven, and a refrigerator.

**Grounds:** When renting the Gathering Barn, the grounds are also included. Visitors are welcome to walk around the prairie, look at the flower gardens and water feature, play human checkers and bring outdoor games. *The renter is responsible for all of these amenities including keeping individuals out of the water feature.*

**Tent:** Arrangements for tents must be made in advance.

**Set-up and Clean-up:** The renter is responsible for set-up and clean-up of the kitchen.

*To ensure the property's safety and maintenance, certain rules must be enforced. The person(s) signing the rental agreement must assume responsibility of informing guests and participants of these rules and enforcing their compliance.*

#### **General Rules**

1. All functions must be by invitation only. General public invitations may not be made. The Wallace Centers of Iowa should not be referred or inferred as a co-sponsor.
2. Hours of use must be given in advance and the agreed-upon leaving time adhered to.
3. Smoking is prohibited within the building.

*Building Community by Engaging Citizens in Meaningful Conversation and Active Learning*

4. Only beer and wine are permitted at any function on the premises. Arrangements for alcohol must be made in advance. Keg beer is only allowed outside. **If the user allows alcohol on the premises, the user is the responsible party for any incidents regarding the consumption of alcohol. The user is considered the responsible party signing this agreement.**
5. The building will be unlocked by WCI staff at the scheduled time.
6. All persons attending functions in the Gathering Barn should confine their activities to the rooms or areas arranged for in the contract agreement. Storage areas are not included in rental space.
7. Personal property brought into the property must be removed when you leave. The Wallace Centers of Iowa is not responsible for items left behind.
8. Staff will arrange furniture as desired. All tables and chairs are to be left "as is" in the room. They do not need to be stacked, folded, or removed.
9. The Gathering Barn and grounds will be maintained by the renter while in his/her use. Precaution will be taken to insure that the property is left in the same condition that it was upon arrival. All damages to the property as a result of the renter's use will be the renter's responsibility to repair and/or replace. An appointment to walk through the building prior to renting is the responsibility of the renter.
10. Nothing can be attached to the furniture or walls.
11. **PEOPLE OR PETS ARE NOT ALLOWED IN THE WATER FEATURE** on the south side of the Gathering Barn. Do not allow anyone to throw anything into the pond, including the rocks surrounding the water.
12. The rental party is responsible for removing all garbage associated with the rental. Any removal of excess litter by WCI staff may result in a clean-up fee.
13. No pets (dogs, cats, fish, hamsters, etc.) are allowed inside the Gathering Barn. If a service animal is required by an individual then this information must be made known prior to signing the agreement.
14. Any legal ceremony must be performed in accordance with the laws of the State of Iowa and Adair County.

**Rental Fees and Deposit (subject to change January 1 of each year)**

Rental fees

0-4 hours	\$90.00
5-8 hours	\$125.00
9-24 hours	\$250.00

Weddings and Wedding Receptions: amount depends upon use (\$250.00-\$500.00)

**Payment is due before using the Gathering Barn. Checks can be made to The Wallace Centers of Iowa. Arrangements for corporate billing statements should be made before the rental date.**

Send payment and agreement to:                   The Wallace Centers of Iowa  
   Country Life Center  
   PO Box 363  
   Greenfield, IA 50849

email: [dianeweiland@wallace.org](mailto:dianeweiland@wallace.org)

Make checks payable to:                   The Wallace Centers of Iowa



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**THE GATHERING BARN**

**Rental Contract** between The Wallace Centers of Iowa and \_\_\_\_\_

Rental Date \_\_\_\_\_ Hours \_\_\_\_\_ to \_\_\_\_\_

Barn to be used for \_\_\_\_\_

Contact Information (Please Print):

Name \_\_\_\_\_

Responsible Party Renting the Gathering Barn

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Will a caterer be brought in? \_\_\_\_\_ If so, whom? \_\_\_\_\_

Briefly describe the event and any special requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please make your check payable to The Wallace Centers of Iowa and return with this form.  
I understand and agree with the terms of this contract.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_