

**Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join: <https://us02web.zoom.us/j/>*

**NOTICE OF A REGULAR MEETING
BONDURANT PARKS AND RECREATION BOARD
MARCH 19, 2026**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on March 19, 2026, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open, and the public is encouraged to attend.

AGENDA

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Abstentions declared
4. Approval of Minutes
 - a. - 2/19/26 Parks & Recreation Board Mtg Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
 - a. -IISC: Friends of the Parks Presentation
 - b. -University of Iowa Engineering Bluejay Landing Presentation
7. Action Items
 - a. - The Station rental policies, fee schedule
8. Discussion Items -
9. Reports and Comments:
10. Adjournment

Bondurant Parks and Recreation Board
Minutes
February 19, 2026

1. Roll Call

Present: Penny Moberly, Marian Collison, Nic Robinson,
Emily Karwoski, Aaron Rasmussen, Mike
Mackin

Absent:

City Officials Present: City Administrator Marketa Oliver,
Communications & Events Coordinator Katie
Klus

2. Call to Order and Declaring a Quorum

Karwoski called the meeting to order and declared a quorum.

3. Abstentions declared

None.

4. Approval of Minutes

a. - December 18, 2025 Minutes

5. Perfecting and Approval of the Agenda

6. Guests requesting to address the Parks Board

a. - Silo Commons Mural Presentations

7. Discussion Items -

a. - The Station Progress

b. - The Station rental policies, fee schedule
This was tabled until the March Meeting.

c. -Disc Golf Design

8. Action Items

a. Discussion and possible recommendation of artist group for Silo
Commons Mural

- The Parks and Recreation Board recommended the artist group Yanoex Zoueh for approval by the City Council. Motion by Moberly, seconded by Rasmussen. Vote on Motion 5-1. Motion carried.

9. Reports and Comments:

a. - Communications & Events Coordinator Report

Silo Commons Grant: We received at \$100,000 Development Grant from Polk County for the Silo Commons project.

Bondu Chowder Ride: Shake off the winter blues with a free winter ride on the Chichaqua Valley Trail! This relaxed out-and-back ride takes you from Bondurant to Berwick, totaling about 10 miles (with an optional extension to Carney Tap, adding approximately 6.5 miles. This route includes approximately 1/4mi. of riding on public streets in Berwick and approaching Carney Tap. When taking public streets, be visible and share the road). Start the morning with a 10:30 a.m. social hour at Reclaimed Rails Brewing Company, then hit the trail at 11:00 a.m. We'll warm up along the way at the Berwick Congregational Church, serving as our refreshment stop and turnaround. *This is a ride-at-your-own-risk event. Participants are responsible for their own safety and should ride within their abilities, obey trail/road rules, and be prepared for weather conditions.*

Babysitting Basics: Registration has opened for this Spring's Babysitting Basics Class. Join Polk County 4-H for Babysitting Basics on March 13, 2026 from 9am-3pm at City Hall. In this class, youth will learn the basic skills needed for babysitting. The class will cover basic first aid, home safety, diapering a baby, and other do's and don'ts of babysitting. Youth will also be learning to prepare their own lunch and snack. The program includes a workbook, snacks, lunch and a first aid kit.

Bondu Blues & Brews: Currently booking food trucks, bands and vendors for this year's event on July 11, 2026. The Hillbilly Bike Ride will start the day, with the Sidewalk Chalk Festival next then Blues & Brews later that night. Last year's event brought in over a thousand people, and I expect this year's turnout (pending weather) will be even higher. We have applied for a few grants and have starting soliciting for sponsorships for this event.

b. - City Administrator Update

10. Adjournment

Katie Klus
Communication and Events Coordinator

ATTEST:

Emily Karwoski
Board Chair



**BUSINESS OF THE PARKS & RECREATION BOARD
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 7.a.
For Meeting of 3/19/2026
Motion

TITLE: - The Station rental policies, fee schedule

CONTACT PERSON:

Katie Klus, Communication & Events Coordinator

BRIEF HISTORY & ANALYSIS: The attached Rules Document outlines the operational standards, rental requirements, and user expectations for The Station to ensure consistent application and protection of City facilities. The Sponsorship Policy establishes guidelines for partnerships, financial contributions, and recognition to ensure transparency and alignment with City of Bondurant policies and objectives.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. DRAFT- Station Rental Rules-Regs
2. DRAFT - Sponsorship Partnership Policy

City of Bondurant

The Station – Rental Information, Rules, and Regulations

Facility Address

The Station
100 Main St. NE
Bondurant Iowa 50035

If you are on-site and need assistance, please call:

For all emergencies (medical, fire, etc.), please call 911

Parks & Rec Staff: 515-630-6982 (during business hours – if you cannot reach anyone at this number, please call City Hall at 515-967-2418)

Polk County Sheriff’s Department: (non-emergency): 515-286-3333

1. Purpose and Authority

The Station is a City-owned community facility intended to support meetings, programs, and gatherings that serve residents, organizations, and community partners. The facility is managed by the City of Bondurant.

The City reserves the right to approve, deny, revoke, or cancel any reservation to ensure appropriate use of the facility and protection of public property. The facility may be reserved up to 18 months in advance.

2. Facility Spaces Available for Rent

Conference Room – seats approximately 10 people

Small Event Room – seats approximately 72 people (91 occupancy)

Large Event Room – seats approximately 144 people (166 occupancy)

(Combined Event Rooms – seats approximately 225 people (257 occupancy))

Included Amenities (Event Rooms):

Tables and chairs, AV equipment, wifi, restrooms, adult changing table, personal care room, prep kitchen (commercial fridge, warmer and dishwasher), patio access (large or combined rooms only). No furniture can be moved from inside the facility. Linens are *not included* in your rental. Live music/DJs are allowed inside the venue. All audio equipment must be provided by renter. City sound ordinance must be followed.

We do not have any catering restrictions, meaning you are welcome to bring in any food or catering service of your choice or to serve your own food. Please be cognizant of the required time windows of your catering service – it must fall within the rental period.

*If you would like to have tables/chairs outside on the patio or lawn space, you can reserve the Rec n’ Roll Trailer if you are a Bondurant resident in companion with your rental (Only the items in this trailer can be used outdoors). You are also able to rent outdoor equipment through private companies. If these items are set up for your event by the private company, the arrival time and the departure time must be included in your rental.

3. Rental Rates

	<i>Resident Rate</i>	<i>Non-Resident Rate</i>
Monday-Friday 2-hr min. rental (7a-Midnight)	Small Event Room: \$50/hr. Large Event Room: \$75/hr. Combined Room: \$110/hr.	Small Event Room: \$100/hr. Large Event Room: \$150/hr. Combined Room: \$220/hr.
Saturday (7a-Midnight)	\$1100	\$2200
Sunday (7a-Midnight)	AM Block (7a-3p): Small Event Room: \$400 Large Event Room: \$600 Combined Room: \$880 PM Block (4p-Midnight): Small Event Room: \$400 Large Event Room: \$600 Combined Room: \$880	AM Block (7a-3p): Small Event Room: \$800 Large Event Room: \$1200 Combined Room: \$1750 PM Block (4p-Midnight): Small Event Room: \$800 Large Event Room: \$1200 Combined Room: \$1750
Holidays* (7a-Midnight)	\$1100	\$2200
<i>*Includes New Years Eve, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day</i>		
The Conference Room can be rented by the hour at a rate of \$25/hr for residents and \$50/hr for non-residents from 7a-Midnight.		
Adjacent Lawn Space (see map) can be rented for an additional \$100 flat fee for all rentals.		
A \$250 damage deposit is required for all rentals in the small, large and combined event rooms.		

4. Setup, Cleanup, and Damage

The Station does not provide on-site event coordination, decorating services, or custom room setup beyond what is included in the standard rental configuration. Overnight storage is not permitted unless consecutive rental dates have been reserved. Vendors must deliver and remove all supplies, equipment, and materials within the renter’s reserved rental period. Deliveries or pickups occurring outside of the contracted timeframe will result in additional charges based on the applicable rental rate.

To ensure The Station remains clean, orderly, and available for future use, the following policy applies to all rentals:

A \$160 cleaning fee is required for events with more than 100 attendees and/or events where alcohol is served. For events that do not meet this threshold, the cleaning fee is optional. Renters may choose to pay the \$160 fee or complete cleaning themselves in accordance with the attached cleaning checklist.

If the renter elects to clean the facility, all checklist items must be completed. The facility must be returned to its original condition by the end of the rental period, including any outdoor spaces utilized during the event. If the facility is not restored to its original condition, if refuse remains, or if the cleaning checklist is not satisfactorily completed, cleaning charges will be assessed at a rate of \$80 per hour, or \$120 per hour on City-recognized holidays, with a two (2) hour

minimum. These charges will be billed to the responsible party. Excessive damage to the facility or repeated failure to comply with cleanup requirements may result in denial of future rental privileges.

Nonprofit Organizations

Registered, secular nonprofit organizations may use the Conference Room at no charge. If your organization is interested in city sponsorship of your event, please refer to the Sponsorships/Partnerships Policy and Form. Your organization must be registered as a nonprofit organization through the City's online reservation system in order to utilize this discount. If you are not registered, call our Parks and Recreation staff at 515-630-6982 to get more information on how to register your organization.

Bondurant Area Chamber of Commerce Members

Bondurant Area Chamber of Commerce members are eligible to receive a 20% discount on the rental rate for activities directly related to their registered chamber business. The business must be registered through the City's online reservation system to utilize this discount. If you are not registered, call our Parks and Recreation staff at 515-630-6982 to get more information on how to register your business as a chamber member.

5. Tours

Tours are available Monday through Friday 9am-4pm by appointment only. Please email kklus@cityofbondurant.com to schedule a time. Tours are restricted to 30-minute timeframes. If you have to cancel or reschedule, please contact us as soon as possible. Tours that fail to show without notification will not be rescheduled.

6. Reservations and Payment

Reservations must be made through the City's [online reservation system](http://www.tinyurl.com/bonduparksrec): www.tinyurl.com/bonduparksrec.

7. Cancellation and Refund Policy

Cancellations must follow the City of Bondurant Parks & Recreation Cancellation Policy that is in effect at time of rental. This will be located on your rental paperwork.

8. Responsible Party

The individual making the reservation is responsible for the event and must be present at all times.

9. Additional Approvals

The City of Bondurant requires a [Special Events Application](#) for the use of private property, public property and/or park property that is open to the public, or requires right-of-way usage or temporary street closures. Types of events may include parades, runs/walk, fairs/festivals, outdoor concerts/amplified sounds, athletic events, horse carriages, fundraisers, farmer's markets, fireworks/pyrotechnics, demonstrations, exhibitions, and temporary structures (tents, canopies, stages).

10. Alcohol at the facility

If you are having alcohol at your event, you are required to provide proof of event insurance with a minimum liability of XXXXX. This must be received 1 week prior to your event. This can be submitted directly to kklus@cityofbondurant.com or by mailing to 200 2nd St NE, PO Box 37, Bondurant, IA 50035 (if sending by mail, please leave plenty of time for this to arrive and be processed. The City cannot guarantee the speed of your documentation through the USPS).

All State and local laws and ordinances must be strictly complied with regarding the use and consumption of alcoholic beverages. The undersigned, being of 21 years of age or older, understands and agrees to the following policies at the above indicated facility:

Only wine, champagne, beer and canned cocktails are allowed. No hard liquor is allowed on the premises. Area of service of alcoholic beverages is confined to inside the reserved facility.

The undersigned shall not solicit or accept donations, charge admission fees, ticket sales or other entrance fees for payment for food or alcoholic beverages without proper permits and approval.

Further, the undersigned acknowledges it is against the law to serve, provide, or make available alcohol to anyone under the age of twenty-one (21). The undersigned acknowledges that in accordance with the indemnification provision set out above, the undersigned is responsible and liable for any damages that result from someone under the age of twenty-one (21) consuming alcohol; such damages to include, but not limited to, property damage, personal injury, death, or disfigurement to themselves, as well as property damage, personal injury, death, disfigurement, or loss of consortium to third parties.

11. Conduct

All individuals using or attending events at The Station are expected to conduct themselves in a respectful, orderly, and lawful manner. Disorderly, disruptive, unsafe, or illegal behavior is prohibited, including excessive noise, harassment, threatening behavior, poses a safety risk, or failure to comply with applicable local, state, or federal laws. The individual making the reservation is the responsible party and is accountable for the conduct of all attendees, vendors, and guests. The City reserves the right to monitor events, issue warnings, require corrective action, or immediately terminate an event if conduct violates City policies, directions from City staff or emergency personnel, or presents a safety concern.

12. Decorations and Facility Protection

No adhesives, nails, glitter, confetti, or open flames are allowed on the interior and exterior of the facility or on adjacent lawn space (if rented). No sparklers, snakes or fireworks.

13. Legal Terms of Use

As the responsible party for this reservation, I acknowledge and agree to the following terms:

14. Compliance with City Ordinances & Rules

All activities during the reservation period will comply with all applicable City of Bondurant ordinances, rules, and regulations. I am responsible for ensuring that all guests, vendors, and participants comply with these requirements.

15. Liability & Responsibility

By signing the rental agreement, the undersigned accepts full responsibility for any and all damages to the facility, park grounds, or equipment resulting from this reservation. The undersigned, and any organization represented, agree to be held financially responsible for any damages or violations of facility rules that occur during the rental period.

If alcohol will be present at the event, the renter is required to provide proof of event liability insurance. Failure to provide acceptable proof of insurance may result in cancellation of the reservation at the discretion of the City of Bondurant. Access to the facility will not be granted until all required documentation has been received and processed by the City.

The undersigned, on his or her own behalf and on behalf of any participating children, hereby releases, waives, discharges, and covenants not to sue the City of Bondurant, its elected officials, officers, employees, volunteers, and

agents from any and all liability for loss or damage, and any claim or demand on account of property damage, illness, injury, or death of the undersigned or such participating children (including any person who may contract COVID-19, directly or indirectly, from the undersigned or participating children), whether caused by the negligence of the City or otherwise, while in, upon, or about City premises, facilities, equipment, or while participating in any City-affiliated program.

The undersigned understands and agrees that the City is not required to provide insurance coverage for illness, injury, death, property loss, theft, or damage occurring upon, about, or within City facilities or programs. The undersigned acknowledges that use of City facilities and participation in City programs involve inherent risks, including but not limited to physical illness, injury, death, or property damage, and hereby assumes full responsibility for and risk of such outcomes.

This Assumption of Risk, Release and Waiver of Liability, and Indemnity Agreement is intended to be as broad and inclusive as permitted under the laws of the State of Iowa. If any portion is held invalid, the remaining provisions shall continue in full force and effect.

Hold Harmless Agreement

On behalf of myself and any organization I represent, I waive any and all claims against the City of Bondurant, its officials, agents, employees, and board members arising from the use of the facility. I agree to indemnify and hold harmless the City of Bondurant from any claims, losses, or damages resulting from this reservation or related activities.

16. Enforcement & Penalties

I acknowledge that failure to comply with these rental terms, posted signage, or instructions from City staff may result in immediate termination of the reservation, fines, additional charges, or restriction from future use of City facilities.

17. Authority & Certification

If reserving on behalf of an organization, I certify that I have the legal authority to represent the applicant and all participants. I acknowledge that the City of Bondurant reserves the right to approve, deny, or cancel reservations at its sole discretion.

18. Acknowledgment

Completion of an online reservation constitutes agreement to these rules and legal terms.

Event Facility Cleaning Checklist

To Be Completed Before the End of Your Rental Period

Renters are responsible for returning the facility to the condition in which it was received. All cleaning must be completed within your rental timeframe.

General

- Remove all personal belongings, decorations, and event materials
- Remove trash and take to dumpster located on the north side of the facility
- Pick up and dispose of large debris from floors

Tables and Chairs

- Wipe down all tables (remove food, spills, residue)
- Wipe visible spills or debris from chairs. Do not use cleaning products on the chairs
- Leave tables and chairs in place (unless otherwise instructed)

Kitchen / Food Prep Areas (if used)

- Remove all food items (including refrigerator and freezer)
- Wipe down countertops and prep surfaces
- Empty sinks and rinse out debris
- Remove all kitchen trash

Floors

- Pick up large debris
- Spot clean spills

Outdoor Areas (if applicable)

- Remove all decorations and event materials
- Pick up trash and debris

Failure to complete the above cleaning requirements may result in additional cleaning fees per your rental agreement.

City of Bondurant Sponsorship & Partnership Request Policy

1. Purpose

This policy establishes a clear, consistent process for external organizations, nonprofits, or community groups to request sponsorship or partnership support from the City of Bondurant. Such support may include fee waivers, facility use, staff assistance, event promotion, or other in-kind or financial contributions. The policy ensures transparency, fair consideration, and alignment with City priorities and resource capacity.

2. Definitions

- Sponsorship (Requested from the City): A request for the City to contribute monetary or in-kind support to an outside organization's event, program, or initiative.
- Partnership: A collaborative arrangement where the City and an external group share responsibilities and resources to deliver a public benefit.
- In-Kind Support: Non-monetary contributions such as use of City facilities, equipment, staff time, or promotional services.
- Fee Waiver or Reduction: A request to waive or reduce standard rental or permit fees for City facilities, parks, or services.

3. Eligible Requests

To be considered for sponsorship or partnership, the requesting organization must:

- Demonstrate alignment with the City's mission, values, and strategic priorities
- Provide a clear public benefit to Bondurant residents (e.g., education, recreation, health, culture, economic development)
- Be a nonprofit, school, civic group, or local organization in good standing
- Submit a completed application with all required documentation

4. Types of Support That May Be Considered

- Waiver or reduction of rental or permit fees for City parks or facilities
- Staff support (e.g., set-up, on-site presence, coordination assistance)

- Use of City-owned equipment (as available)
- Promotion via City communication channels (e.g., website, social media)
- Financial contributions (if budgeted and approved)

5. Ineligible Requests

The City will not consider sponsorship or partnership requests that:

- Are organized by for-profit entities
- Primarily promote commercial, religious, or partisan political interests
- Pose risk to public safety or conflict with City ordinances or policies
- Would impose undue burden on City resources
- Duplicate existing City programs without added value or coordination
- Are incomplete or submitted less than 30 days in advance without prior approval

6. Application & Evaluation Process

- Requests must be submitted at least 30 days in advance of the event/program date using the Sponsorship/Partnership Request Form.
- Applications will be reviewed by City staff for completeness, alignment with City goals, and resource feasibility.
- All sponsorship and partnership requests must be approved by the City Council.
- The City reserves the right to approve, deny, or offer partial support at its discretion based on available resources, scheduling, and community impact.
- Approval is required per event, not per organization.

7. Evaluation Criteria

Applications will be evaluated based on:

- **Community Benefit:** Does the event/program serve Bondurant residents?
- **Accessibility:** Is the program open to the public or a broad audience?
- **Financial Need:** Is the organization requesting support due to limited resources?
- **City Involvement:** What level of support is being requested (and is it reasonable)?
- **History:** Has the group partnered successfully with the City in the past?

- City Benefit: Does the event benefit the City of Bondurant or city facilities?

8. Conditions of Approval

If approved, the requesting organization must:

- Acknowledge the City of Bondurant’s support in both digital and physical materials, including promotional materials before, during and after the event, in alignment with the City’s branding guidelines and appropriate to the level of sponsorship provided
- Coordinate logistics and access with City staff
- Comply with all City facility use policies and procedures
- Submit a short post-event report if requested (e.g., attendance numbers, outcomes, photos)

9. Annual Limits

To ensure equitable support across the community, organizations may be limited to a maximum number or dollar value of sponsored facility rentals or contributions per calendar year, subject to Council discretion and budget availability.

Sample Post-Event Impact Report

Organization:

Event/Program:

Date Held:

1. Attendance:

Estimated number of participants: _____

2. City Support Used:

Fee Waiver Facility Use Staff Time Promotion Other: _____

3. City Recognition:

Briefly describe how the City was acknowledged:

4. Impact Highlights:

What was the key outcome or success of the event?

Attachments (Recommended for Implementation)

- Sponsorship/Partnership Request Application Form
- Facility Rental Policy & Fee Schedule