

# Ida County Conservation Center Rental Policy

By your agreement with these terms and conditions, you represent that you are 21 years or older and that you are authorized to make the reservation on behalf of the group you have listed. You, the gathering organizer, further agree to assume full responsibility for the acts, negligence or omissions of the members of your group while utilizing said facilities.

Additionally, you agree that you have read and understand the CANCELLATION and REFUND POLICIES concerning this reservation, and have also read and understand the FACILITY CONTRACT information.

You are reserving a facility in an Ida County Conservation Board Park. ALL COUNTY PARK RULES AND STATE LAWS ARE ENFORCED. Contact the Director if you have any questions about park rules, policies or special requests. Failure to clean up the facility or surrounding area as outlined, or failure to comply with park rules or state laws may result in loss of deposit and/or enforcement action. Ida County Conservation Board may take any legal action necessary to recover damages to county property.

## **RENTAL RULES**

**CAPACITY:** Max - 100 persons.

**ARRIVAL TIME:** The Ida County Conservation Center will become available to renters at 9:00 AM on the day of your reservation.

**DEPARTURE TIME:** The Ida County Conservation Center must be cleaned and vacated by 10:30 PM, the same time Moorehead Park closes for the day.

**GETTING INTO A FACILITY:** Your facility key will be placed in a locked key safe mounted to the wall of the facility near the facility door. To gain access to your facility key, please follow these directions:

1. The key lock box is on the north side of the building, west of the single door. The silver, round key goes to the west double doors.
2. Codes are set to the last four digits of the renter phone number or designated during the reservation process on [mycountyparks.com](http://mycountyparks.com).
3. Push in your key safe code until you hear a click. Buttons may be pushed in any order.
4. Push down the OPEN latch and while holding it down, pull the face out from the key safe. If you have entered an incorrect code, you can reset the buttons by sliding down the CLEAR switch.
5. When you release the open latch, the combination will clear.
6. To replace the key safe face, push in your code buttons again. Place the face into the key safe by setting the bottom of the face in the correct location and then snapping it in place. The face will lock automatically.

**CLEAN-UP:** You are required to clean up the facility and grounds and return them to the condition you received them. Plan to have your facility cleaned and guests departed by 10:30 PM. A check list of clean-up procedures will be posted on the refrigerator in the kitchenette.

**SMOKING:** Ida County is a smoke-free environment. Smoking is prohibited in all buildings.

**PARKING:** Parking is confined to designated parking areas. You may park in the boat ramp area across from the center. Parking is also allowed along the roadways. Please be considerate of other park users and make sure all roads are still passable for traffic.

**DIRECTIONAL SIGNS & DECORATIONS:** Temporary, free standing directional signs are allowed – not to be attached to park furniture, signposts or other facilities. Decorations are allowed as long as they are free standing or not affixed in a manner that would damage a facility or any painted walls (tape, tacks and staples can cause damage to walls. The use of a no-stick adhesive is recommended). Special care should be taken with balloons so that they do not “escape” and possibly injure wildlife. Decorations such as glitter and confetti must be COMPLETELY cleaned up before departure.

**REFUSE:** Garbage and recycling will be removed by park staff in conjunction with your reservation. All refuse must be placed in the containers provided. You will need to remove any refuse in excess of the capacity of these containers. A dumpster is located on the east side of the Ida County Conservation Board shop.

**PERSONAL ITEMS:** Ida County Conservation Board and staff are not responsible for the return of any items or belongings that have been left in the facility upon your departure.

**PETS:** Pets are prohibited in the Ida County Conservation Center.

**VISITORS:** All non-registered visitors must leave the park by 10:30pm. To stay after hours you must be legally fishing or hunting, according to state regulations.

**OTHER:** Renters and guests are **NOT to disturb or touch the live education animals.** The utility sink in the storage room is used for education animal and cleaning purposes and is not to be used by renters, as it is unsafe for food use or cleaning dishes.

### **Cancelation Policy**

**If you decide to cancel your reservation, you must call the Ida County Conservation Board office at (712) 364-3300.**

Cancellations cannot be processed online.

You will forfeit 100% online processing fees.

Cancellations must be done a minimum of 14 days prior to the date on which the facility is reserved to qualify for a partial or full refund (see refund policy).

Reservations are not transferable and at the time of booking your reservation you immediately prohibit other customers from reserving and using the selected facility.

### **Refund Policy**

**You must call the Ida County Conservation Board office at (712) 364-3300 to process all refund requests.**

Refunds will be by check and issued to the person who paid for the reservation.

If you cancel your reservation 14 days or more prior to the reservation date 100% of your reservation is **refundable**.

If you cancel your reservation under 14 days but more than 7 days prior to the reservation date 50% of your reservation is **non-refundable**.

If you cancel your reservation less than 7 days prior to the reservation date 100% of your reservation is **non-refundable**.

A full refund will be granted at any time if the following occurs:

- 1) The National Weather Service has issued severe weather and/or travel conditions; at the discretion of the ICCB staff.
- 2) We are unable to provide your facility (or like facility) in operable condition for the date of your event.
- 3) Accident, serious injury or death of an immediate family member; at the discretion of the ICCB staff.