



# East Shelter House at Swan Lake State Park

## Rental Agreement & Information

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### CHECK IN & OUT INFORMATION

CHECK IN TIME IS AFTER 8:00 AM  
CHECK OUT TIME IS NO LATER THAN 10:00 PM

The East Shelter House closes at 10:30pm, all facilities must be left in clean, proper condition and all guests must exit the park by **10:00pm**.

Swan Lake State Park closes at 10:30pm, which includes the roadway, all traffic through Swan Lake State Park after 10:30pm is monitored.

**KEY CODE:** Once payments (rental fee/security deposit) and rental agreement have been received, CCCB Staff will give you a key code to get checked into the shelter on the day of your reservation.

Events may not last beyond 10:00PM.

Late departure or check out will result into loss of the refundable security deposit.

### MAXIMUM CAPACITY

**Anticipated number of guests:** \_\_\_\_\_

The East Shelter House at Swan Lake State Park has a maximum capacity of 160 guests.

### TABLES, & CHAIRS

There are 20 round tables set up at the East Shelter House, these tables are 60" in diameter and can seat up to 8 guests. We will have 4 chairs around each table, but additional chairs may be added and are located in the storage room.

In addition to the round tables there are four 8' rectangular tables that can be set up. You will need to provide your own seating for an outdoor event.

**ALL TABLES & CHAIRS MUST REMAIN INSIDE THE FACILITY AT ALL TIMES.**

- 20 round tables (60" in diameter)
- 160 chairs
- 4 rectangular tables (8' long)

### CLEAN-UP POLICY

You, as the renter, are responsible for complete clean-up of the shelter house.

- ✓ All tables and chairs must be wiped down & put back into their original location.
- ✓ Sweep and mop all flooring throughout the shelter house.
  - Sweep restrooms and remove trash.
- ✓ Clean Kitchen area – sink, countertops, floors
  - Wipe out the refrigerators, microwave, and stove.
- ✓ Vacuum all rugs.
- ✓ All refuse must be taken out to dumpster.
- ✓ Check surrounding area for trash.
- ✓ Clean up and take down all decorations.
- ✓ Turn A/C to 78° during the summer months and Heat to 62° during the winter months.

The shelter must be cleaned up and vacated no later than 10:00 PM. Late departure will result in loss of security deposit. **CCC Staff should only have to clean and restock restrooms. If the checklist provided is not complete you will forfeit your security deposit.**

### KITCHENETTE

- 2 standard size refrigerators
- Stove
- Microwave
- 12 outlets
- 10' island/serving table

### ALCOHOLIC BEVERAGES

**Alcohol will be served at the Event: YES NO**

Carroll County Conservation does not provide or sell alcohol. You may bring your own wine, beer, and other drinks to serve at your event. No minors under the age of 21 may be served any alcohol, by serving alcohol at your event you assume responsibility for any damages, injury, etc. due to consumption of alcohol.

Kegs are not allowed. All laws of the state of Iowa regarding consumption of alcohol will be strictly observed. Violations of state code will result in expulsion from the building, revocation of rental privileges and forfeiture of deposit. Ensure compliance with Sec. 123.47 respecting possession of alcohol by minors and agree to abide by all rules and regulations of the CCCB and the State of Iowa.

### SMOKING

All Carroll County Conservation facilities are smoke-free. Smoking and vaping is prohibited inside all buildings.

## DECORATIONS

**Outdoor decorations** are allowed if they are temporary, free standing directional signs are allowed, they are not allowed to be attached to park furniture, signposts, trees, or other facilities.

**Indoor decorations** are allowed if they are free standings or not affixed in a way that would damage a facility or any painted walls (tape, tacks, staples can all cause damage). It is your responsibility, as the renter, to remove all decorations.

## ENTERTAINMENT

Performers, Musicians, and DJs are allowed at the East Shelter House facility if they are indoors. When you are renting the East Shelter House you are only renting the facility. The grounds around the building along with the playground equipment is open to the public as Swan Lake State Park is a public park. Having entertainment outdoors is allowing the public to join in on your event and/or having the general public complain about noise.

## EVENT TENTS

Event tents are not allowed at the East Shelter House. Small shade tents are ok to be used.

## PARKING

Parking is confined to designated parking areas; parking is not allowed on the grass. Overflow parking along the main roadway.

## SHELTER KEY

If the shelter key is lost there will be a \$25.00 fee.

CCCB will send you a code to retrieve the key after payment and the rental agreement is received.

## PETS

Pets are not allowed inside the East Shelter House. All pets must be kept on a leash of no more than 6ft or kenneled. Park users must immediately clean up after their pets, violators will be issued a \$75 ticket for non-compliance and loss of refundable security deposit will be kept.

## GUESTS

As the renter, you are responsible for the actions of yourselves and the guests while attending your event and assume full responsibility for the acts, negligence, or omissions of the members of your group/guests while utilizing Carroll County Conservation facilities.

Children need to be monitored, especially outdoors for their safety.

## SAUK RAIL TRAIL USE

Sauk Rail Trail Permits are required for all adults to use the trail. \$2.00 daily, \$15.00 annual, and Lifetime permits are available.

Group Permits are available for events using the Sauk Rail Trail for \$25 per event.

## BOAT RENTALS

Swan Lake State Park offers kayak and paddleboat rentals Memorial Day through Labor Day. \$5.00 per boat/per hour or \$20.00 per boat/per day. Visit our Concession & Gift Shop at the Swan Lake Conservation Education Center.

## CANCELLATION AND REFUND POLICY

All reservations are non-refundable. If the Carroll County Conservation Board is contacted by phone or email, concerning a cancellation at least 14 days in advance to your reservation date you will receive **CREDIT** to use towards another available date within one year of your original reservation date. 100% of the reservation fees will be forfeited if a cancellation is received less than 14 days prior to reservation date arrival.

If Carroll County Conservation is unable to fulfill this obligation for a natural disaster beyond our control, the entire deposit will be refunded.

## REFUNDABLE SECURITY DEPOSIT

The refundable security deposit will be shredded if the shelter house is left in good, clean condition and equipment and furnishings are returned to their original location and are not lost or damaged. The deposit can be returned by mail if arrangements are made in advance.

As the renter you assume responsibility for any damage over and above the deposit amount. Carroll County Conservation may take any legal action necessary to recover damages to county property.

Deposit may be kept if rules set forth within this agreement, cleaning check list, or other CCCB rules and regulations are not followed during your event.

## ACKNOWLEDGMENT

By signing below, you represent that you are 21 years of age or older, and you acknowledge that you have read, understand, and agrees to comply with all terms. Carroll County Conservation will not be held responsible for any injury to persons or damage to property arising out of or incident to the activities which are the subject of the rental and shall be held harmless against all liabilities, costs, and expenses which may arise in consequence of granting the facility rental.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_