

# Rotary Reserve Group Activity Center

5932 North Union Road  
Cedar Falls, Iowa 50613

The Black Hawk County Conservation Board in conjunction with the Waterloo Rotary Club manages the Rotary Reserve. Funding for the lodge was provided by members of the Waterloo Rotary Club and was constructed by personnel of the Black Hawk County Conservation Board.

**Location:** Northwest of Cedar Falls, on the west side of the Cedar River. 5932 North Union Road, Cedar Falls, IA 50613

**Viewing the facility:** The facility may be viewed by appointment only. Appointments need to be made by calling the Black Hawk County Conservation Board Office, Monday-Friday, 8:00 AM – 4:30 PM at (319) 433-7275 or E-mail us at: [conservation@co.black-hawk.ia.us](mailto:conservation@co.black-hawk.ia.us).

**Minimum Age:** Must be at least 21 years of age or older to reserve the Rotary Reserve and must be present during the event.

## **Scheduling:**

- Wedding Special: All day Friday, 8 AM- midnight + All day Saturday, 8 AM - midnight
- Wedding Special: All day Thursday, 8 AM-midnight + All Day Friday, 8 AM - midnight
- Monday – Friday 8 AM-midnight **or** 8 AM-4: 30 PM **or** 5:30 PM-midnight
- Saturday 8:00 AM – midnight
- Sunday 8:00 AM – midnight **or** any 8-hour period between 8 AM - midnight
- Holidays The facility is available to reserve on holidays. Call the office for details.

**Rental fee deadline:** The rental fee is due at the Black Hawk County Conservation Board's main office (1346 West Airline Hwy, Waterloo 50703) within ten (10) days from making your reservation.

**PLEASE BE COURTEOUS AND NOTIFY THE OFFICE WITHIN THESE 10 DAYS IF YOU DECIDE NOT TO RESERVE THE FACILITY.**

**Refunds:** Should **YOU** decide to cancel, 50% of the rental fee will be returned **ONLY IF** the lodge is re-rented for that date. The rental fee will be refunded when cancellation occurs due to circumstances beyond the Conservation Board's control (i.e. fire, natural disasters, damaged facility).

**Damage deposit:** A damage deposit of \$300 is required for the use of the facility. **Due date:** The damage deposit is due at the Conservation Board's Main Office (1346 West Airline Hwy, Waterloo 50703) two (2) weeks prior to your reservation date. All or part of any deposit may be retained against cleanup costs, damage, or loss incurred. If damages exceed the deposit(s), you will be held responsible for full payment.

**Checks:** The check for the rental fee must be written separate from the damage and keg beer deposits (if applicable). Money orders will not be accepted for deposits. Checks must be payable to the Black Hawk County Conservation Board. A \$30.00 service charge is applied to all checks returned.

**Deadlines:** The rental fee is due within ten (10) days of making the reservation. The damage deposit and keg beer deposit is due two (2) weeks prior to the reservation date.

**Building & Grounds:** Rental of the lodge includes the use of the surrounding grounds and parking lot. The parking lot will accommodate 100 cars.

**Furnishings and Capacity:** The lodge seats approximately 300 people. There are folding tables and chairs for 300 people. 15-8'30" and 38-5' round tables. The kitchen includes 2 refrigerators, 1 freezer, 2-30" electric stoves, 2 microwaves, one-90 cup coffee pot and a three-compartment sink with garbage disposal, and a serving counter. The outside cooking pavilion has 3-3'x5' charcoal grills. A P.A. system is provided.

**Fireplace:** The lodge has a fireplace that may be used with firewood available from the Black Hawk County Conservation Board. Only wood provided should be used. Please make arrangements for firewood with the Park Ranger. The bundles of split firewood will be placed by the fireplace and ready for your use. There is no mantel over the fireplace.

**Alcohol:** Hard liquor is not allowed. Beer, wine and champagne are allowed under the following conditions:

**Security Officer:**

- A minimum of one uniformed security officer must be present when any alcohol is being served or consumed. A listing of security providers is available from the office.
- The reservation holder is responsible for arranging for a security officer. The administrative staff of the Black Hawk County Conservation Board must approve the Security Officer.
- The security officer will be paid directly by the reservation holder.
- Due date: You must notify the office with your choice of security officer two (2) weeks prior to your reservation date.

**Keg Beer:** Serving keg beer requires an additional deposit of \$100 and a Keg Beer Responsibility Agreement form must be signed by an individual 21 years of age or older. This must be signed **IN PERSON** at the Conservation Board's Main office (1346 West Airline Hwy, Waterloo 50703) two (2) weeks prior to your reservation.

**Decorations:** You must check with the Park Ranger for any special decorating needs. Decorating is allowed as follows:

- Pushpins, Velcro or tape may be used on the carpeted walls.
- Pushpins may be used in the large wooden ceiling beams to attach decorations.
- Tape may be used on concrete block pillars and fireplace to attach decorations.

**Decorating is prohibited as follows:**

- No two sided tape, duct tape, staples, screws or nails are to be used
- Attach nothing to the acoustic ceiling panels
- Keep balloons away from ceiling fans
- No tape on floors

**Set-up and takedown:** You are responsible for setting up and arranging the tables and chairs.

**Cleaning Services:** You are required to hire our cleaning crew. At the end of your event, you will leave a check, made out to the cleaning crew. The Conservation Board or the cleaning service is not responsible for any items left in the building after your event.

## Other Regulations:

- All decorations, materials, equipment and food must be removed immediately after your event. Please make arrangements with the rental companies prior to your rental date.
- Chairs may be used on the deck only. Chairs are NOT allowed on the lawn. All chairs must be brought back into the building when your event is finished.
- The Rotary Reserve Lodge is a smoke-free building.
- The Rotary Reserve is governed under the rules/regulations of the BHCCB.
- Park Rangers reserve the right to enter the lodge in case of emergency to address maintenance or security problems.
- Park Rangers are given the authority to refuse rental privileges and rescind any and all rental permits for cause.
- You must report any damaged or missing items that are part of the Rotary Reserve.
- It is prohibited by law to place signs or decorations on any roadway signs leading to the Rotary Reserve area.
- All signs must be removed immediately following your event.

**For more information:** Please contact the Black Hawk County Conservation Board Main Office, 1346 West Airline Hwy, Waterloo 50703. Office hours are Monday thru Friday, 8:00 AM to 4:30 PM. Telephone number (319) 433-7275.

E-mail: [conservation@co.black-hawk.ia.us](mailto:conservation@co.black-hawk.ia.us)

Web page: [www.blackhawkcountyparks.com](http://www.blackhawkcountyparks.com)

The Black Hawk County Conservation Board, in the provision of services and facilities to the public, does not discriminate against anyone on the basis of race, color, sex, creed, national origin, age or disability. If anyone believes he or she has been subjected to such discrimination, he or she may file a complaint alleging discrimination with either the Black Hawk County Conservation Board or the Office of Equal Opportunity, US Dept. of Interior, Washington DC 20240. If you require special assistance for participation in our programs and services, or to request information in an alternative format, please call the Black Hawk County Conservation Board at (319) 433-7275.

## Directions:

- From Thunder Ridge Mall (on Hwy 57), go west 1-¼ miles, then north (right) on Union Road for 4 miles, then east (right) at intersection with Mark Road for ¼ mile to the Rotary Reserve.
- Take Hwy 218 north 5 miles from the Hwy 57/58 interchange, then west (left) on Cedar Wapsi Road (C57) for 3 ½ miles, then south (left) on Union road for 1 mile, then east (left) at intersection with Mark Road for ¼ mile to the Rotary Reserve.
- From the Ice House Museum at 1<sup>st</sup> and Franklin Streets in Cedar Falls, go north 5 miles on Center St./Waverly Rd., then west (left) on Cedar Wapsi Road (C57) for 2 ½ miles, then south (left) on Union Road for 1 mile, then east (left) at intersection with Mark Road for ¼ mile to the Rotary Reserve.

Date revised January 2017

# ROTARY FEES

## WEEKEND & HOLIDAY RENTAL FEES

DAY OF THE WEEK	HOURS AVAILABLE	RENTAL FEES	HOLIDAY RENTAL FEES	**WINTER RENTAL FEES
FRIDAY	8:00 AM – 4:30 PM OR 5:30 PM – MIDNIGHT	\$750	\$850	N/A
FRIDAY	8:00 AM – MIDNIGHT	\$950	\$1050	\$800
SATURDAY	8:00 AM – MIDNIGHT	\$1000	\$1100	\$850
SUNDAY	ANY 8 HOURS BETWEEN 8:00 AM - MIDNIGHT	\$750	\$850	N/A
SUNDAY	8:00AM - MIDNIGHT	\$950	\$1050	\$750

## WEEKDAY RENTAL FEES

DAY OF THE WEEK	HOURS AVAILABLE	RENTAL FEES	HOLIDAY FEES
MONDAY – THURSDAY	8:00 AM – 4:30 PM OR 5:30 PM – MIDNIGHT	\$300	\$400
MONDAY - THURSDAY	8:00 AM – MIDNIGHT	\$375	\$475

## WEDDING SPECIALS

**ALL DAY THURSDAY (8:00 AM – MIDNIGHT) &  
ALL DAY FRIDAY (8:00 AM – MIDNIGHT) . . . . \$1100**

**HOLIDAY RATE \$1200**

**\*\*WINTER RATE \$950**

**ALL DAY FRIDAY (8:00 AM – MIDNIGHT) &  
ALL DAY SATURDAY (8:00 AM – MIDNIGHT). . . . \$1400**

**HOLIDAY RATE \$1500**

**\*\*WINTER RATE \$1250**

\*\* Winter rates apply to December 1<sup>st</sup> through February 29<sup>th</sup>.