



## **Lodge Rental Agreement**

By your agreement with these terms and conditions, you represent that you are 18 years or older (21 years or older if offering alcoholic beverages) and that you are authorized to make the reservation on behalf of the group you have listed. You 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 a Linn County park. ALL COUNTY PARK RULES AND STATE LAWS ARE ENFORCED. Contact the Park Ranger listed on your reservation confirmation email if you have any questions about park rules, policies or special requests.

Failure to clean up with facility or surrounding area as outlined, or failure to comply with park rules or state laws may result in enforcement action. Linn County Conservation may take any legal action necessary to recover damages to county property.

CHECK-IN TIME: After 7:00 AM  
CHECK-OUT TIME: Before 10:00 PM

### **RESERVATION MODIFICATIONS (INCLUDING DATE CHANGE)**

In order to make any modification to an existing reservation, the request must be two weeks prior to the original date. Changes include charges for additional or fewer people than expected, keg changes, etc. If the request is a date change, the new date must be within 6 months of the existing date. A date change must be used for the same type of facility in a Linn County Park. All reservation modifications must be made by calling the Conservation Office at (319) 892-6450. Any modifications to an existing reservation will be assessed a \$25 administrative fee.

### **GETTING INTO A FACILITY**

The key is available via lock box. The Park Ranger will activate lock box.

### **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 people departed prior to your scheduled checkout time.

## SMOKING

Linn County is a smoke-free environment. Smoking is prohibited in all buildings.

## PARKING

Parking is confined to designated parking areas. If you anticipate more vehicles than spaces provided, please contact the Park Ranger in advance. No parking or driving off roadways.

## 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, 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".

## BEER AND WINE

Only beer with an alcohol content of 5% or less by weight and wine with an alcohol content of 17% or less by weight may be consumed in county parks. Drinking of these beverages is not permitted on roads or in parking areas. Hard liquor and wine with alcohol content in excess of 17% by weight or other alcoholic liquors are NOT to be consumed in county parks. It is permissible to have keg beer in conjunction with a lodge or shelter reservation, however special fees and permits are required.

## MUSIC

Bands, disc jockeys and other amplified sources of sound are allowed. It is required that you work out the details for your amplified music in advance of your event with the park ranger. All sources of sound must be turned off by 9:00 PM. "Quiet hours" are observed in the parks between 9:00 PM and 9:00 AM.

## REFUSE

Linn County Parks observe a "Carry In - Carry Out" refuse policy. However, a limited amount of refuse 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.

## PETS

Pets are PROHIBITED in all lodges (with exception of service animals).

## SPECIAL REQUESTS

Certain activities or items require that you request and obtain special permission from the Park Ranger in advance of your event. These include (but are not limited) to the following: horses (or horse activities), erection of tents, inflatable play equipment, hog roasts, carnival-type activities, etc. Please contact the Park Ranger for additional information.

## DAMAGE & CLEAN-UP DEPOSIT

All facility reservations require a deposit check two weeks prior to the event (for deposit amounts, see the facility fees). It is your responsibility to ensure that this deposit is provided on time. Deposits for facility rentals should be mailed to: Linn County Conservation, 10260 Morris Hills Rd, Toddville, Iowa. Deposits will be shredded if there are no issues with damage, clean up, late departure, and other rules and regulations are followed.

## CANCELLATION POLICY

If you need to cancel a reservation, you will forfeit 100% of all reservation fees paid. All cancellations must be made by calling the Conservation Office at (319) 892-6450.

## REFUND POLICY

All reservations with Linn County Conservation facilities are final. Reservations are non-refundable, unless the following situations occur:

- The National Weather Service has issued severe weather and/or travel conditions
- We are unable to provide your facility (or like facility) in operable condition for the date of your event

All requests for refunds must be made by calling the Conservation Office at (319) 892-6450.