



Bison Classroom at the Swan Lake Conservation Education Center

Rental Agreement

CHECK-IN & OUT INFORMATION

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

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

Carroll County Conservation Staff will unlock the classroom for you along with locking the building up at the end of your event. As your reservation approaches our office staff will let you know which employee will be on duty during your event.

EVENTS MAY NOT LAST BEYOND 10:00 PM.

Late departure or checkout will result in the loss of the refundable security deposit.

MAXIMUM CAPACITY

Anticipated number of guests: _____

The Bison Classroom at the Swan Lake Conservation Education Center has a maximum capacity of 100 guests.

TABLES, & CHAIRS

There are 15 round tables set up in the Bison Classroom, 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 they will be in the room.

In addition to the round tables, three rectangular tables (18"x96") are set up along the walls, great for serving food. You will need to provide your seating for any outdoor events.

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

- 15 round tables (60" in diameter)
- 100 chairs
- 3 rectangular tables (18" wide x 96" long)

CLEAN-UP POLICY

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

- ✓ All tables and chairs must be wiped down & put back into their original location.
- ✓ Vacuum all flooring throughout the classroom.
- ✓ Clean the Kitchenette area – sink and countertops.
 - Wipe out the refrigerator and coffee pot.
- ✓ All refuse must be taken out to the dumpster near the employee parking lot.
- ✓ Check the surrounding outdoor 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 classroom must be cleaned up and vacated no later than 10:00 PM. Late departure will result in loss of security deposit.

If the checklist provided is not complete you will forfeit your entire security deposit, with no exceptions.

KITCHENETTE

- 1 standard-size refrigerator
- Coffee pot
- Cleaning Supplies and Vacuum

ALCOHOLIC BEVERAGES

Alcohol will be provided/served at the Event: YES NO

Carroll County Conservation does not provide or sell alcohol.

You may bring your wine, beer, and other drinks to serve at your event. If you or a vendor are selling alcoholic drinks (beer, wine, liquor) at your event, you or your vendor will need to have a liquor license. It is the renter's responsibility to determine if a liquor license is required for the event they are having, and they must follow all state and local laws regarding liquor license requirements. If your event does require a liquor license, you must provide a copy of this document to the CCCB office at least 30 days before 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 damage, injury, etc. due to the consumption of alcohol.

Kegs are not allowed. All laws of the state of Iowa regarding the 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 are prohibited inside all buildings.

DECORATIONS

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

Indoor decorations TABLE DECORATIONS ONLY other decorations are allowed if they are free standing, nothing affixed to the walls (tape, tacks, staples, and command strips can all cause damage). It is your responsibility, as the renter, to remove all decorations.

ELECTRICAL OUTLETS

Bison Classroom: 6 wall outlets including in the kitchenette and two floor outlets.

ENTERTAINMENT

Performers, Musicians, and DJs are only allowed if the Wapiti & Bison Classrooms are rented for the event and outdoors on the amphitheater. The grounds around the building, display area, and lower level are open to the public as Swan Lake State Park is a public park.

EVENT TENTS

We do not allow event tents at the Swan Lake Conservation Education Center (Wapiti and/or Bison Classrooms). Small shade tents are ok to be used.

PARKING

Parking is confined to designated parking areas; parking is not allowed on the grass. Carpooling is recommended if you are expecting over 50 vehicles. There are a total of 41 parking spots at the Swan Lake Conservation Education Centers parking lot and 2 handicapped parking spots. Overflow parking is located at the fish house.

ATVs, UTVs, SIDE by SIDEs, & GOLF CART

Operation of ATVs and UTVs is allowed anywhere a registered vehicle is allowed to operate. The ATV or UTV must meet equipment requirements and driver requirements set forth under Iowa Code sections 321I, 321.234A, and any other applicable code (the operator must have a valid driver's license, turn signals, and brake lights, & mirrors). Golf Carts are not allowed.

PETS

Pets are not allowed inside the Swan Lake Education Center. 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 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. You may not remove or move any rocks from the landscaping around the building or near the pond.

EDUCATIONAL DISPLAY AREA

When you rent the Bison Classroom you are renting the room ONLY. The Swan Lake Conservation Education Center is a public building and must always remain open to the public, this includes the lower level, display area, and restrooms. All contents for your event must always remain in the Bison Classroom, including beverages and food. It is also your responsibility, as the renter, to be sure all guests are respectful of the facility and building (not running up and down the stairs or elevator and noise is not disruptive).

SAUK RAIL TRAIL USE

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

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

FIREWORKS, FIREARMS & WEAPONS

The use of any firearm, weapon, or explosive is prohibited in all county parks except under the following conditions: a weapon or firearm legally authorized for hunting may be used during a valid hunting season in designated county hunter areas only. The use of fireworks or explosives is prohibited in all county parks under all circumstances.

CANCELLATION AND REFUND POLICY

All reservations are non-refundable. If the Carroll County Conservation Board is contacted by phone or email, concerning cancellation of at least 14 days in advance of 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 before the reservation date's 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 an addressed envelope and stamp are provided before your reservation. We cannot transfer the refundable security deposit to a future reservation.

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.

The entire security deposit will be kept if rules set forth within this agreement, cleaning checklist, 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 agree to comply with all terms. Carroll County Conservation will not be held responsible for any injury to people or damage to property arising out of or incident to the activities that are the subject of the rental and shall be held harmless against all liabilities, costs, and expenses that may arise in consequence of granting the rental facility.

Signature: _____

Date: _____