



South Shelter House at Swan Lake State Park

CHECK-IN TIME IS AFTER 5:00 AM &
CHECK-OUT TIME IS 10:00 PM

22871 Swan Lake Road (located nearby)
Carroll, IA 51401
(712) 792-4614 or office@carrollcountyiowa.org

IMPORTANT INFORMATION PLEASE READ & SIGN BELOW

CHECK-IN & OUT INFORMATION

Carroll County Conservation Parks open at 5:00 am and all parks close at 10:30 pm, all facilities must be left in clean, proper condition and all guests must exit the park by **10:00 pm**. Late departure or checkout may result in the loss of the refundable security deposit. Swan Lake State Park closes at 10:30 pm, which includes the roadway, all traffic through Swan Lake State Park after 10:30 is monitored.

MAXIMUM CAPACITY

The South Shelter House at Swan Lake State Park has a maximum capacity is 60 guests with seating up to 40 guests.

TABLES AND CHAIRS

There are 10 picnic tables located at the South Shelter with additional picnic tables surrounding the shelter.

CLEAN-UP POLICY

You are responsible for the clean-up of the shelter house.

- ✓ All picnic tables must be placed back into their original location.
- ✓ All refuse must be taken out to the dumpster, located in the Swan Lake campground – the renter should bring extra trash bags if needed.
- ✓ Check the surrounding area for trash
- ✓ Clean up all decorations

The shelter must be cleaned up and vacated no later than 10:00 PM. Late departure may result in loss of security deposit.

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 will be 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 damages, 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, free-standing directional signs are allowed, and 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, and 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 South Shelter House facility if they are indoors. When you are renting a shelter house you are only renting the facility. The grounds around the building and the playground equipment are 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 have the public complain about the noise.

EVENT TENTS

Event tents are not allowed at the South 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.

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 receiving payment and the rental agreement.

PETS

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 annually, and Lifetime permits are available. Group Permits are available for events using the Sauk Rail Trail for \$25 per event. Daily and Annual permits can be purchased online by visiting our website.

FIREWORKS, FIREARMS & WEAPONS

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

ATV, UTV, SIDE by SIDE, GOLF CARTS, ETC.

We do not allow any type of unlicensed state motor vehicle into any of Carroll County Conservation parks.

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 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 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 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 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 that may arise in consequence of granting the facility rental.

Signature: _____

Date: _____