



Facility Rates & Information



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**Carroll County
Conservation**
22676 Swan Lake Drive
Carroll, IA 51401
(712) 792-4614
office@carrollcountyiowa.org

To make a reservation please contact our office:
Call (712) 792-4614 or email office@carrollcountyiowa.org.

Reservations are accepted on a first come, first serve basis and no further than ONE YEAR in advance from your event date or cabin check in date.

Bison & Wapiti Classrooms

Located in the Swan Lake Conservation Education Center are the Bison and Wapiti classrooms which can be rented individually or together as one large room. Each classroom has a maximum capacity of 100 guests and is ADA-accessible. The Bison Classroom is perfect for any social event with round tables(15) seating up to 8 and two rectangular tables for serving food along with a kitchenette that includes a refrigerator, counter space, and sink. The Wapiti Classroom has a great setup for educational or business meetings with its classroom-style rectangular tables(19) with seating up to 4, projector and sound system, and a drop-down 6'x8' screen. Check-in is anytime after 8:00 am and check-out is no later than 10:00 pm, with no exceptions. All decorations must be free-standing, with nothing affixed to the facility walls.

Rental Rate:

Bison Classroom: \$150.00 per day
Wapiti Classroom: \$150.00 per day
Bison & Wapiti Classroom: \$250.00 per day

Nonprofit Organization Rental Rate:

Bison Classroom: \$85.00 per day
Wapiti Classroom: \$85.00 per day
Bison & Wapiti Classroom: \$170.00 per day

Refundable Security Deposit: \$250.00 deposit, on a separate payment, will be held until after your event.

East Shelter House

Located at Swan Lake State Park the East Shelter house has a maximum capacity of 160 guests, is ADA accessible, and is perfect for any social event with round tables (20) seating up to 8 and four rectangular tables located in a storage closet that can be used to help decorate or serve food. There are picnic tables located outside of the shelter house but additional outdoor seating will need to be provided by the renter as our facility tables and chairs must remain inside the facility. The shelter house has a full kitchen with two standard-size refrigerators, a stove, a microwave, and coffee pots. There is a patio to the west of the shelter house that has a beautiful view of Swan Lake and to the south is a playground and swing set. Check-in is anytime after 8:00 am and check-out is no later than 10:00 pm, with no exceptions. All decorations must be free-standing, with nothing affixed to the facility walls or rafters.

Rental Rate:

Weekday (Monday - Thursday): \$175.00
Weekend (Friday - Sunday): \$200.00
Wedding (receptions and/or ceremony): \$700.00

Nonprofit Organization Rental Rate:

Daily: \$125.00

Refundable Security Deposit: \$250.00 deposit, on a separate payment, will be held until after your event.
\$500.00 deposit, on a separate payment, will be held until after your wedding event.

Deer Ridge Cabin

Located on the north side of Swan Lake State Park the Deer Ridge Cabin has a maximum capacity of 10 overnight guests and 40 daytime guests. There are two bedrooms on the main level with queen-sized beds, a bathroom, a kitchen, a living room, and a gathering room. In the basement of the cabin, there is one large, sectioned room with 2 queen beds and 2 twin beds. This cabin also has one full hookup camping unit located to the east that can be used by the renter. There are sliding glass doors to the backyard with a patio, picnic tables, fire pit, and gas grill - propane provided. Check-in is anytime after 2:00 pm and check-out is no later than 11:00 am, with no exceptions.

Rental Rates:

Sunday - Thursday: \$140.00
Friday - Saturday: \$150.00

Two night minimum on weekends/three night minimum on holiday weekends.

Refundable Security Deposit: \$250.00 deposit, on a separate payment, will be held until after your stay.

Bison View Cabin

Located near the Swan Lake State Park campground, lake, and bison the Bison View Cabin has a maximum capacity of 8 overnight guests and 20 daytime guests. The cabin is ADA accessible and all on one level. There are three bedrooms, two with queen-sized beds and one with two twin beds, two bathrooms (1 ADA accessible), a kitchen, a living room, and a covered patio. There are sliding glass doors to the backyard with the covered patio, picnic tables, Sauk Rail Trail, nearby playground, fire pit, and gas grill - propane provided. Check-in is anytime after 2:00 pm and check-out is no later than 11:00 am, with no exceptions.

Rental Rates:

Sunday - Thursday: \$125.00
Friday - Saturday: \$135.00

Two night minimum on weekends and three night minimum on holiday weekends.

Refundable Security Deposit: \$250.00 deposit, on a separate payment, will be held until after your stay.

South Shelter House

Located near the Swan Lake State Park campground, lake, Sauk Rail Trail and the Bison View Cabin, the South Shelter House is a perfect location to have any social gathering or fundraiser. The shelter house has a total of 10 picnic tables and seating for approximately 40 guests. Lights and two electrical outlets are inside the shelter house along with a charcoal grill outside of the shelter. The restrooms are located in the campground.

The South Shelter House is available from April through October.

Rental Rates:

Daily: \$40.00

Nonprofit Daily: \$20.00

The shelter house can be reserved or used on a first come, first serve basis.

Refundable Security Deposit: \$50.00 deposit, on a separate payment, will be held until after your event.

Great Western Park Shelter House

Located outside of Manning, Iowa the Great Western Park Shelter House has a maximum capacity of 75 guests with nine 8-foot and two 6-foot rectangular tables, charcoal grill, and picnic tables outside of the shelter house, and a full kitchen including a refrigerator, microwave, stove, coffeepot. Nearby is a playground, campground, paved trail, and pond with several docks for fishing.

Rental Rates:

Daily: \$75.00

Nonprofit Daily: \$35.00

Refundable Security Deposit: \$50.00 deposit, on a separate payment, will be held until after your event.

Dickson Timber Shelter House

Located outside of Glidden, Iowa is the Dickson Timber Shelter House, campground, and park. The park is known for its beautiful trails throughout the 155-acre timber and can be enjoyed on foot or by horse. The campground includes 12 electrical sites near the playground and shelter house along with 8 equestrian sites near the trail entrance and equestrian corals. A pit toilet is located near the campground.

Rental Rates:

Daily: \$40.00

Nonprofit Daily: \$20.00

The shelter house can be reserved or used on a first come, first serve basis.

Refundable Security Deposit: \$50.00 deposit, on a separate payment, will be held until after your event.

RESERVATIONS - You must be 21 years of age to rent a facility and occupy the facility unless accompanied by a parent or legal guardian who will be present during the entire reservation period. Reservations can be made by calling our office at (712) 792-4614 or emailing office@carrollcountyia.org. Reservations will be available to rent on a rolling calendar basis, on a first-come, first-served basis.

REFUNDABLE SECURITY DEPOSIT - The refundable security deposit will be shredded if the facility 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 before your 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 CCCV rules and regulations are not followed during your event.

CANCELLATION AND REFUND POLICY - All reservations are non-refundable. If the Carroll County Conservation office 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 two years of your original reservation date. 100% of the reservation fees will be forfeited if a cancellation is received less than 14 days before your reservation. If a cancellation is requested before the payment is received your entire reservation must be canceled. If CCCB is unable to fulfill this obligation for a natural disaster beyond our control, you will receive a full refund.

CHECK-IN & OUT TIMES - The Education Center and Shelter Houses can be rented between 8:00 am - 10:00 pm unless there is an overnight group renting the shelter the night before, at which time the shelters are available after 9:00 a.m. Overnight youth groups renting the shelter must be out by 9:00 am. on the following day or pay for an additional day. This must be arranged at the time the reservation is made. Cabin check-in time is at 2:00 pm and check-out is by 11:00 am.

DECORATIONS & ENTERTAINERS - 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. Entertainers including performers, musicians, or DJs are allowed at the facility but must be inside. When you are renting the shelter house you are only renting the facility, the grounds around the building along with the playground equipment are open to the public, as it is a public park. Having entertainment outdoors is allowing the general public to join in on your event and/or having the general public complain about the noise.

Event Tents are not allowed at any facility. A small shade tent is ok to be used.

PARK HOURS - All Carroll County Conservation Parks are closed from 10:30 PM - 5:00 AM except for overnight camping and river access areas, where quite a time is then in effect. All non-registered park visitors must leave before 10:30 PM. Quiet hours will be enforced. This time frame includes the roadways, and all traffic through the parks after hours is monitored. Iowa Code 461A.46

CLEAN-UP POLICY - It is the renter's responsibility to clean the facility before checkout. The Carroll County Conservation Board and staff require all renters to clean the facility before checkout, this allows us to keep the rates low. We know some facilities checkout simply means asking the guests to close the door behind them and enjoy their journey home. Other facilities, like ours, leave detailed instructions for tidying up.

PARKING - Please park in designated areas throughout our parks. Parking on the grass or blocking the roadway is not allowed.

ATV, UTV, SIDE BY SIDE, GOLF CARTS, ETC. - 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.

ALCOHOLIC BEVERAGES - 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. Iowa Code 123.47

SMOKING - All Carroll County Conservation facilities are smoke-free. Smoking and vaping inside any facility is prohibited.

PETS - Pets are not allowed inside Carroll County Conservation facilities. All pets must be kept on a leash of no more than 6ft. or kenneled, except during hunting season in hunting areas. Park users must immediately clean up after their pets. Violators will be issued a ticket for non-compliance. Iowa Code 461A.45 & 461A.43

FIREARMS, WEAPONS, AND FIREWORKS - 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 hunting areas only. F fireworks or explosives are prohibited in all county parks under all circumstances. Iowa Code 461A.42