



# Bison View Cabin at Swan Lake State Park

## Rental Agreement & Information

### CHECK-IN & OUT INFORMATION

CHECK-IN TIME IS AFTER 2:00 PM  
CHECK-OUT TIME IS NO LATER THAN 11:00 AM

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.  
**KEY CODE:** Once payments (rental fee/security deposit) and rental agreement have been received, CCCB staff will give you a key code to get checked into the cabin on the day of your reservation.

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 View Cabin at Swan Lake State Park sleeps 8 guests comfortably. The cabin may not exceed 20 guests at one time. If you are planning an event larger than 20 guests, the East Shelter House or Swan Lake Conservation Education Center can accommodate these events.

### WHAT TO BRING:

- ☐ Complete Bedding – Pillows, sheets, blankets, or sleeping bags.
- ☐ Bath Linens and toiletries
- ☐ Trash Liners – refuse must be removed to a nearby dumpster.
- ☐ Lawn Chairs
- ☐ Trash Liners, paper towels or kitchen towels
- ☐ Grilling Supplies

### THE CABIN COMES EQUIPPED WITH:

- Two queen-size beds, two twin-size beds, & one full-size sofa sleeper couch. (Sleeps 8 comfortably)
- Two Full Bathrooms (one ADA accessible)
- Gas grill – propane provided.
- Air Conditioner & Furnace
- Refrigerator, stove, microwave, toaster, coffee pot, dishes, silverware, & cookware
- Cleaning Supplies – cleaning products, broom, & mop (Bona floor mop and steam mop)
- Fire Ring – firewood can be purchased through our campground hosts; firewood should not be transported from other counties.
- TV (antenna signal) & DVD player
- WiFi – More information will be sent out two weeks in advance.

### CLEAN-UP POLICY

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

- ✓ Clean kitchen – sink, countertops, floors, fridge, stove & microwave
- ✓ Wipe down tables & chairs in the kitchen.
- ✓ Sweep and mop all flooring throughout the cabin.
- ✓ Clean bathrooms – sinks, toilets, showers, floors, & mirrors
- ✓ Beat all rugs outside.
- ✓ Check the surrounding area outside of the cabin for garbage.
- ✓ Remove all decorations – these should be free-standing not fixed to any walls or trees.
- ✓ Remove all refuse to the nearby dumpster – located in the Swan Lake Campground
- ✓ Turn A/C to 78° during the summer months and furnace to 58° during the winter months.
- ✓ Close and lock all windows & patio doors, shut off all lights, and lock the front door before placing your key back into the lockbox.

Cleaning supplies, broom, mop, & vacuum are available. The cabin must be cleaned up and vacated no later than 11:00 am. Late departure may result in loss of security deposit.

***If the checklist provided is not complete you will forfeit your security deposit.***

### KITCHEN

- 1 standard-size refrigerator
- Microwave
- Coffee pot
- Basic cookware & cooking utensils
- Basic dinnerware and silverware

### FURNITURE, TABLES, CHAIRS

All furniture including the table and chairs must always remain inside the cabin.

### ALCOHOLIC BEVERAGES

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.

### PETS

Pets are not allowed inside the Bison View Cabin. 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.

#### CAMPING TENTS

Tent camping is not allowed at the cabin site. All tent campers must register and stay at the Swan Lake Campground.

#### 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 not allowed at the Bison View Cabin.

#### EVENT TENTS

We do not allow event tents at the Bison View Cabin.

#### PARKING

Parking is confined to designated parking areas; parking is not allowed on the grass and should not block any roadways.

#### 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.

#### 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 cabin.

#### CABIN KEY

If the cabin 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.

#### 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 condition: 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.

#### BOAT RENTALS

Swan Lake State Park offers kayak and paddleboat rentals from Memorial Day through Labor Day. \$5.00 per boat/per hour or \$20.00 per boat/per day. Visit our Concession & Gift Shop at the Swan Lake Conservation Education Center.

#### 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 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 the reservation date's arrival. If a cancellation is requested before the payment is received your entire reservation must be canceled.

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 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 facility rental.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_