



# Deer Ridge Cabin at Swan Lake State Park

## Rental Agreement & Information

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### 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.

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

### MAXIMUM CAPACITY

**Anticipated number of guests:** \_\_\_\_\_

The Deer Ridge Cabin at Swan Lake State Park sleeps 10 guests comfortably. The cabin may not exceed 40 guests at one time. If you are planning an event larger than 40 guests, the East Shelter House or Swan Lake Conservation Education Center can accommodate these events.

Events may not last beyond 10:00 PM.

### CAMPING SITE

There is ONE full hook-up camper site next to the cabin that can be used to sleep additional guests, which is available during the camping season only (late April – mid-October) or if the Swan Lake Campground is open. This site is included with the cabin and does not come with an additional charge.

### 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 – if desired, we have 6 lawn chairs provided but ask that they remain on the cabin patio and not around the fire ring.
- ☐ Trash Liners, paper towels or kitchen towels
- ☐ Grilling Supplies

### THE CABIN COMES EQUIPPED WITH:

- Two queen-size beds, four twin-size beds, & one full bed (sleeps 10 comfortably)
- Two Full Bathrooms
- Gas grill – propane provided.
- Air Conditioner & Furnace
- Two refrigerators, 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, and Wi-Fi

### CLEAN-UP POLICY

As the renter, you 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
- ✓ Vacuum all entry rugs
- ✓ 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 a nearby dumpster
- ✓ 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. Please notify all guests of the clean-up policy.***

### KITCHEN

- 1 standard-size refrigerator, an additional refrigerator is in the gathering room.
- Microwave
- Coffee pot
- Basic cookware & cooking utensils
- Basic dinnerware and silverware

### 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.

### FURNITURE, TABLES, CHAIRS

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

## PETS

Pets are not allowed inside the Deer Ridge 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 for non-compliance, and loss of refundable security deposit will be kept.

## TENT CAMPING

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 Deer Ridge Cabin.

## EVENT TENTS

We do not allow event tents at the Deer Ridge Cabin. Small Shade tents are ok to be used.

## PARKING

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

## 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.

## 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. Please provide the Carroll County Conservation office with a list of guests staying at the cabin so we can ensure all guests are aware of all rules and regulations along with cleaning procedures.

## 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. Fireworks or explosives are 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 and 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: \_\_\_\_\_