MARSHALL COUNTY CONSERVATION
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Gander Lookout Shelter Rental Agreement

Green Castle Recreation Area - 2891 Green Castle Road, Gilman, Iowa

Name_____ Rental Date_____

Address_____ Event/Group_____

City_____ State_____ Zip_____

Primary Phone_____ Secondary Phone_____

Email_____ DL #_____

Alcohol at Event - YES/NO DOB_____ Number of Attendees_____

Special Event Permit - Please check if any of the following apply:

- Will your event impact and/or restrict the intended use of the area for others?
- Does your event or gathering charge admission or charge for service, regardless of the number of people?
- Will your event or gathering involve the specific use of a park or resources that provide monetary benefit to an individual or small group?
- Will your event require MCC staff support and/or oversight that conveys special benefits to an identifiable recipient or recipients beyond those afforded to the public?
- Will your event be set up for more than one day?
- Will your event or gathering be utilizing the space other than its designated use?
- Will your event cause any environmental, safety, or security concerns?
- Will your event restrict the number of visitors to an area?
- Will your event host more than 100 guests?

If you check any of the above, please complete a special events permit.

Rental Agreement

By your agreement to these terms and conditions, you represent that you are 18 years or older (21 years or older if alcohol is present) and that you are authorized to make the reservation on

behalf of the group you have listed. You further agree to assume full responsibility for the acts, negligence, or omissions of the members of your group while using the facility. Additionally, you agree that you have read and understand the cancellation policies concerning this reservation and have also read and understand Marshall County Conservation Board (MCCB) rules.

Rental Process
To rent the Gander Lookout Shelter House at Green Castle, renters must reserve the shelter house online at www.marshallcountyconservation.com or in person at the Grimes Farm Conservation Center, located at 2349 233rd Street, Marshalltown, Iowa 50158. We will reserve the shelter once we receive a rental agreement and payment. Renters must pick up the key prior to the rental at the Grimes Farm Conservation Center during office hours, Monday through Friday, 8:30 a.m. to 4:00 p.m. After the rental, return the key to the center promptly. You can make reservations up to one year in advance.

If problems arise with this rental after normal business hours, call 641-758-9777.

Features and Amenities
Gander Lookout Shelter is a 35 x 45 enclosed, unheated/non-air-conditioned shelter. Renters have access to picnic tables, electricity, an external water spigot, a drinking fountain, an unattached restroom, a wraparound deck, and a nearby playground. This facility does **NOT** have a refrigerator, microwave, or stove. Max occupancy is 100 people.

Rental Period and Cost
The shelter rental period is for the entire day, from 8:00 a.m. to 10:00 p.m., at $100.00/day. Online reservations include an additional 4% processing fee. A $30.00 service fee applies to returned checks. Lost keys will automatically result in an additional $50.00 fee.

Organized youth groups (Girl Scouts, Boy Scouts, and 4H clubs) may use this area free of charge. For these groups, please call 641-752-5490 to reserve the shelter.

Cancellation and Refunds
All reservations with Marshall County Conservation facilities are final. Reservations are non-refundable unless the following situations occur:

1. The National Weather Service has issued severe weather conditions and advises against travel.
2. We are unable to provide the facility in operable condition for the date of your event.

Only the person who made the reservation can cancel it. You cannot cancel a reservation online; call 641-752-5490.

Reservation Changes
All reservation changes must be made by calling 641-752-5490 at least 30 days prior to your reservation date. You may change dates once, and it must occur in the same year as the original reservation.

Clean-up
You must clean up the facility and surrounding area and return them to the condition you found them, including removing all belongings by 10:00 p.m. This includes sweeping floors, cleaning tables, mopping up spills, and taking all garbage from inside and outside trash cans to the dumpster, located near the west exit of Green Castle Recreation Area. The shelter provides cleaning materials, including a broom, dustpan, mop, paper towels, and a bucket. Shut and lock doors and windows and turn off lights when leaving.

Failure to clean up the facility or surrounding area as outlined may result in enforcement action, and MCC may take legal action necessary for noncompliance or to recover damages to county property.

Decorations and Directional Signs
Temporary, free-standing signs are allowed. Do not attach to park furniture, signposts, or buildings. Do not affix decorations with nails, staples, heavy tape, or any other substances that can mar or harm the facility. Use special care with balloons so they do not escape. Remove ALL signs and decorations.

No rice, confetti, glitter, silly string, artificial rose petals, or similar substances are allowed for decoration at the shelter. Real rose petals or other flower petals may be used for decorating purposes, but must be cleaned up and disposed of in the trash at the end of the event. If water balloons are used, all pieces of water balloons must be picked up.

No open flames are allowed. Artificial candles are encouraged. Exceptions include birthday candles lit briefly before being extinguished.

Remove all rental items and vendor equipment at the end of the event.

All picnic tables must remain in the shelter or on the deck and be returned to the original location.

Parking
Parking is confined to designated parking areas. No parking on grass or driving off roadways. If you anticipate more vehicles than dedicated space provided, please contact the conservation center in advance.

Alcohol and Smoking
No person or group shall bring, use, or possess beer in a keg or any other container larger than two gallons without first obtaining a special use permit from the Director.

Tobacco smoking and vaping are prohibited inside any portion of the building and must be done 25 feet away from the shelter.

Music
Bands, DJs, and other amplified sound and music are allowed. Do not disturb others in the park. Park staff may notify you to lower the noise level if they deem it too loud.

Pets
Pets are allowed and must be on a leash not to exceed 6’ at ALL times. You must clean up after any pets in your group.

Special Activities
Inflatable play equipment, pools, slip-and-slides, carnival activities, large smoking or grilling equipment, and tents are prohibited unless the director or their authorized representative approves them before the event.

Shelters cannot be used for personal gain, including garage sales, dances, merchandise parties, markets, etc., unless the Director or their authorized representative pre-authorizes them.

I have read and understood this agreement and the policies it contains. I understand that if I or any of the guests or vendors at this event do not comply with this agreement or the policies, the event may be immediately terminated by MCC, in its sole discretion, and all payments retained by MCCB. I understand and agree that, in addition, I will be responsible and liable to MCCB for any costs of damage that occur during my rental period or as a result of improperly locking up the facility after use.

Marshall County Conservation will not be held responsible for any injury to person 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 which may arise in consequence of granting the shelter rental.

Printed Name_____

Signature_____ Date_____

Office Use Only

Total Shelter Fee Received_____ CASH CREDIT CARD CHECK ONLINE

Rental Agreement Received_____ Staff Member_____

Key Picked Up_____ Date_____

Key Returned_____