



## Available facilities

The Middleswart Lodge is located at 15875 118th Avenue, Indianola, Iowa 50125, telephone number (515) 961-6169.

The fully accessible facilities included in ML rental:

- A serving kitchen
- A 39' x 59' great room
- 12 – 60inch Tables with 104 chairs
- 2 – 8 foot rectangle tables
- 28' x 84' patio off the great room
- Spacious grounds surrounding the building
- Maximum Capacity 150 people

## Conditions of use

- Rentals are only for the day(s) specified on the contract signature page
- You may not set up or store items at the ML the day before or clean up the day after your rental
- Rental privileges can be revoked
- Smoking is prohibited inside and on any portion of the grounds of the Middleswart Lodge
- Under no circumstances will any staples, pins, nails, or other fasteners be placed on the walls, woodwork, patio, or any other part of the ML. All such penetrations will be charged to the renter as damage to the ML
- No fake flower petals, confetti, or other small artificial decorations can be used
- No candles or other open flames are allowed except in the fireplace of the Lodge
- No motor vehicles may be operated off of the established roadways.
- Renter is responsible for making arrangements to pick up a key card
- Renter is responsible for all clean up. Cleanup will be done the same calendar day as the rental
- Renter will provide liability and liquor liability insurance

## Rates

Fee: per calendar day. 6AM to Midnight (12AM)

(March - November)	Mon. - Thurs.	Friday	Saturday	Sunday
Non-Profit	\$100	\$550	\$800	\$550
Per Day	\$400	\$550	\$800	\$550
Damage Deposit	\$1,000	\$1,000	\$1,000	\$1,000
Weekend Package		\$1000.00 for all three nights		
Weekend Package Damage Deposit		\$1,000.00		

- All payments are nonrefundable.
  - **Make checks payable to WCCB, 15565 118<sup>th</sup> Ave., Indianola, IA 50125.**
- The rental fee is due within fourteen-days (14 days) of making the rental contract (see signature page for due date). This payment must be accompanied by the signed rental contract.
- Friends of Warren County Conservation at the \$50.00 benefactor level will receive a \$100.00 discount on one rental facility per calendar year. (Must be a FWCC member before rental deposit is made)
- The \$1,000 Damage deposit is due ninety-days (90 days) prior to the rental or at the time of booking, whichever is nearer the date of rental. Renters may submit all payments early.
- A rental not confirmed by timely payment will be canceled.

## Damage Deposit

A minimum damage deposit of \$1,000.00 will be deposited with the Warren County Conservation Board as security against any damage caused during rental. Higher damage deposits may be required at the discretion of the WCCB. The amount of the damage deposit in no way limits the monetary amount of damages that the renter may be responsible for. This will be determined by the actual cost of cleanup and/or repair of damage in materials and time (time will be charged in one-hour increments at \$50/hour). Damage or loss of any equipment, remotes, keys, or supplies of the Warren County Conservation Board will be included in any damages assessed to the renter. Deposit checks are shredded after satisfactory cleanup is completed. For return of damage deposit checks, renter must supply a stamped, self-addressed envelope.

In addition, the renter will be required to provide liability and liquor liability insurance with limits no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. This policy will need to name Warren County as an additional insured and a copy of the policy will need to be provided to the County for review by the County's attorney and insurance agent prior to rental. Proof of insurance will be due within 14 days of reservation.

## Clean up

- Clean up must be performed immediately after the rental and the facilities returned to the condition in which they were accepted. Clean up instructions are posted in the ML's serving kitchen and storage rooms.
- The renter is responsible for trash removal.
- Renter is responsible for the cost of removal of scratches in woodwork, marks on walls, etc. left during their rental. At renter's request, a staff member will be available for a walk through of the building prior to the rental to establish if any such stains, marks, etc. already exist.
- Under no circumstances will any staples, pins, nails, or other fasteners be placed on the walls or woodwork of the Middleswart Lodge. All such penetrations will be charged to the renter as damage to the facility.
- Only tape that leaves no residue, such as blue painters' tape, when removed may be used. All tape must be removed.
- Equipment and materials for cleanup are provided. The Warren County Conservation Board will not provide staff for cleanup. If clean up by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$50 per hour with a minimum charge of two hours and all charges levied in whole hour increments.

## Parking

The renter is responsible for ensuring that their guests park in designated areas only and not on the grass. Vehicles parked out of the established parking areas are subject to towing without notice.