

Middleswart Lodge Contract

Middleswart Lodge
15875 118th Ave.
Indianola, IA 50125
(515) 961-6169

Updated January 2025

Introduction

The Warren County Conservation Board (WCCB) has built the Middleswart Lodge (Lodge) to serve as an environmental education and rental facility for citizens of Warren County, Iowa, and its friends and neighbors. WCCB is pleased to make the Lodge available for private use when it is not being used for recreational and educational mandates.

The Middleswart Lodge

15875 118th Avenue
Indianola, Iowa 50125
(515) 961-6169

Included with your rental:

- A serving kitchen.
- Warming oven.
- 12 - 60" round tables.
- 2 - 8' rectangular tables.
- 104 folding chairs.
- A 39' x 59' great room.
- 28' x 84' patio off the great room.
- Spacious grounds surrounding the building.
- Maximum capacity is 150.

Rates: **ALL PAYMENTS ARE NON-REFUNDABLE**

- Fee: per calendar day.
- Facility access:
 - Monday through Friday 8am to 11pm.
 - Saturday and Sunday 9AM to Midnight (12AM).
 - Earlier times may be agreed upon in writing by WCCB Staff and Renter.

(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		\$1500.00 for Friday - Sunday		
Weekend Package Damage Deposit		\$1,000.00		

- All payments are non-refundable. **Make checks payable to WCCB, 15565 118th Ave., Indianola, IA 50125.**
- The signed contract and rental fee are due within fourteen (14) days of renter's acceptance of the rental contract.
- The \$1,000 Damage deposit is due at the time the key card to the facility is issued.
- 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.
- Renters may submit all payments early.
- A rental not confirmed by timely payment will be removed from calendar.

Conditions of use

- Rentals are only for the day(s) specified on the contract signature page.
- You may not set up or tear down the day before or the day after your event.
- You may not store items at the Lodge the day before or the day after your event.
- Clean up must be done the same day of your rental.
- Renter is responsible for garbage removal. Garbage dumpster is located at the Maintenance shop.
- Rental privileges can be revoked.
- Smoking is prohibited inside and on any portion of the grounds.
- Under no circumstances will any staples, nails, tape, pins, or other defacing devices be placed on the walls (interior or exterior), doors, trim, woodwork, patio, or any other part of the Lodge. **All such penetrations will result in forfeiting of the damage deposit.**
- No fake flower petals, confetti, fog or bubble machines, rice, bird seed, or other small artificial decorations can be used.
- No open flames, all candles must be artificial.
- No motor vehicles may be operated off the established roadways.
- Renter is responsible for picking up a key card prior to the event.
- Renter will provide liability and liquor liability insurance.
- The renter shall assume responsibility for all damage to the facility, the park, and for any injuries to any person. This indemnity requirement is not intended to waive Warren County's immunities afforded by law.

Damage Deposit

A minimum damage deposit of \$1,000.00 will be deposited with the WCCB 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 \$100/hour. Damage or loss of any equipment, remotes, keys, or supplies of the WCCB will be included in any damage 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.**

Liability and Liquor Liability Insurance

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 is due within ninety (90) days of reservation or at the time of the booking, whichever is nearer to the date of the rental.

Cancellation Policy

All reservations are non-refundable. If WCCB is contacted by phone concerning a cancellation at least fourteen (14) days in advance of your reservation, you will receive credit to use towards another available date within two (2) years of your original reservation date. This is non-transferrable. If notification of a cancellation is received less than fourteen (14) days prior to reservation, no credit will be issued. The rental fee will be refunded in full in the event of a natural disaster beyond our control.

Directional Signs

Small directional signs may be placed along roadways to guide people to your event, but in no way may they be affixed to trees or park signs. Signs are to be removed immediately following the event. Failure to do so may result in all or part of the damage deposit being forfeited.

Alcohol Policy - Iowa Code 123.47

Alcoholic beverages are allowed during rentals of the Lodge under the following conditions:

- Beer, wine, and champagne only.
 - No glass bottles.
- Kegs and hard liquor are not permitted in any WCCB facilities.
- The renter is responsible to ensure that all persons consuming alcohol at the event are of legal age.
- The renter **MUST** declare prior to the rental if alcohol will be present at the rental.
 - Failure to notify the WCCB of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.
- All laws of the State of Iowa regarding consumption of alcohol will be strictly observed. Violation of the state code regarding alcohol consumption will result in expulsion from the area, 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 WCCB and the State of Iowa.

Clean up

- Renters are required to clean the facility and grounds and return them to the condition you received them.
- Plan to have your facility cleaned and people departed prior to your scheduled check out time.
- Renters are required to fulfill requirements specified on the Checkout Sheet prior to departure.
- The renter is responsible for trash removal.
 - Trash can be disposed of in the blue dumpster located at the maintenance shop, two driveways north (up) of the Lodge driveway.
 - Failure to remove all trash will result in a forfeit of deposit.
- The renter is responsible for the cost of removal of scratches in woodwork, marks on walls, etc., left during their rental.
- At the renter's request, a staff member will be available for a walk through the building prior to the rental to establish if any such stains, marks, etc. already exist.
- Equipment, materials, and checkout sheets for cleanup are provided.
 - Checkout sheets are in the kitchen.
 - WCCB 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 \$100 per hour with a minimum charge of two hours and all charges levied in whole hour increments.

Parking

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

Key Cards & Pick Up

- The renter is responsible for picking up a key card at the Annett Nature Center before their rental.
- Staff will not be at the door to let you in on the day of your rental. Schedules sometimes require all staff to be out of the office, do not wait until the last minute to pick up your key card.
- Any lost key card will result in a \$50.00 charge for key replacement.
- After your event:
 - Confirm all doors are locked.
 - Leave the key card on the kitchen counter **or** place it in the lock box located just outside the front doors of the Annett Nature Center.

Fireplace & Firepit

Renters may use the fireplace and firepit during their rental.

- Renter(s) will need to provide their own firewood.
- Any wood brought by renters must comply with Iowa's emerald ash borer quarantine regulations.
- Renter must make sure fires are extinguished before leaving the facility.