

Middleswart Lodge Contract

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

Updated January 2026

Introduction

The Warren County Conservation Board (WCCB) built the Middleswart Lodge (Lodge) to support environmental education and provided a gathering space for residents of Warren County, Iowa, and nearby communities. When not in use for WCCB programs, the Lodge is open for private rentals.

The Middleswart Lodge

15875 118th Avenue
Indianola, Iowa 50125
(515) 690-9253

Included with your rental:

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

Rental Rates: (March – November)

- Fee: per calendar day.
- Rental fee and signed contract are due at the time of the online booking.
- Friends of WCC members at the \$50.00 benefactor level receive a \$100 discount on one rental per calendar year.
 - Membership must be active before the rental deposit is made.
- Facility access:
 - Monday – Friday: 8:00am to 10:30pm.
 - Saturday – Sunday: 8:00am to 10:30pm.
 - Earlier times may be agreed upon in writing by WCCB Staff and Renter.

	Mon - Thurs	Friday	Saturday	Sunday
Non-Profit	\$100	\$550	\$800	\$550
Per Day	\$400	\$550	\$800	\$550
Weekend Package (Fri-Sun)			\$1,500.00	
Facility Damage Deposit			\$1,000.00	

Damage Deposit

- A \$1,000.00 damage deposit is required.
- Deposit must be paid at time of key card pickup.
- Deposit does not limit the renter's liability; actual costs of damages or cleanup may exceed the deposit.
- Cleanup/repair labor is billed at \$100 per hour, charged in one-hour increments, with a two-hour minimum.
- Damage includes loss of equipment, remotes, keys, or supplies.
- Deposit checks are shredded after satisfactory cleanup unless renter provides a self-addressed, stamped envelope for return.

Conditions of use

- Rentals are only valid for the specific date(s) listed in the contract.
- No setup, tear down, or storage is allowed before or after the rental day(s).
- Facility cleanup must be completed on the day of the rental.
- Renter is responsible for removing all trash from the Lodge and placing it in the dumpster located at the maintenance shop.
- Smoking is prohibited inside the Lodge and anywhere on the Lodge grounds.
- No staples, nails, tape, pins, adhesives, or any device that may damage surfaces may be used.
- No fake flower petals, confetti, rice, birdseed, fog machines, bubble machines, or other small decorative materials.
- No open flame: all candles must be artificial.
- Motor vehicles must remain on established roadways.
- Renter must provide required liability and liquor liability insurance (see insurance section).
- Renter assumes responsibility for all facility damage, property damage, and personal injury occurring during rental.
- WCCB may revoke rental privileges for violations of policy.

Liability and Liquor Liability Insurance

The renter must provide the following insurance:

- Liability AND liquor liability insurance with limits of:
 - \$1,000,000.00 per occurrence
 - \$2,000,000.00 aggregate
 - If alcohol is NOT present, liquor liability insurance is not required.
- This policy must name Warren County as an additional insured.
- A copy of the policy must be provided to the County for review by the County's attorney and insurance agent prior to the rental.
- Renters can purchase insurance through their personal insurance agent or through the event helper.
<https://www.theeventhelper.com#zw07ga>
- Proof of insurance is due at the time of key card pick up.

Cancellation Policy

All cancellations must be made by calling the WCCB main office: (515) 690-9252.

Cancellations received:

- 6 months before event: Full refund.
- 3-6 months before event: 50% refund.
- Less than 3 months before event: No refund.

All refunds are issued by check to the original payer.

In the event of a severe natural disaster beyond WCCB control, the rental fee will be refunded in full.

Directional Signs

- Temporary directional signs may be placed along roadways.
- Signs may not be attached to trees, park signage, or buildings.
- All signs must be removed immediately following the event.
- Failure to remove signs may result in forfeiture of deposit.

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.
- Renter must ensure all alcohol consumers are of legal age.
- The renter MUST declare alcohol use prior to the rental; failure to notify WCCB will result in forfeiture of the damage deposit.
- Violations of alcohol laws or WCCB policies may result in expulsion from property and forfeiture of deposit.

Cleanup Requirements

Renters must:

- Clean the facility and grounds and return them to original condition
- Complete all cleaning before scheduled checkout time.
- Follow all tasks listed on the Checkout Sheet located in the Kitchen.
- Remove all trash to the blue dumpster at the maintenance shop (two driveways north of the Lodge.)
- If staff cleanup is required, charges apply at \$100.00 per hour, 2 hours minimum, billed in whole hour increments.

Parking

- Parking is only allowed in designated areas.
- Vehicles parked on the grass may be towed without notice.
- Renter is responsible for ensuring guests comply.

Key Cards & Pick Up

- Renter must pick up a key card at the Annett Nature Center prior to the event
- Staff will not be available to unlock the building on rental day.
- Lost key cards incur a \$50.00 replacement fee.
- After your event:
 - Ensure all doors are locked.
 - Hang the key card on the hook behind the kitchen door.

Fireplace & Firepit

Renters may use both during their event under the following conditions:

- Renter must provide their own firewood.
- Firewood must comply with Iowa's emerald ash borer quarantine regulations.
- All fires must be fully extinguished before leaving the facility.