

# **Middleswart Lodge Contract**

**Middleswart Lodge**

15875 118<sup>th</sup> 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
<b>Non-Profit</b>	\$100	\$550	\$800	\$550
<b>Per Day</b>	\$400	\$550	\$800	\$550
<b>Weekend Package (Fri-Sun)</b>		\$1,500.00		
<b>Facility Damage Deposit</b>		\$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.