

# **Hickory Hills Barn & Shelter Contract**

**Hickory Hills**  
23752 Highway 69  
New Virginia, IA 50210  
(515) 961-6169

**Updated January 2026**

# Introduction

The Warren County Conservation Board (WCCB) maintains its facilities as hubs for environmental education and community engagement. When not reserved for WCCB programming, The Hickory Hills Barn & Shelter is available for private rental to residents of Warren County and surrounding communities.

## Hickory Hills Barn & Shelter

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

Included with your rental:

- Barn with electricity
- Open air shelter with electricity
- Numerous picnic tables
- Modern restrooms
- Spacious grounds surrounding the facility

## Rental Rates: (April – 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 – Sunday: 8:00am to 10:30pm.
    - \$100.00 per Day
    - \$200.00 Deposit
    - \$50.00 Utility Key Deposit

## Damage Deposit

- A \$200.00 damage deposit is required
- Deposit must be paid at time of utility key 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).
- No storage of items at the barn or shelter before or after the day(s) of your rental
- Facility cleanup must be completed on the day of the rental.
- Renter is responsible for removing all trash from the barn and shelter
- Smoking is prohibited on any portion of WCCB 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.
- 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) 961-6169.

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
- Plan to have the facility cleaned and people departed prior to your scheduled check out time
- Remove all trash, no dumpsters on location.
  - Trash may be dumped at the *Maintenance facility located at 15655 118<sup>th</sup> Ave, Indianola*
  - Failure to remove all trash will result in a forfeit of deposit
- WCCB will not provide staff for cleanup. 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.

## **Camping**

Camping is allowed only in designated areas.

- No camping on or near grass surrounding the barn or shelter
- Campers must register and pay on site
- All camping is first come first served
- \$10.00 per night cash only

## **Electricity & Electrical Box Key**

The barn and shelter are both equipped with electricity

- No camping on or near grass surrounding the barn or shelter
- Campers must register and pay on site
- All camping is first come first served
- \$10.00 per night cash only

## **Firepit**

Renter may use the firepit located in designated area.

- 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

## **Modern Restrooms**

Modern restrooms are open April 15<sup>th</sup> to November 1<sup>st</sup> and are located within walking distance of the barn & shelter

## **Music or other noise**

Music is permitted if it doesn't disturb actual or potential park visitors and all music must be done by 10pm.

## **Nails**

Nails are prohibited on any WCCB property

- Items attached to a tree, shelter, or barn may not penetrate the wood
- The renter is responsible for the removal of any fasteners used
- If clean up by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$100.00 per hour with a minimum charge of two hours and all charges levied in whole hour increments