

# Rental Contract Agreement

## **POLK COUNTY CONSERVATION BOARD CAMPING RESERVATION CONTRACT**

By agreeing with these terms and conditions, you represent that you are 18 years or older and that you are authorized to make the reservation on behalf of your camping party. You further agree to assume full responsibility for the acts, negligence or omissions of the members of your camping party.

Polk County Conservation Board (PCCB) Park Rules and Regulations are to be followed. Click on the following link to obtain: [\*\*PCCB Rules & Regulations Brochure\*\*](#)

### **CHECK-IN / CHECK-OUT**

Check-in time: After 3:00 PM but before posted park closing times

Checkout time: Before 2:00 PM

### **GETTING INTO YOUR CAMPSITE**

- A camping unit is required. A camping unit is defined as a tent, trailer or motor vehicle specifically designed for such use as a temporary residence at a camp area.
- A camper with an additional tent or a tent with a second tent will be charged an extra \$5 fee.
- Set up your camping unit on the reserved site and post your camping receipt on the provided site marker.
- Park staff can be contacted at:
  - Jester Park – (515) 249-3229
  - Chichaqua Bottoms Greenbelt – (515) 249-0702
  - Thomas Mitchell Park – (515) 249-1753
  - Yellow Banks Park – (515) 250-1031

### **GENERAL INFORMATION**

- Violation of any state law or county regulation by any member of a camping party is cause for revocation of the camping privilege and the entire camping party may be required to leave the area.
- A camping party consists of no more than six (6) person(s) or is your immediate family of dependent children that will be occupying this campsite.
- No camping party or camping unit of any kind shall occupy any camp area for more than 14 days out of any 17-day period.
- No camping unit shall be left unoccupied for more than 24 hours. Unattended camping equipment beyond the 24 hour limit is subject to impoundment. Camping equipment which may be impounded shall be removed and disposed of as provided by law.
- It is unlawful for more than one camping party to occupy a campsite.

### **PARKING**

It is unlawful to park any motor vehicle other than in a designated parking area. Vehicle(s) parked at a camp site where a camping pad is available must be parked on the camping pad not the roadway or turf.

### **PETS**

- Pets must be kept on a leash at all times (leash not to exceed six feet).
- Pets shall not be left unattended outside the camping unit.

### **GARBAGE**

All garbage and litter must be placed in proper receptacles.

## **BEER / WINE REQUIREMENTS**

Keg beer and liquor are prohibited in campgrounds.

## **VISITORS**

All visitors must depart the area by park closing time.

## **SMOKING**

Polk County Conservation is a smoke-free environment. Click on the following link to obtain a copy of the PCCB's Clean Air Policy: [PCCB Clean Air Policy](#)

## **RESERVATION MODIFICATIONS (INCLUDING DATE CHANGE)**

- Any modifications you make to an existing reservation will be assessed a **\$10 change fee**.
- Name of person on contract will be the only person who can make modifications to the camping reservation.
- All reservation modifications must be made by calling the PCCB office at 515-323-5300.
- In order to make any modification to an existing reservation, the request must be made a minimum of 7 days prior to the date on which the campsite is reserved.
- If the modification is a change in campsite and the cost of the campsite to which you are changing to reserves at a higher fee, you will be asked to pay the difference in cost. If the cost of the campsite to which you are changing to rents at a lesser fee, renter forfeits the difference in cost.

## **Cancellation Policy**

Cancellations cannot be done on the website and must be made by calling the PCCB office a minimum of 7 days prior to the date on which the campsite(s) is reserved to qualify for a partial refund (see Refund Policy).

## **Refund Policy**

- If you cancel your reservation more than 7 days prior to the date on which the campsite(s) is/are reserved, 50% of your reservation is NON-REFUNDABLE.
- If you cancel your reservation less than 7 days prior to the date on which the campsite(s) is/are reserved, 100% of facility reservation is NON-REFUNDABLE.
- If a reservation is cancelled by PCCB due to a natural disaster or if by some means the campsite is unusable, a full refund will be issued to the person that made the original reservation.
- Refunds will be issued to person who paid for the reservation.