

POLK COUNTY CONSERVATION BOARD FACILITY RENTAL CONTRACT

By agreeing with these terms and conditions, you represent that you are 18 years or older (21 years or older if beer and/or wine are present at event) and that you are authorized to make the reservation on behalf of the group listed. You further agree to assume full responsibility for the acts, negligence or omissions of the members of your group while using the facility.

Polk County Conservation Board (PCCB) Park Rules and Regulations are to be followed. Click on the following link to obtain:

http://www.polkcountyiowa.gov/media/22205/rules_and_regs_brochure.pdf

CHECK-IN / CHECK-OUT TIMES

*Check-In: As specified at time of reservation (earliest availability is 10:00 AM)

*Check-Out:

- Shelters: Posted park closing time (exception is Shelter #5 at Easter Lake Park, which closes at sunset)
- Chichaqua Longhouse: Before 10:30 PM
- Jester Park Amphitheater: Daytime, before 3:00 PM; Evening, before 10:30 PM
- Jester Park Equestrian Center: Before 7:00 PM

*All visitors are to depart area by park closing time.

GETTING INTO A FACILITY

- Shelters and Amphitheater shall have reserved sign posted at the shelter. If encroachment occurs, contact PCCB staff at: Jester Park (515) 249-3229; Easter Lake Park (515) 249-1543; Fort Des Moines Park (515) 249-1543; Thomas Mitchell Park & Mally's Park (515) 249-1753; Yellow Banks Park (515) 250-1031; Jester Park Equestrian Center (515) 999-2818.
- Chichaqua Longhouse: For questions contact (515) 249-0702 or (515) 967-2596. Renter is responsible to keep building secure when it is unlocked.

GENERAL INFORMATION

- Tickets for fund-raising events must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.
- Staples, nails, tape, pins and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trim, etc. Only weighted balloons are allowed.
- No fog or bubble machines, rice, bird seed, confetti, matchbooks as favors or candles are allowed. Exception will be floating candles.

SPECIAL EVENT PERMIT

A special event is an event that could impact other park users, park facilities and resources.

Special event permits are required for, but not limited to, the following:

- Walk, run or bike race
- Festival
- Wedding

- Procession or mass gathering
- Amplified radio, television, stereo or musical instrument whether fixed, portable or vehicular-mounted
- Inflatable bouncers
- Generators
- Power saws, chain saws, power tools of any kind
- Public address system whether fixed, portable or vehicular-mounted
- Extra picnic tables
- Extra parking
- Special events need to be approved 45 days prior to the date of reservation.
- To obtain a Special Event Permit Application go to:
<http://www.polkcountyiowa.gov/conservation/facilities/special-event-application/>
- Failure to make arrangements for a special event permit shall result in forfeiture of your facility reservation without refund.

ALCOHOL/DEPOSITS

Shelters:

- Consumption of keg beer shall be restricted to rented facilities only (No keg beer allowed at Equestrian Center facilities unless allowed by a special event permit). Beer, wine, and champagne are permitted, but may not be sold in any form or container in the park system. Liquor is not permitted in any PCCB facilities. The renter is responsible to ensure that all persons consuming beer, wine or champagne at the event are of legal age.
- Because Easter Lake Park is a “no alcohol” park, all beer, wine or champagne must stay within a 25-yard radius of the rented shelter. Any beer, wine, or champagne found beyond 25 yards of the rented shelter at Easter Lake Park will be confiscated and renter may be cited.
- Deposits
 - Any renter having keg beer or an equivalent quantity of beer, wine, and/or champagne is required to pay a \$100 deposit to the park ranger or uniformed officer on the day of the event and prior to the beginning of the event.
 - Checks or cash are the only forms of payment that will be accepted. Checks should be made payable to PCCB. No money orders will be accepted.
 - If no cleanup or repairs are necessary by PCCB staff, the \$100 deposit shall be returned at the conclusion of the event or within five business days following the day of the event.
 - The renter shall assume responsibility for all damages to the facility, the park, and for any injuries to any person. This indemnity requirement is not intended to waive Polk County’s immunities afforded by law.

Chichaqua Longhouse:

- Uniformed Officer: At the Chichaqua Longhouse, for groups having keg beer or an equivalent or greater quantity of beer, wine, and/or champagne, a uniformed officer is required to be present. For a guideline, an approximate equivalent quantity of beer is 165 12 oz. servings of 5% ABV beer, and an approximate equivalent quantity of wine or champagne is 30 750 mL servings of 13% ABV wine or champagne.

- To make arrangements for a uniformed officer, renter shall contact the Polk County Sheriff's Office Administrative Captain at 515-286-3802. Arrangements must be made at least 30 days prior to the date of your event.
- Cost of the officer(s) is the responsibility of the renter.
- Failure to make arrangements for uniformed officer may result in forfeiture of your reservation without refund.

CLEAN-UP & DAMAGES

- A cleaning fee of \$75 per hour will be charged if the facility and grounds are not left in the condition received in.
- Repair of any damage not caused by normal wear and tear will be charged to the renter.
- Failure to pay the fee will result in further action to collect the debt.

DIRECTIONAL SIGNS, DECORATIONS, LITTER

Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in fines according to littering ordinances.

SMOKING

Polk County Conservation is a smoke-free environment. Smoking is prohibited in and around all facilities including open shelters.

Click on the following link to obtain a copy of the PCCB's Clean Air Policy:

<http://www.polkcountyiowa.gov/media/154710/Clean%20Air%20Policy.pdf>

PETS

- Pets must be kept on leash at all times (leash not to exceed six feet).
- No pets are allowed inside enclosed facilities unless allowed by a special event permit.

RESERVATION MODIFICATIONS (INCLUDING DATE CHANGE)

- Name of person on contract will be the only person who can make modifications to the rental reservation.
- Any modifications you make to an existing reservation will be assessed a \$10 change fee.
- In order to make any modification to an existing reservation, the request must be made a minimum of seven (7) days prior to the date on which the facility is reserved.
- If the modification is a change in facility and the cost of the facility to which you are changing to rents at a higher fee, you will be asked to pay the difference in rental cost. If the cost of the facility to which you are changing to rents at a lesser fee, renter forfeits the difference in rental cost.
- All reservation modifications must be made by calling the PCCB office at 515-323-5370 during business hours, Monday – Friday, 8:00 a.m. – 4:30 p.m.

Cancellation Policy

Cancellations cannot be done on the website and must be made by calling or emailing the PCCB office at 515-323-5370 / pccb_info@polkcountyiowa.gov a minimum of seven (7) days

prior to the date on which the facility is reserved, to qualify for a partial refund (see refund policy).

Refund Policy

- If you cancel your reservation more than seven (7) days prior to the date on which the facility is reserved, 50% of your reservation is NON-REFUNDABLE.
 - If you cancel your reservation less than seven (7) days prior to the date on which the facility is reserved, 100% of your reservation is NON-REFUNDABLE.
 - If a reservation is cancelled by PCCB due to a natural disaster or if by some means the facility 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.
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When people reserve on-line they check off on the following terms...

Standard Mycountyparks.com Agreement terms:

I have read and understand the cancellation and refund policy

I have read and understand the rental agreement

I agree that I am at least 18 years of age

I agree with these terms and conditions

Additional Agreement terms added by staff:

I understand if I make a change to my reservation, at least seven (7) days prior to reservation, a change fee applies.

I understand the terms and conditions identified for Alcohol/Deposits.

I understand the terms and conditions identified for special events.

Chichaqua Longhouse: I understand when renting the Chichaqua Longhouse if having keg beer or an equivalent or greater quantity of beer, wine, and/or champagne, a uniformed officer is required to be present.