



## CEDAR COUNTY CONSERVATION BOARD

Physical Address: 713 E South St Tipton, IA 52772

Mailing Address: 400 Cedar St. Tipton, IA 52772

Phone: 563-886-6930

Email: cedarccb@cedarcounty.iowa.gov

### CONTRACT FOR SHELTER RESERVATION

Please return signed contract along with nonrefundable reservation fee within 14 days of reservation date in order to hold the reservation.

Date of application \_\_\_\_\_ Date of activity \_\_\_\_\_

Group name and activity \_\_\_\_\_

Name of group representative \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number \_\_\_\_\_ Approximate Number and age range of those attending \_\_\_\_\_

**Reservation Fee:** \$15.00 Fee may be waived at the discretion of the Executive Director for school, youth, church or other organizations.

PARK \_\_\_\_\_ SHELTER NUMBER \_\_\_\_\_ TIME OF DAY: From \_\_\_\_\_ To \_\_\_\_\_ ( Parks close at 10:30 P.M.)

**RELEASE AND INDEMNITY AGREEMENT:** I, the undersigned, hereby being 18 years of age or older and that I am authorized to make this reservation on behalf of the aforementioned group, agree to pay the \$\_\_\_\_\_ reservation fee with the Cedar County Conservation Board. I agree to the rules and stipulations stated on the back of this reservation form and that complete park rules and regulations are posted at park entrance. I agree to clean up what debris and litter may be deposited during our stay, within the time period agreed upon, and to be responsible for any damages done to property within the area by ourselves or our guests, and agree to ensure compliance with Section 123.47 of the Iowa Code (1983) respecting the possession of beer by persons under the legal age. I also understand that any violation of any county park regulation, ordinance, or statute by any member of this group is cause for revocation of the reservation and the entire group shall be required to leave the area. All fees are non-refundable. The undersigned Group Representative also hereby agrees to release, indemnify and hold harmless Cedar County, against all costs, expenses, loss, or damages of any kind, including any litigation costs and attorney fees, which may be now or hereinafter sought against Cedar County, the Cedar County Conservation Board and all agents, employees or officials of said bodies by reason of any suit or claims against any of them by any persons, or entity on the basis of any alleged action, inaction, negligence or any other legal ground arising out of the presence of, consumption of or dispensing of beer or alcoholic beverages.

Signature of Group Representative \_\_\_\_\_ Date \_\_\_\_\_

(IF HAVING KEG BEER, A PERMIT WILL ALSO BE NEEDED AND REQUIRES A SEPARATE REFUNDABLE \$50.00 DAMAGE DEPOSIT.)

#### FOR OFFICE USE ONLY:

Date contract sent to representative \_\_\_\_\_ by \_\_\_\_\_

Date contract and fee received \_\_\_\_\_ cash/check # \_\_\_\_\_

Received by \_\_\_\_\_

# Rules and Regulations

## ALL RULES AND REGULATIONS FOR OUR PARKS AND AREAS ARE POSTED AT THE PROPERTY ENTRANCE.

Cedar County Conservation Board has parks and day use areas with shelters available to reserve. Cedar Valley and Bennett Parks have two enclosed and one open shelter each; Massillon has one enclosed shelter with furnace and one open shelter; both Red Oak and Rochester Parks have an enclosed shelter. All afore-mentioned parks have water hydrants and pit toilets. Please inquire as to which areas are handicapped accessible.

### RESERVATION RULES AND STIPULATIONS:

1. Reservations may be made up to one year in advance, however, paperwork will be sent out on the first working day of the calendar year for that event. Reservations may be made by calling the Cedar County Conservation Board Office at (563) 886-6930.
2. Shelter reservation fee is \$15.00. Checks should be made out to the Cedar County Conservation Board and please write shelter reservation on the memo line of your check. Please do not send cash in the mail. Fee may be waived at the discretion of the Executive Director for school, youth, church, or other organized groups.
3. Park staff will post reservations on the shelter you have reserved, but please bring a copy of this reservation permit with you.
4. This reservation permit is not transferable or refundable.
5. Failure to comply with park rules, or valid complaints about your group during your activity, will prevent future reservations from being issued and serve as cause for revocation of this permit, and the entire group shall be required to vacate the premises.
6. While our staff members try to keep shelters in reasonably clean conditions, we recommend that you bring a broom and general cleaning supplies with you and that you make a reasonable effort to clean the area when you leave. Please put all trash in the barrels provided.
7. Pets must be on a leash at all times and owners are required to pick up and dispose of pet waste.
8. Per Cedar County Board of Supervisors, as of July 1, 2008 there is NO SMOKING allowed in any County owned buildings or vehicles. Therefore, smoking is prohibited in the shelters and restrooms at all the county parks.
9. Beer and Wine in individual containers less than quart sized are permitted. No hard liquor is permitted. **NOTE: If having KEG BEER, a separate permit will also be needed and requires a separate refundable \$50.00 damage deposit.**
10. All other park rules and regulations posted at the entrance of each area apply to anyone using Cedar County recreational areas.



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Date \_\_\_\_\_

To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_,

Enclosed are two copies of the contract for reserving shelter \_\_\_\_\_ at  
\_\_\_\_\_ Park, on \_\_\_\_\_.

In order for us to hold your reservation, please complete the contracts where highlighted and return one "**COPY**" to the above office within 14 days of the reservation date. Unless the fee is waived, please include a check or money order (please do not send cash through the mail) for the non-refundable reservation fee of 15.00 dollars. You will need to have the form with you the day of the event.

If we do not receive the signed contract back within 14 days of the reservation date, the shelter will become available for someone else to reserve. If you decide you do not want to reserve the shelter, please call and let us know so we do not continue to wait for the paperwork to be returned.

If you wish to have keg beer, a separate permit form and refundable deposit of 50.00 dollars will be needed. If you have any questions, please call us at 563-886-6930.

Thank you.

Sincerely,  
CCCB Staff