Dickinson County Conservation Board
22785 Nature Center Road
Okoboji, IA 51355

Maser Monarch Rules and Regulations

Please read through carefully and initial where needed and fully sign and date at the end of the agreement. This shall be mailed/emailed 10 days after the reservation is booked.

The Dickinson County Conservation Board welcomes you to the use of the Maser Monarch Lodge and we hope you enjoy your stay. This facility was constructed by all private donations, so we ask that you help to keep it in pristine condition for all to enjoy.

General Information:
Persons may enter the lodge at 8 a.m. on the day it is rented. The lodge must be vacated by 10 p.m. of the day it is rented. Lodge may be reserved up to 1 year in advance of the rental date excluding blackout dates. Blackout dates will be blocked out on the reservation calendar.

The entire Maser Monarch Lodge will accommodate 150 people to the state fire marshal code; no event shall have more than 150 in the building at one time.

The renter is solely responsible for setting up and taking down tables and chairs unless otherwise advised.

The lodge indoor and outdoor spaces are always under video surveillance and recorded into the Dickinson County Sheriff's Office.

Most records in the possession of government in Iowa are public records. All information in possession of the Dickinson County Conservation is subject to Chapter 22 of the Iowa Code, Iowa Open Records Law.

The person's name recorded on the reservation form is the person responsible for the conduct of and/or damages caused by any member(s) of your group. This person must be 21 years of age to reserve the lodge.

The renter may choose to hire a commercial caterer, restaurant, or commercial food/beverage provider at their cost or have a non-catered function event whereby they would bring their own food (potluck style) or provided by the renter will be allowed. There is no oven or cooking equipment provided in the lodge or allowed to be placed inside the lodge.

All functions or events require an attendant from the time the lodge is unlocked until the time the lodge is locked. Once the lodge is reserved, you will receive a code to open the key box for entry to the lodge. That key code is logged each time it is used to open. If the key is lost, you be charged for replacing all the door locks on the entire building.

Only one event is allowed per reservation, no sub-renting to other reservation free or paid. No displays located throughout the lodge may be taken down or moved for any reason.

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Lodge Provisions: The following items are available as part of your rental fee:

- 3,500 sq ft (50' x 70') event room
- 2,500 sq ft covered outdoor patio
- Indoor/outdoor fireplace
- Conference/Prep Room
- Projector/screen (connects to speaker system via provided HDMI cable)
- Speaker system (Bluetooth capable)
- 150 folding chairs (mocha granite)
- 25 round table (60-inch mocha granite
- 6 rectangle (6 ft. white tables)
- Garbage bags, cleaners, basic cleaning tools
- Gazebo with 24 concrete benches (seat 4-5 people)
- Dumpster west side of building – trash disposal

The kitchen has a refrigerator, freezer, sink, and a roll down cafeteria window. (Note: do not over roll). Access door on the west wall of the kitchen.

Ticket Sales:

Ticket sales can only be used to promote a fundraising project/ event. Public parties or group activities charging or collection admission on the premises will not be allowed subject to prior approval.

No mention of beer or alcoholic beverages may be used to enhance sales.

Payment:

This is a contract signed by the renter and payment of all fees associated with the reservation is due as indicated at the moment of this reservation.

Refund Policy

All rental fees are non-refundable. No exceptions.

Alcohol Usage:

_____ (**initial**) all alcohol provided by a licensed catering service must have a valid liquor license and a server at all times.

_____ (**initial**) at non-catered events, lodge users may provide their own wine and/or bottled/canned beer (NO KEGS ALLOWED). No alcohol sales are allowed by a non-licensed server. All non-catered events require an attendant or bartender from the time the alcohol arrives to the time the alcohol is gone.

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Damage Deposit Information:

Any damages will be assessed and applied to the renter's credit card at the discretion of the Dickinson County Board.

Clean Up Information:

The following cleaning products are provided in the cleaning closet next to the bathrooms: Mop and bucket, brooms, dustpans, towels, garbage can liners, miscellaneous cleaners.

All items that you brought to the lodge must be taken with you. If items are left in the lodge, a $50 charge will be accessed.

The lodge must be in the same condition as when you arrived. A cleanup checklist is located on the kitchen countertop.

Tables and chairs must be cleaned and staked on the provided holders and placed back in the storage room.

Litter must be picked up outside the building including parking lots and grass areas.

Kitchen sinks, counter tops, walls, and floors must be wiped clean including the refrigerator shelves. Grease and other foreign material may not be put down the sink drains.

Freezer/refrigerator shall be emptied of all items that were brought into the lodge at the end of your event.

Garbage must be removed from the cans and taken outside to the dumpster located northeast of the lodge, along the driveway. If full, bring garbage to dumpster in nature center parking lot. All boxes must be collapsed down.

Fireplace, water faucets, and lights must be shut off and doors locked at the end of your reservation!!!
Any physical damage occurring during your rental period will be charged to the renter.

Lost and found items may be claimed during business hours of the Dickinson County Nature Center.

Directional signs:

Small directional signs may be placed along the roadways to guide people to your event, but in no way may they be affixed to trees or park sings (they must stand alone)

Signs are to be removed immediately following the event. Failure to do so will result in a $50 assessment on your damage/cleaning deposit.

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Prohibited items:

The following items are NOT allowed in the Lodge; matches or matchbooks, pets, bales of straw or hay, fog or bubble machines, portable dance floors, bird seed, confetti, dance floor powder/talc/corn meal/rice, tiki torches, candles, or any open flame (exception: floating candles and candles inside hurricanes are allowed and outdoor luminaries on the sidewalk only).

Smoking is not allowed in the lodge, or on the grounds surrounding the lodge.

Staples, nails, tape, pins, thumbtacks, and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trim, etc. Only weighted balloons are allowed in the lodge.

Picnic tables, tents, tables and chairs may be used in the outdoor shelter, but not in the grass.

I,_____ (**signature**) have read and accept all the provisions under the Maser Monarch Lodge rental agreement.

Date signed: _____

Date of Rental: _____

Purpose of Rental: _____

Phone number: _____ Email: _____