



# DICKINSON COUNTY CONSERVATION BOARD

1924 240TH STREET MILFORD, IA. 51351-7060

Director's Office Phone & Fax 712-338-4786  
Naturalist's Office Phone & Fax: 712-338-4238

## Horseshoe Bend Shelter House Reservation Information

A reservation is approved only after the Dickinson County Conservation Board (DCCB) has received the completed enclosed form and two checks (described below) accompanied by two self-addressed/stamped envelopes.

Reservations must be made at least 24 hours prior to the event. (But a reservation during any calendar year may not be made until after January 1 of that year).

Reservations are made on a first-come, first-served basis. If you wish to know the availability of facilities before filling out the application, please call 338-4786 for assistance in determining which shelter houses are available. (Reservations are not made over the phone).

**RENT COSTS:** Cost associated with renting shelter house will depend on which building is being rented. For understanding of following descriptions of shelter houses available, please refer to attached map.

- WEST SHELTER house is an open shelter with garage doors on each side to accommodate ventilation and natural light. Building has electricity inside and water, restrooms and playground located immediately adjacent. RENT COST of this building is \$25.00 per day.
- SOUTH SHELTER house is an enclosed shelter with a "house" design and consisting of 2 rooms. Large windows on all sides, large deck on north side of building, fireplace and supplemental electric heat, electricity inside and water and restrooms located immediately adjacent. RENT COST of this building is \$60.00 per day.

**DAMAGE DEPOSIT (\$100.00):** All persons/groups renting either West or South Shelter Houses are required to include with their application one check for \$100.00 as a damage deposit.

**APPLICATION PROCESS:** Upon request, the DCCB will mail a Reservation Form to persons interested in renting facilities. After you have sent the completed reservation form, the above-mentioned funds and 2 self-addressed/stamped envelopes to the DCCB, a confirmation form will be mailed to you in one of the self-addressed/stamped envelopes. The confirmation form will acknowledge date, time and which shelter house you have rented and a unique padlock combination will be given to you that will allow entrance to the shelter house the day of your event only.

**DAMAGE DEPOSIT RETURN:** The \$100 deposit will be returned to you in the second self-addressed envelope after your event and upon the DCCB assessing that no undue damage has been done to the shelter house. Any cleaning and/or repairs that the DCCB believes to be in excess of normal usage will be deducted from the \$100 damage deposit and the remainder of the deposit returned to you in the second self-addressed envelope. Mandated cleaning of the shelter house will include sweeping of floors and placing debris in provided trash containers (use extra trash can liners if needed) and removal/disposal of all decorations, staples, thumbtacks, tape ect..

Thank you for your cooperation.

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