

BOB HEUN SHELTER INFORMATION SHEET

Location: John F. Kennedy Park, 1415 Nelson Ave. Fort Dodge, Iowa (approximately 5 miles north of Fort Dodge on 15th street or County Road P56.

Furnishings and capacity: The 60' X30' enclosed shelter is heated and air-conditioned. It has 16 metal folding tables that are each 2½ feet wide X 8 feet long. There are 150 metal folding chairs. There is a 30' X20' covered patio with 3 picnic tables. The shelter is also equipped with a wood burning fireplace, ceiling fans, attached restroom facilities, a kitchen with a refrigerator, microwave oven, (**no stove**) and sink. You must provide all kitchen utensils such as a coffee pot, dishes, silverware, etc.

Minimum Age: The person responsible for the rental must be at least 21 years of age. If a group consists of mixed adults and minors, a ratio of at least one adult to eight minors must be maintained unless the group is a registered youth group sponsored for the activity by an authorized representative of the Conservation Board.

Rental agreement: To rent the shelter, a rental agreement must be filled out and returned to the Kennedy Park office with your rental payment and damage deposit.

Rental Fee and Damage Deposit: The rental fee for the shelter is \$125 per day M-Th, and \$250.00 per day Fri, Sat and Sun. The damage deposit is another \$100.00. THE RENTAL FEE IS NOT REFUNDABLE. Checks must be written separately so that we can return the damage deposit (and keg beer deposit(s) if they apply) to you. Make checks payable to Webster County Conservation. Money orders will not be accepted for deposits. A \$20.00 service charge is applied to all returned checks.

Key: Information about a key to the shelter will be mailed (or e-mailed) to you about a week before your rental date.

The rental agreement and checks must be received at our office by the due date or the shelter will be rented to someone else who requests your date.

Deposit Return: The damage deposit will be returned to you:

- a. If you cancel the reservation before the date of use.
- b. If you vacate the lodge in good, clean condition and equipment and furnishings are returned to their original location and are not lost or damaged.

******All or part of the deposit may be retained against clean up cost, damage, or loss incurred. If the deposit amount does not cover such cost, the renter is held responsible for additional payment.***

Damage deposits will be refunded only after inspection by authorized personnel to ensure the facility and furnishings are in satisfactory condition.

Alcohol: *No Alcohol of any kind allowed during winter warming house hours:* **Hard liquor is not allowed.** Beer, wine or champagne are allowed under the following conditions: No beer in a keg or any other container larger than one quart is allowed without first obtaining a special use permit from an authorized representative of the Webster County Conservation Board.

Keg Beer: Keg beer requires an *additional* security deposit of \$100.00 for the first keg and \$50.00 for each additional keg and a Keg Beer Responsibility Agreement form must be completed. This form must be completed at least two weeks prior to the reservation date.

Set-up and takedown: You are responsible for setting up and arranging the tables and chairs, *and* for returning *all* tables, chairs, and any equipment, to their *original locations*. *If you want to decorate or set up tables etc. it must be done the day of your rental. It cannot be done the day or the night before.*

Decorating: Use masking or scotch tape only. No two-sided tape, screws, pushpins, duct tape, thumbtacks, staples or nails are to be used. Keep balloons away from ceiling fans.

Cleaning: You are responsible for all cleanups of the building, grounds and parking lot. A “Check List” for cleaning procedures is posted in the building and a broom, mop, cleaning solution and bucket are provided. The event must end *and* the cleaning of the facility must be *completed* by the time specified to vacate the premises on the *shelter rental agreement form*.

Other Regulations:

1. All decorations, materials, equipment and food must be removed immediately after your event. Please make arrangements with the rental companies prior to your rental date.
2. No Smoking allowed in the shelter
3. No pets are allowed in the shelter
4. The Park Rangers have the authority to refuse rental privileges and rescind any and all rental permits for cause.
5. All Rules and Regulations of Webster County Conservation Board and the State of Iowa are in effect.

For More Information: Please contact the Webster County Conservation Board office during regular office hours Monday Through Friday, 8a.m. to 4:30 p.m. The office is located at the Kennedy Park Reception Center. (515) 576-4258.

The Webster County Conservation Board, in the provision of services and facilities to the public, does not discriminate against anyone of the basis of race, color, sex, creed, national origin, age or disability. If anyone believes he or she has been subjected to such discrimination, he or she may file a complaint alleging discrimination with either the Webster County Conservation Board or the Office of Equal Opportunity, US Dept. of Interior, Washington, DC 20240. If you require special assistance for participation in our programs and services, or to request information in an alternative format, please call the Webster County Conservation Board at 576-4258.