

**APPLICATION FOR SHELTER HOUSE RESERVATION**  
**LYON COUNTY CONSERVATION BOARD**

**INSTRUCTIONS:** Print in ink please. Make all checks payable to the Lyon County Conservation Board (LCCB). Return all copies to the Lyon County Conservation Board, 300 S. 4<sup>th</sup> Ave., Suite 200, Rock Rapids, IA 51246. Acknowledgement copy will be returned upon approval. Have acknowledgement copy in your possession on date of reservation. **"RESERVATIONS ARE GRANTED ON A FIRST COME FIRST SERVE BASIS AND ONLY AFTER THE FEE HAS BEEN RECEIVED BY THE LCCB STAFF."**

The undersigned hereby makes application to the Lyon County Conservation Board to reserve the use of the \_\_\_\_\_ Enclosed Lodge at Lake Pahoja Recreation Area on the date listed below, and herewith make payment of a **\*\*non-refundable\*\*** user fee of \_\_\_\_\_. The undersigned assumes responsibility for said premises and agrees to return possession of same to the LCCB or its representative not later than 10:30 p.m. on the date reserved in as good a repair and condition as when delivered. It is understood that the undersigned shall not permit or allow the premises to be damaged by any act of any act or negligence of the applicant, or any member of his family or of any person on the premises with permission of the applicant, and shall keep the premises in good order and in a clean, sanitary, and safe condition, abiding by all regulations, ordinances, and laws applicable to the use of said premises.

In the event the applicant fails to return the possession of the premises in as good a repair and condition as delivered, it is agreed that the applicant will make payment of all damages to the premises resulting from such use as determined by the LCCB staff.

Today's Date: \_\_\_\_\_ Date Shelter Reserved: \_\_\_\_\_

Group Name: \_\_\_\_\_ Applicants Name: \_\_\_\_\_

Telephone(\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Number in Group: \_\_\_\_\_ City/State: \_\_\_\_\_

Time Period Shelter will be used: FROM \_\_\_\_\_ TO \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

\*\*\*\*\*

Received of the above named applicant the sum of \$ \_\_\_\_\_ user fee for above designated premises and upon the terms of the above application, fee being non-refundable.

LYON COUNTY CONSERVATION BOARD

BY: \_\_\_\_\_

Date Received: \_\_\_\_\_

FOR OFFICE USE ONLY: CASH \_\_\_\_\_ CHECK NO. \_\_\_\_\_

LOCK CODE: \_\_\_\_\_ EAST WEST

## Shelter Rental Policy:

### A. SHELTER RESERVATION FEE SCHEDULE

	<u>1/2 day</u>	<u>all day</u>
	8 a.m. to 4:30 p.m. 5 p.m. to 10:30 p.m.	8 a.m. to 10:30 p.m.
<u># of people</u>		
0-100	\$25	\$50
100-199	\$50	\$100
200-299	\$75	\$150
300+	\$100	\$200

B. No exemptions for entrance fees for shelter users.

#### C. Shelter Reservations:

1. Reservations are made for present year only, **no reservations can be made prior to the first working day of January.**
2. Fill out reservation form request, include date of activity, name, address and etc.
3. **If date is available and fee has been received then it is officially reserved once the request gets to the main office in Rock Rapids.**
4. All reservation requests will go through the main office in Rock Rapids.
5. Reservation requests and fees may be delivered or paid at Lake Pahoja, however, inform the people this could delay the form getting to Rock Rapids, Therefore, they may not get their requested date. If they are concerned about getting a specific date they had better handle it themselves.
6. Forms may be picked up at Lake Pahoja or the main office.
7. If someone wants to pay for the use of a shelter on the spot for the same day, and if there is no reservation for that time, they may do so **only after the staff member receiving the fee has called the main office to confirm that the shelter is available.** If main office is closed or no one answers the phone, then the park ranger on duty will make the decision.

D. Getting the Shelter Unlocked -Shelter will be unlocked by the Rangers otherwise arrangements will already have been made to get in.

**\$30.00 Service Charge for all checks returned**