

## **LAKE PAHOJA CABINS INFORMATION SHEET**

The Lyon County Conservation Board has two full-amenity cabins. These rustic get-a-ways were designed to provide a camping experience in which you do not need to pull a unit or pitch a tent. The cabins have two bedrooms, each with a queen size bed, a loft with four queen-size beds, a great room with TV/DVD and gas fireplace, a full bath and full kitchen and have 10x 24 upper and lower decks.

### **FURNISHINGS and CAPACITY**

Each cabin includes electricity, sink with hot and cold running water, microwave, stove, refrigerator, dishwasher, coffee maker, toaster, pots and pans, dishes, silverware, table, heat & air conditioning, and limited cleaning supplies. Cabin renters provide all personal items such as linens, blankets, sleeping bags, pillows, towels, etc. A picnic table and fire ring with grill are provided for each cabin.

### **MINIMUM AGE**

The person responsible for the rental must be at least 21 years of age.

### **RENTAL FEE**

\$225.00 per night per cabin. Two (2) consecutive nights minimum. \*\*Holiday rentals require a minimum reservation of three (3) consecutive nights. One night reservations are available during the off season (November 1 to March 31).

### **SECURITY DEPOSIT**

A \$300.00 security deposit is due with the reservation request.

**The rental fee and security deposit is due at the Lyon County Conservation Board Administration Center.** \*\*If the rental fee and required deposit are not received, your reservation request will not be processed and the requested dates will be made available to others.

### **REFUNDS**

Should you decide to cancel; a certificate for future use will be issued if the cabin is re-rented. The rental fee will be refunded in full when cancellation occurs due to circumstances beyond the Conservation Board's control (i.e. fire, natural disasters, or damaged facility).

### **DEPOSIT RETURN**

The security deposit will be returned to you;

- a. if you cancel the reservation before the date of use.
- b. if the cabin has been cleaned according to the provided checklist, equipment and furnishings are not lost or damaged.

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

## **CHECK IN & CHECK OUT TIMES**

Renters may check into the cabins at 3:00 p.m. Monday - Saturday and 6:00 p.m. Sundays and Holidays.

Renters are required to checkout by 11:00 a.m. Monday - Saturday and 4:00 p.m. Sundays and Holidays.

## **CHECK IN & CHECK OUT PROCEDURES**

Each renter will be given directions for check in upon receipt of the rental fee.

A checklist will be laid on each cabin table. Renters will be responsible for following this checklist.

If special arrangements need to be made for check in or check out times, contact the park ranger as soon as possible at (712) 753-2313.

## **PARKING & WALKWAYS**

Vehicles should be parked in designated parking lots.

## **OTHER REGULATIONS**

- A. Reservations are taken for a calendar year only, starting January 2.
- B. No keg beer allowed in cabins.
- C. No smoking allowed in cabins.
- D. No pets allowed in cabins.
- E. Lyon County Conservation Board reserves the right to enter cabins in cases of maintenance or security problems.
- F. Park Rangers are given the authority to refuse rental privileges and rescind any and all rental permits for cause.
- G. All Rules and Regulations of Lyon County Conservation Board Facilities and Parks are in effect.

## **FOR MORE INFORMATION**

Please contact the Lyon County Conservation Board office during regular hours (Monday through Friday 8:00 a.m. to 4:30 p.m.). The office is located at 300 S. 4<sup>th</sup> St, Suite 200, Rock Rapids, IA 51246, (712) 472-2217. Email: [lyonccb@lyoncountyiowa.com](mailto:lyonccb@lyoncountyiowa.com)

## **EMERGENCY**

For additional information or in case of an emergency after hours, weekends or holidays, contact the Park Ranger at (712) 753-2313 or call 911.

The Lyon County Conservation Board, in the provision of services and facilities to the public, does not discriminate against anyone on 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 the Lyon 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 Lyon County Conservation Board at 472-2217.

**\*\*\*\*\*ADVANCE RESERVATION REQUESTS\*\*\*\*\***

The first reservations of each year will be taken by mail. During the month of December, you may send for a request for reservations in the following year. On the first working day of January, the envelopes will be opened.

**Include the following:**

1. The completed and signed request. You may include alternate dates if you choose.
2. The cabin that you would prefer to rent if you have a preference. Please list your preferences in order.
3. Enclose 2 checks.
  - a. A \$300.00 check for the security deposit.
  - b. A check for the total rental fee.

**Procedures:**

1. Selection with a drawing will be utilized with the preference to weekly rentals. If more than one request for a reservation period is received, a random drawing will occur. The reservation deposit and rental fee will be sent back to the party that was not selected within 2 weeks or as soon as possible.
2. A reservation confirmation will be mailed to you.
3. Send reservation requests to:

**Lyon County Conservation Board  
Attn: Cabin Requests  
300 S. 4<sup>th</sup> St., Suite 200  
Rock Rapids. IA 51246**
4. If you have any questions about this reservation procedure, call the Lyon County Conservation Board office at (712) 472-2217.

**\*\* If the cabins have not been reserved, they are available on a first come, first served basis.**

**\$30.00 Service Charge on all Returned Checks**

## Cabin Reservation Request and Responsibility Agreement

### Instructions:

1. Read the enclosed "Information Sheet".
2. Read, complete and sign this form.
3. Return this completed form, a deposit check for \$300.00 and a full Rental Fee as soon possible to insure that a cabin will be reserved for you. **Checks must be written separately to expedite possible refund of deposit.**
4. Make checks payable to: **Lyon County Conservation Board, 300 S. 4<sup>th</sup> St., Suite 200, Rock Rapids, IA 51246.**
5. If YOU decide to cancel, a certificate for future use will be issued if the cabin is re-rented.
6. Check in time is 3:00 p.m. (Mon.-Sat.) 6:00 p.m. on Sundays and Holidays
7. Check out time is 11:00 a.m. (Mon.-Sat.) 4:00 p.m. on Sunday and Holidays  
Contact Park Ranger if special arrangements need to be made.
8. Keg beer is not allowed.
9. No smoking allowed in cabins.
10. No pets allowed in cabins.
11. \$30.00 Service charge on all returned checks.

Your reservation request will not be processed if this form, a \$300.00 deposit check, and rental fee are not received at the above address. For more information, call (712) 472 - 2217.

### Fill in all the blanks and confirm this information: (PLEASE PRINT)

Requested daily dates: \_\_\_\_\_

Person Responsible (Name): \_\_\_\_\_

Number of people: adults/ children: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Phone daytime: \_\_\_\_\_ Phone evening: \_\_\_\_\_

Number of Cabins \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$225= \_\_\_\_\_

Total Rental Enclosed \_\_\_\_\_

Deposit Enclosed (Separate Check) \$300.00

Please check one:  Return Deposit Check  Destroy deposit check

I, the undersigned, being 21 years of age or older, am authorized to make this reservation request for the above-mentioned group/organization. I agree to deposit with the Lyon County Conservation Board a Security Deposit in the amount of \$300.00 (Three-hundred dollars). I agree that this deposit may be applied by the Lyon County Conservation Board to wholly or partially satisfy any clean-up costs and/or damage to its property caused by persons utilizing the above listed cabin. Further, I understand that if damages exceed the deposit, I the Undersigned, will be held responsible for full payment. I realize this reservation will not be processed without deposit and rental fee payments. Lyon County Conservation Board reserves the right to enter the cabins in cases of maintenance or security problems. **Failure to clean up the facility and grounds or failure to comply with any posted park rule may result in a forfeiture of all or part of the deposit.** I agree to assume full responsibility for the acts, negligence or omissions of members of the listed group while using the cabin.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For LCCB office use:** Received by: \_\_\_\_\_ Date: \_\_\_\_\_ **\*\*LOCK CODE\*\*** \_\_\_\_\_

Confirmation Mailed: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_ Cabin \_\_\_\_\_