

## SHELTER GENERAL RULES

This document contains the rules which apply to all park shelters and those rules which are specific to individual parks.

### **Rules for All Shelters:**

1. If you are having an event that requires a special event permit in addition to a shelter reservation, please contact the park office to discuss the details of the event. You will also need to go online to the Department's website to complete a special event application form. Failure to do so may result in cancellation of the shelter reservation and forfeiture of reservation transaction fees.
2. Please leave the shelter in good condition when you are through.
3. The park closes at 10:30 p.m. The shelter must be cleaned prior to vacating for the evening. Please plan to have your function over by 10:00 p.m. in order to clean and leave before the park closes.
4. All vehicles should be parked in designated areas only. No parking or driving off roadways.
5. Consumption of Alcohol: Drinking of these beverages is not permitted on roads or in parking lots.
  - a. Beer which contains more than 0.5% of alcohol by volume but not more than 6.25% of alcohol by volume.
  - b. High Alcoholic Content Beer which contains more than 6.25% of alcohol by volume, but not more than 15% of alcohol by volume. Not more than 1.5% of the volume of a "high alcoholic content beer" may consist of alcohol derived from added flavors and other nonbeverage ingredients containing alcohol. The added flavors and other nonbeverage ingredients may not include added caffeine or other added stimulants including but not limited to guarana, ginseng, and taurine.
  - c. Canned Cocktails which means a mixed drink or cocktail that is premixed and packaged in a metal can and contains more than 6.25% of alcohol by volume but not more than 15% of alcohol by volume.
  - d. Wine which contains more than 6.25% of alcohol by volume but not more than 21.25% of alcohol by volume.
  - e. Alcoholic liquors are not to be consumed in parks, recreation areas and forests. This includes hard liquors (whiskey, vodka, etc.).
6. Keg beer is allowed through a keg beer permit only. Renter must obtain permit from park staff at least 30 days prior to the rental. A damage deposit (minimum \$100) is required.
7. Free-standing and non-adhesive decorations only may be used in the shelters. The use of glitter or confetti of any size is not allowed. The use of tape, tacks/pins, nails and staples is prohibited.
8. If you use a fireplace or grill that is available, please allow the fire to die down. Do not use the fire extinguisher, water, dirt/sand to put out the fire. Please do not throw trash into the fireplace or grill to burn.

9. Most parks have a carry-in, carry-out trash policy. Please place all refuse in containers, if provided. If no containers are available, please haul trash away with you when you leave. Do not leave trash in the kitchen areas of the shelters with kitchenettes.
10. Please do not attach any sign to trees or park signs. Signs with stakes may be placed in the ground along the side of roadways. Please contact park staff regarding sign placement.
11. Pick up litter in the immediate area, as well as removing all signs, signs with stakes, and decorations.

### **Rules for Shelters with Kitchenettes:**

12. Pets are not allowed inside the kitchen areas of the shelters with kitchenettes.
13. Place hot pads under hot dishes which are placed on counters and tables.
14. Wipe off tables, counters and kitchen surfaces including appliances in the shelters with kitchenettes.
15. Sweep and mop floors of kitchen and restrooms in the shelters with kitchenettes.
16. Close and lock all serving counter windows and doors and turn off lights in the shelters with kitchenettes.
17. Return keys to lockbox for the shelters with kitchenettes.

### **Park-Specific Shelter Rules:**

#### Backbone Richmond Springs Shelter:

- The Backbone Auditorium is located nearby. It is popular for weddings and reunions; however, it does have limited parking availability. You can reserve this shelter to secure additional parking needs. Please contact the park office for more information.

#### Elinor Bedell Shelter w/Kitchenette:

- No tents, awnings, or other structures may be erected on the grounds adjacent to the shelter.
- All tables must remain on the concrete during events. If the event is partially outside, the renter is responsible for providing additional tables and chairs.

#### George Wyth:

- Music must be contained to the area immediately around the shelter.

#### Lake Manawa Shelter w/Kitchenette:

- The park has a carry-in, carry-out policy. However, dumpsters are available in the park.

#### Springbrook Beach Shelter:

- Service road may be used for ADA access or for unloading purposes with prior approval.

#### Viking Lake:

- Stand-up grills are provided. Please do not place personal grills on tables or in the shelter.

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The following parks allow amplified music with prior approval from park staff:

Big Creek	Geode
Elk Rock	Lacey-Keosauqua
Green Valley	

The following parks allow amplified and/or live music at an appropriate level that does not disturb other park guests. Any music that is determined by park staff to be too loud will be turned down or shut off immediately:

Elinor Bedell	Lake of Three Fires	Pine Lake	Springbrook
Gull Point	Lake Wapello	Prairie Rose	Union Grove
Honey Creek	Ledges	Red Haw	Volga River
Lake Darling	Maquoketa Caves	Rice Lake	Waubonsie
Lake Macbride	Pilot Knob	Rock Creek	Wildcat Den

The following parks do not allow amplified music:

Lake Ahquabi	McIntosh Woods	Pikes Peak	Wapsipinicon
Lake Keomah	Nine Eagles	Pleasant Creek	
Lake Manawa	Palisades-Kepler	Stone	

The following parks have shelters with kitchenettes:

Elinor Bedell	Geode	Lake Manawa	Springbrook	Viking Lake
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