

Eva Cooper Lodge Rental Guidelines George Owens Nature Park

- All groups using the lodge must check in at the park office in the DeWitt Center prior to setting up in the lodge.
- Arrive at the time stated on the rental agreement. We cannot ensure early access to the lodge and other areas due to prior events or rentals. Please depart from the lodge at your scheduled time as well. There may be other rentals after your party.
- Standard lodge rentals extend over a three-hour time period. This includes setup and cleanup. If you need more time, please include and reserve it before the rental date.
- Vehicles may be parked in front of the lodge for loading and unloading only. All other guests must park their vehicles in the parking lot during their stay at the park.
- **Alcohol is not allowed on City Park property, this includes George Owens Nature Park.**
- Amplified music is allowed inside the lodge, at a reasonable level. It should not be heard outdoors. No amplified music is allowed on the patio or outdoors.
- When you check in, please station a representative from your group outside the lodge to direct your party to the proper area. Do not rely on park personnel to direct your party.
- The kitchen is available for an additional fee. Groups are expected to provide all equipment needed. We offer a microwave, oven, stove, refrigerator, ice machine and sink. All cutlery, tableware, etc., must be provided by your group. Groups are responsible for cleanup of kitchen after use.
- Please leave all lodge displays alone. Do not move them.
- We allow caterers; however, you are responsible for their setup and breakdown.
- Groups are responsible for moving tables, chairs and picnic tables if so desired. They must be returned in their original state.
- Fires must be built in the charcoal grill or in the fireplace. **ONLY PARK STAFF ARE ALLOWED TO BUILD FIRES IN THE FIREPLACE.** Please talk with park staff if you are interested. You must extinguish your charcoal grill fire before leaving.
- Please be respectful to other park visitors, programs and wildlife by keeping noise to a minimum. Do not disturb or harass the animals living in the park.
- Children must be supervised at all times.
- **Indoor and patio trash must be taken out to the green dumpster** located at the northeast corner of the parking lot. Recycling containers are also located in the lodge. Please work with park personnel to incorporate recycling into your event.
- Groups must sweep and spot mop rental area.
- Groups are responsible for returning the lodge to its original state.
- The responsible party will be responsible for the costs of repairing damage to park facilities and grounds during their rental, as assessed by George Owens Nature Park - Parks | Recreation | Tourism Department.
- We are not responsible for accidents.

I have read these policies governing the services, equipment and facilities. I understand them and accept responsibility for any group and/or organization to adhere to these policies.

Person Responsible for Event / Title

Date

Staff Initials: _____

Campground Rental Guidelines George Owens Nature Park

- Group campground rentals extend over a 24-hour time period. This includes setup and cleanup.
- All groups using the camp area must check in at the park office in the DeWitt Center before traveling to the campground. All projects, programs, and plans must be approved by park staff prior to check-in.
- **Alcohol is not allowed on City Park property, this includes George Owens Nature Park.**
- Keys will be issued to your group. You must check out with park personnel. In the event your group leaves before the park is open, please make arrangements with park staff during check-in regarding drop-off of keys. Failure to lock all gates may result in forfeit of security deposit.
- **Two vehicles may be brought into the park on the service road and campground access road for loading and unloading only.** The person responsible for the group may have their car parked near the campground in case of emergency. All other guests must park their cars in the parking lot the entire time of stay.
- The service gate must be closed at all times. It is not to be left open for any reason. This rule applies to the front gate after closing hours as well.
- When you check in, please station a representative from your group in the circle drive to direct your party to the proper area and ensure the gate is closed. Do not rely on park personnel to direct your party.
- Restrooms will be left open for your convenience.
- Groups are expected to provide all equipment other than trash containers. Access to water, picnic tables and firewood are included.
- All tents must be placed within the camp area, the area surrounding the fire pit.
- Firewood is provided in the camp area. **DO NOT CUT STANDING TREES. DO NOT BRING IN YOUR OWN FIREWOOD FROM OUTSIDE THE PARK.**
- Fires must be built in the fire pit. **FIRES ARE TO BE ATTENDED AT ALL TIMES.** Fires must be put out with water completely at the end of your rental.
- Park personnel are available to help with badge work, nature or trail hikes, and ecological service projects, if requested, one month in advance of your overnight.
- Please be respectful of other rentals in the park. Check with park personnel before using any other park facility.
- Please be respectful to other park visitors, programs and wildlife by keeping noise to a minimum. Do not disturb or harass the animals living in the park.
- Children must be supervised at all times.
- **Trash in the campground is to be taken to green dumpster located at the northeast corner of the parking lot.**
- Groups in the camp area are responsible for returning the campground to its original state.
- The responsible party will be responsible for the costs of repairing damage to park facilities and grounds during their rental, as assessed by George Owens Nature Park - Parks | Recreation | Tourism Department.
- We are not responsible for accidents.

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Lake Lorraine Pavilion Rental Guidelines George Owens Nature Park

- Check in at the park office in the DeWitt Center before traveling to the pavilion and check-out when leaving the park.
- Pavilion rentals extend over a five hour time period. This time includes rental set up and clean up.
- **Alcohol is not allowed on City Park property, this includes George Owens Nature Park.**
- Trash containers at the pavilion must be emptied at the end of your rental. The trash dumpster is located on the east end of the main entry parking lot.
- **Two vehicles may be brought into the park on the service road for loading and unloading only. Vehicles must stay on paved surfaces** and may stay parked near the handicap parking area in case of emergency. All other guests must park their vehicles in the main entry parking lot and walk to the pavilion.
- **Handicap Parking:** Guests with handicap license plates or tags may park on the paved area near the pavilion; however, they may not drive on the grass. Please take into consideration the limited number of handicapped parking spaces available and guests who will have difficulty walking up the hill or over soft and uneven ground. Distance from the nature center to the pavilion is .17 miles.
- Do not drive on the grass at any time.
- The entry gate to the service road must be closed at all times.
- When you check in, please station a representative from your group at the circle drive to direct your party to the main parking area and ensure the gate is closed. Do not rely on park personnel to direct your party.
- Groups are expected to provide all equipment other than trash containers. Picnic tables and a grill are located at the pavilion.
- Charcoal cooking fires must be built in the charcoal grills. **FIRES MUST BE ATTENDED AT ALL TIMES.**
- Amplified music is **not** allowed. Please be respectful to park visitors & wildlife by keeping noise to a minimum.
- Children must be supervised at all times.
- Bounce houses are **not** allowed on park grounds.
- Do not disturb or harass the animals living in the park.
- Groups are responsible for returning the pavilion to its original state.
- We are not responsible for accidents.
- The responsible party will be responsible for the costs of repairing damage to park facilities and grounds during their rental, as assessed by the City of Independence Parks | Recreation | Tourism Department.
- Park personnel must inspect the pavilion and check you out before you leave the park.

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Date