

Phone/Email  
Reservation date:

Reservation  
Permit No:

**Fontana Park Shelters**

Buchanan County Conservation Board-1883 125<sup>th</sup> Street, Hazleton, Iowa, 50641-319-636-2617

**ALL RESERVATIONS MUST BE CONFIRMED BY PHONE OR EMAIL  
PRIOR TO COMPLETING THIS FORM**

A. Upon approval of the Director or his designee, this permit guarantees the shelter reservation so long as the reservation permit is completed and signed by an authorized group representative, and received along with the reservation fee (Part C) of \$35.00 within 10 days of making a confirmed phone or email reservation. If the completed permit and payment are not received on time, the Conservation Board will no longer hold this reservation.

B. Date of Activity: \_\_\_\_\_ Reservation Charge: \$ \_\_\_\_\_

Name of Group: \_\_\_\_\_ Area: \_\_\_\_\_ Shelter# \_\_\_\_\_

Representative: \_\_\_\_\_ Address: \_\_\_\_\_

Phone:(home) \_\_\_\_\_ (work) \_\_\_\_\_ No. of People \_\_\_\_\_

Starting Time \_\_\_\_\_ AM PM Ending Time \_\_\_\_\_ AM PM

Alcoholic Beverages to be served Yes \_\_\_\_\_ No \_\_\_\_\_ Keg \_\_\_\_\_

**C. RESERVATION AGREEMENT:** I, the undersigned, hereby being 18 years of age or older and authorized to make this reservation on behalf of the afore-mentioned group, agree to pay the \$35.00 reservation fee to the Buchanan County Conservation Board. I also understand that a violation of any county park regulation by any member of this group is cause for revocation of the reservation, and the entire group shall be required to leave the Area. All fees are non-refundable. Damage to facilities may incur additional fees, for which the afore-mentioned group is responsible.

\*\* \_\_\_\_\_ \*\*  
Authorized Group Representative Date

**D. Note**

1. Specific Time of Arrival Required: For your convenience, the park staff will put a reservation sign on the shelter you have reserved. It is suggested you delegate someone to arrive one hour earlier than your reserved time to insure against encroachment. You should bring your copy of this reservation permit with you. Please remove your reservation sign from the shelter when your group is finished using the shelter.
2. Clean up: You will need to bring your own broom and cleaning supplies to clean the shelter after the event. Our park garbage policy is carry in-carry out.
3. This reservation permit is not transferable and non-refundable
4. Failure to comply with park rules, or valid complaints about this group during the activity will prevent future reservations from being issued.
5. Closing hour for all Buchanan County parks is 10:30 p.m.
6. All tables and other shelter house items shall be replaced to the location and condition in which the group found them.

For Office Use: Reservation fee paid

Date: \_\_\_\_\_ Check # \_\_\_\_\_ Initials: \_\_\_\_\_