

Group Leader Information

This information is designed to aid you as you prepare for your retreat at the Iowa 4-H Center. Please read it carefully and share this information with all participants in your group.

Group Size

Contact the Iowa 4-H Center no later than 5 business days prior to your arrival with a final head count. This number will affect your meal service costs (summer only), linen rental fees (if requested), and building use. If your participant numbers change and is reduced after the 5 days out, you will still be charged (for food and linens only) the number that was quoted 5 days out.

Group Host

Your group will be assigned a "host" during your stay at the Iowa 4-H Center. This person will be your contact for questions, information, and guidance during your retreat. John, Abbie and Charlie will be assigned to you in the off-season while during the summer one of our summer staff will be assigned. One of these "hosts" will be on-call for each rental group and can be reached at ext. #101 or the number that is provided to you.

Welcome Packets

When you arrive at the Iowa 4-H Center there will be a Welcome Packet waiting for you on the kitchen counter of the lodge you have rented. If your group is a day-rental only, you will be handed this packet when you arrive. The Welcome Packet includes how to reach your group host, your group's itinerary if using our meal service or programming, a camp map, and a cleaning checklist. Also included in the packet are two forms we need you to fill out before your group leaves - the Statistical Analysis is required by Iowa State University for state and federal funding, and the Rental Group Evaluation Form helps us plan for the future.

Arrival and Departure Times

Arrival and departure times are important to follow to allow time for cleaning of buildings and grounds for other groups. If changes in the times listed in your contract are needed, contact the office in advance to make arrangements. Unless otherwise specified, overnight rentals check-in by 5:00pm and check-out by 2:00pm the following day.

Special Needs or Requests

All arrangements for meals, equipment rental, linens, easels, and all program activities must be made in advance of your arrival with the 4–H Center office at 515-795-3338. Linen rentals, AV equipment, and programming have additional fees.

Dining Hall Information

Whether using our main dining hall in Linden Lodge for your own catered meals in the off-season or using our meal service during the summer months, you will need to designate one person to be a "primary contact" for your group during meal times. Your group is responsible for setting chairs down, clearing all dishes from tables when done, wiping tables clean, placing chairs back on top of tables, and sweeping under the tables. Your "primary contact" should be responsible to see this happens at each meal.

No Show Policy

If your group is a no show or cancels your lodging rental, you forfeit your deposit. If your group is a no show for a programming activity your group will still be charged the program fees to cover our staff's salary. In the event of bad weather or extreme emergency, contact the office and we will gladly refund your deposit.

Payment of Fees

Once your group host has collected your Statistical Analysis form we will invoice your group for any facilities, programming, and equipment you rented. Linens and meals will be invoiced based on the number you gave us 5 days prior to your rental, even if fewer people attend.

Rental Policies and Procedures at the Iowa 4–H Center

The Iowa 4–H Center is accredited by the American Camping Association. In accordance with their required risk-management policies, we ask that you please read and observe the following policies and procedures.

Alcoholic beverages are not allowed on the premises without prior permission and written signed consent form. Please contact the office for this form. No underage consumption allowed, in any circumstance - your group may be asked to leave immediately. In accordance with established policies with the Iowa 4–H Program, no alcoholic beverages can be consumed or present at a 4–H Youth event. No member of your group can consume alcohol prior to or during an activity/program conducted by the 4–H Center Staff.

Please obey the posted speed limits! Park cars only in designated areas and not on lawns. Please keep service areas open and unblocked.

Smoking is prohibited in all 4–H Center buildings and on any trail. Please use designated outdoor areas only and properly extinguish and dispose of butts. Candles are not allowed inside any building.

Pets are not allowed on site. Please communicate this policy with all members of your group. If your group brings personal pets, you will be asked to remove it immediately.

Recycle! Please use appropriate bins in each lodge to recycle glass, cans, and plastic containers. Please break down all cardboard.

Quiet hours are observed between 11:00pm and 7:00am . Noise levels should not be heard beyond the buildings/villages you use.

Unauthorized use of the swimming pool, teams course, climbing tower, or other restricted areas will result in a \$100 fine and your group may be asked to leave the 4-H Center immediately. No fireworks or firearms are allowed on any part of the 4-H Center property.

Please keep food and beverages out of sleeping areas and pick up litter on the grounds. This will reduce "unwanted visitors" in the cabins.

Campfires are only allowed in designated areas. **No bonfires.** Please be sure the fire is completely extinguished before you leave the site. Please also remove all trash and litter.

Please provide proper supervision in all your activities. This will promote safety as well as respect for our buildings and grounds.

Your group is responsible for basic housekeeping before your departure. This includes picking up trash inside and out, moving all trash sacks to outside woodbin, sweeping, vacuuming, mopping, wiping cupboards, and turning off lights. For an additional fee, you can pay for this service on an hourly basis - contact the office for details. We appreciate your help in keeping the Iowa 4-H Center in great shape!

When not in use, please turn off lights, keep doors closed, and windows shut. Please conserve energy by keeping thermostats set at 68 degrees.

For your safety, **please wear shoes at all times**, especially when out on the grounds.

Return all borrowed equipment before your group departs.

Phones in the lodges are primarily for inter-camp calls. Refer to the chart by each phone to reach your group host. All off-site calls must be made with a calling card by dialing 81 to get an outside line.

Please review your meal and program times with your group - and be on time!

Please plan for emergencies - both weather and health related. All groups are expected to provide their own first aid kit and be aware of local medical facilities. The Iowa 4-H Center Infirmary is staffed during the summer camp season for use by 4-H camps and other rental groups, as contracted. We recommend your group provide an adult with current valid CPR, first aid, and training in bloodborne pathogens from a nationally recognized provider. You should also keep records of your participants with names, addresses, emergency contacts, special medical conditions, and permission or waiver to receive treatment.

As group leader for your rental, you are responsible for sharing this document with all participants.

By sending a deposit to confirm your rental and by being on site, you are agreeing to uphold all information in this document and the Rental Contract.