



EB LYONS AUDITORIUM & WOODLAND WALK RENTAL
WOODLAND WALK SHELTER: \$75
EB LYONS AUDITORIUM: 4 Hours = \$75 | Day = \$130



Anyone interested in reserving the auditorium or woodland walk shelter spaces must contact Dubuque County Conservation by calling 563-556-6745.

RESERVATION & USAGE POLICIES

- Person responsible for rental must be at least 18 years of age.
- RESERVATIONS are taken after January 1st for that year's park season... exceptions may be made for conventions.
- USAGE is by reservation ONLY.
- SPECIAL USE REQUEST (i.e., *live music or amusements*) must be approved by the Director in writing. Proof of insurance may be needed. Please plan accordingly.
- KEG BEER AND LIQUOR are not allowed in any park. We enforce all underage drinking laws and those associated with driving while intoxicated.
- DECORATIONS AND SIGNS designating room reservation location, and party decorations are allowed with the approval of park personnel. These items must be removed as part of your cleanup duties; including balloons (and parts thereof), staples, tapes, etc. Please be sure to take down any signs you have placed on roadways or at intersections.
- KITCHEN facilities include a standard refrigerator/ freezer, stove and oven, microwave and sink. Some utensils such as large coffee pot and a Kool-Aid type dispenser are also available but must be cleaned before you leave. Please make arrangements with staff for use of these items.
- All rules and regulations of Dubuque County Conservation Board facilities and parks are expected to be followed.
- DAMAGES to facility equipment will be charged to the group reserving the facility.
- You will have the room for the duration of the normal work day.

PAYMENT

Rental fees must be paid in the form of 2 separate checks: 1 for rental fee and 1 for cleanup fee. We will cash your rental fee check and hold the deposit check. After the date of your room use, the cleanup fee will be returned if the auditorium room, kitchen and entry spaces are left clean as determined by our park staff.

CANCELLATION POLICY

Should you decide to cancel, there are **NO REFUNDS**. The rental fee will be refunded in full when cancellation occurs due to circumstances beyond the Conservation Board's control (i.e., fire, natural disaster, damaged facility). Please be courteous and notify the office if you decide not to use the room.