



## Rules and Information

Exclusive use of the Jester Park Outdoor Recreation and Wellness Center includes the following:

The space is available during non-public hours.

- Availability  
Saturday | 4 p.m. - 6 p.m.  
Sunday | 10 a.m. - 12 p.m. and 4 p.m. - 6 p.m.  
Weekdays | Variable

### Set-up/ Teardown

Renters need to provide any room set-up and clean-up. Seven 6-foot tables and 30 chairs are available.

### Decorations

Only free-standing decorations are allowed.

- No tacking, stapling, pinning, taping, or draping of decorations will be permitted.
- Candles must be contained in a receptacle.
- The ORWC does not allow balloons, confetti, silly string, or any other decor that may linger after your event ends.
- ORWC displays, pictures, and taxidermy mounts may not be removed or covered.

### Food

You are welcome to bring in outside food.

The companies below are local caterers that we recommend and have experience with:

- [Food with Flair, Jester Park Lodge Caterer](#) | 515.277.7775
- [C Corporation, Jester Park Golf Course](#) | 515.999.2903

### Alcohol

Alcoholic beverages are not allowed at the Outdoor Recreation and Wellness Center.

### Parking

Parking is available on the west side of the Outdoor Recreation and Wellness Center.

### Service Driveway

Caterers/Vendors may use the service driveway located on the south side/front of the building to unload their vehicles. We ask anyone using the drive to move promptly after unloading.

### Cleaning Fees & Damages

Renters need to leave the area clean.

- If cleaning is required by PCC staff, a fee of \$50 per hour will be charged.
- Any damage not caused by normal wear and tear will be charged to the renter.
- Any damage shall be billed at 100% repair/replacement cost with a 5% administrative fee.

### Smoking

Smoking is prohibited indoors and within 25 feet of any entrance.

#### Reservation Modifications (Including Date Changes)

- Name of person on contract will be the only person who can make modifications to the rental reservation.
- Any modifications you make to an existing reservation will be assessed a \$10 change fee.
- In order to make any modification to an existing reservation, the request must be made a minimum of seven (7) days prior to the date reserved. Request must also meet advance booking requirements.
- All reservation modifications must be made by contacting Patrice Petersen-Keys at [Patrice.petersen-keys@polkcountyiowa.gov](mailto:Patrice.petersen-keys@polkcountyiowa.gov) or 515-323-5359 Monday-Friday between 8am – 4:30pm

#### Cancellation Policy

Cancellations must be made by contacting Patrice Petersen-Keys at [Patrice.petersen-keys@polkcountyiowa.gov](mailto:Patrice.petersen-keys@polkcountyiowa.gov) or 515-323-5359 a minimum of seven (7) days prior to the reservation to qualify for a partial refund (see refund policy).

#### Refund Policy

- If you cancel your reservation more than seven (7) days prior to the date of your reservation, 50% of your reservation is NON-REFUNDABLE.
  - If you cancel your reservation less than seven (7) days prior to the date on which the facility is reserved, 100% of your reservation is NON-REFUNDABLE.
  - If you are a no-show on the date on which the facility is reserved, 100% of your reservation fees are NON-REFUNDABLE.
  - If a reservation is cancelled by PCCB due to a natural disaster or if by some means the facility is unusable, a full refund will be issued to the person that made the original reservation.
  - Refunds will be issued to person who paid for the reservation.
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