



Langwood Education Center Important Information for Group Rentals

1. All groups are required to provide proof of \$100,000 liability insurance. For most people this is a part of your homeowners insurance and you can easily request a copy from your insurance carrier. Please email it to our office at conservation@louisacountyia.gov.
2. Groups will access the buildings using a keyless entry. The code will be the last 4-digits of the primary phone number provided in the reservation.
3. The gate by the entrance of Langwood is closed but not locked. There is a chain that you will unhook.
4. Contact our office in advance if you will be setting up a large tent/canopy so we can mark electrical lines.
5. **Lock all buildings** when you leave unless otherwise requested. Canoes must be placed back on the rack. Paddles and life jackets must be put back in the shed and locked.
6. Close the gate by the entrance to Langwood when you leave. Hook the chain.
7. If you have any problems, contact the Conservation Office during normal workday hours at 319-523-8381; Noah Robb (Park Ranger, evenings and weekends) at 319-931-7893, or Katie Hammond, Director at 563-260-4764. If these numbers are unsuccessful, contact the Sheriff's office at 319-523-4371.

Rules and Regulations

*Please be sure that everyone in your group is aware of these rules and regulations.
Everyone is expected to follow the rules.*

1. No swimming, fireworks, hunting or shooting (including paintball guns) allowed.
2. **ATV, UTV & golf carts are NOT allowed off the main entrance road and parking lots, without prior approval and a permit issued by LCC!**
3. Quiet hours are from 10:30 PM – 6:00 AM. Please be respectful of the Langwood neighbors.
4. **Ropes Challenge Course elements may NOT be used, unless a Challenge Course program has been scheduled with Louisa County Conservation and staff are present to facilitate the Course.**
5. The only alcoholic beverages permitted at Langwood are beer and wine. The special use permit must be chosen when completing the online application.
6. Only canoes and kayaks or boats with electric trolling motors are allowed on the pond. Approved PFD's (life jackets) must be WORN by everyone in a boat.
7. Fires are allowed only in the campfire rings provided. Written permission is required to make fires elsewhere.
8. **No smoking inside any building at Langwood.** Smoking is allowed outdoors only, and cigarette butts must be disposed in a proper trash receptacle.
9. Groups reserving Langwood may fish in the ponds. Iowa fishing licenses are required for persons over age 16. There is a 15-inch minimum length limit on bass, all other Iowa fishing rules apply.
10. All injuries must be reported immediately to Louisa County Conservation Board personnel. An accident report form must be completed by any user requiring medical attention as a result of an injury suffered at Langwood.
11. All regulations and policies of the Louisa County Conservation Board shall be in effect at Langwood. These policies are posted in the lodge. Users are requested to report any illegal activities or unsafe conditions to Louisa County Conservation (319-523-8381) or the Louisa County Sheriff (319-523-4371).
12. No refunds will be given for cancellations. Rain checks may be given with 6-weeks notice or in the case of extreme situations. The rain check must be used within twelve months of the issue date.

**Users must follow the clean-up procedures listed on the attached page.
Failure to do so will result in a cleaning fee of \$20/hour being assessed to the renter.**



Langwood Education Center Clean-Up checklist

(A copy of this list should be hanging by the door during your stay.)

Group Name: _____ **Departure Date:** _____

Please use this checklist to be sure clean-up is completed. Cleaning Supplies are provided in the closet near the door. When finished please sign and date below.

Staff open: _____ Lodge _____ Restrooms _____ Canoes _____ A-frame Dorm
 _____ RV Hook-ups - Cost: \$10/hook-up/night - attach money to clipboard or in envelope.

Lodge:

- Chairs hung neatly on the rack
- Tables left up and placed against the walls
- Tables & countertops wiped off
- Chalk board and dry erase boards are clean
- Floors swept, dirt dumped in dumpster
- Floors mopped (if needed for mud or spills)
- Sink clean and empty
- Oven off and cleaned (if needed from spills)
- Fridge & freezer are empty and clean
- Windows shut and locked
- Lights turned off
- Ceiling fans turned off
- Furnace turned to 55 degrees
- Trash removed and placed in dumpster
- Both doors locked

A-Frame:

- Floors swept
- Windows shut and locked
- No personal belongings left
- Lights off
- Trash hauled to the dumpster
- All doors locked

RV Hook-ups:

- Leave payment of \$10/hook-up/night in the envelope attached to the clipboard.

Gate at entrance/exit:

- Close gate after leaving
- Hook chain

Outside lodge:

- Trash on grounds picked up
- Cement on porch area swept
- Outside lights turned off
- Trash in dumpster

Leaders signature Date

Restrooms:

- Sinks cleaned
- Toilets cleaned
- Floors swept
- Trash hauled to dumpster
- Doors closed & locked

**Remember...failure to complete these tasks
will result in a cleaning fee of \$20/hour
assessed to the renter!**

Notes:

Canoes:

- Life jackets hung up in the shed
- Paddles placed in the shed, in the holder
- Canoes on rack
- Equipment shed & canoes locked



Langwood Education Center Frequently Asked Questions

- 1. Is smoking allowed at Langwood?** Smoking is prohibited inside ALL buildings at Langwood. Cigarette butts should be placed in garbage cans or in the cigarette receptacle outside the lodge.
- 2. Is alcohol allowed at Langwood?** Only beer and wine are allowed, no hard liquor. Groups planning to have beer &/or wine must choose special use permit when completing the online reservation and pay \$50.
- 3. What supplies are available in the lodge?** There is a refrigerator, electric stove, microwave, coffee pot, toaster oven, wood burning stove, and central air/furnace. There are also 12 tables, 72 folding chairs, table service for 50, a chalk board and dry erase board.
- 4. Can I bring my dog?** Yes, dogs on leashes or tied up are allowed. You must pick-up after your pet.
- 5. Can I bring my RV?** Yes, we have 5 RV electrical hook-ups. RV campers must stay on the hard surface and not park in the grass. Groups must request these prior to the rental so we can unlock them.
- 6. How many beds are in the A-frame?** There are 21 beds, visitors must bring their own bedding.
- 7. Can we sleep in tents?** Yes, tents are not provided, however groups are welcome to camp in tents.
- 8. What are quiet hours at Langwood?** Quiet hours are 10:30 PM - 6:00 AM; the same as all other Louisa County parks. If neighbors complain about noise during quiet hours, you could be charged a fee.
- 9. How many outdoor fire rings are there?** There are several located throughout the grounds. There is also a large charcoal grill measuring 3ft x 4ft and a taller grill next to the lodge. Groups must bring their own charcoal if needed and matches.
- 10. How many picnic tables are there?** A minimum of 8, at times there will be more. If you move picnic tables, please put them back where you found them prior to leaving.
- 11. What other items are available outdoors?** There is a backstop and volleyball court. A volleyball net is located in the lodge (tote in the closet). Groups should bring their own volleyball, bases, balls, etc.
- 12. How many canoes are at the pond?** There are 8 canoes as well as paddles and life jackets of various sizes in the storage shed near the canoes. **EVERYONE** is required to wear a life jacket while canoeing.
- 13. Is swimming allowed in the pond?** No, swimming is not allowed.
- 14. Can we fish while reserving Langwood?** Yes, subject to Iowa fishing regulations. **Iowa fishing licenses are required for persons over age 16.** There is a 15-inch minimum length limit on bass.
- 15. Can we cut our own firewood?** No, firewood is provided in the wood shed. Groups may pick up sticks and other small kindling. Running chainsaws is NOT allowed. Please do not transport firewood.
- 16. Is paintball allowed at Langwood?** No, shooting is NOT allowed at Langwood including BB guns, paintball guns and all others.
- 17. Are ATV's, UTV's or golf carts allowed?** No, they are not allowed unless prior approval is received from the LCC office and a permit is granted.
- 18. Can our group use the High Ropes Challenge Course?** The course can only be used with facilitation of Louisa County Conservation staff. Contact the office for pricing and staff availability to schedule a program. Programs need to be scheduled in advance.
- 19. When does the water get turned off for winter?** Approximately Oct. 15 - Apr. 15 the water is turned off in both the restrooms, outdoor hydrants and lodge. Groups need to bring their own water during that time for cooking and drinking. A portable toilet will be available near the lodge.
- 20. What do we do with our trash?** A dumpster is located on the East side of the lodge. All trash should be removed from the building and placed in the dumpster. Please be sure trash isn't on the ground either. Your group could be assessed a fee if staff has to pick-up after you. Extra liners are in the bottom of the cans.



Langwood Education Center Cleaning Fees/Cancellation/Packing List

Insurance

Groups must provide Louisa County Conservation with Proof of Insurance showing a minimum of \$100,000 in liability coverage. This can be mailed or emailed to our office at the time of reservation. Most people can easily get this from their homeowners policy and have a one-page document sent to us.

Damage & Cleaning Fees

If other than normal cleaning is required after your visit, payment of **\$20.00 per hour will be assessed to the renter**. In addition, the renter will be responsible for any damages to the facilities.

Cancellation Procedure

No refunds will be given for cancellations. Rain checks may be given with 6-weeks notice or in the case of extreme situations. The rain check must be used within twelve months of the issue date.

Suggested Packing List for Langwood

The following items are **not supplied** at Langwood.

Lodge

- Cookware (there is some)
- Coffee & Filters (there is a coffee pot)
- Dish soap
- Dry erase markers
- Chalk
- Paper towels/napkins
- Matches, fire starters
- Tablecloths (if desired)

Grilling items

- Charcoal
- Matches
- Fire starters or paper

Water

- Plenty of drinking water** - especially during winter months when the water is turned off!
- The water is safe to drink (unless marked) but doesn't taste the best!

Restrooms

- Paper towels (*there are paper towel holders in each restroom*)
- Personal toiletry items (*there are showers available*)

A-Frame Dormitory

- Bedding
- Pillows
- Electric fans for warmer weather
- Flashlight

(Note: there is no heat or air conditioning in the A-frame.)

Recreation Items

- Sunscreen and bug spray as needed
- Fishing poles, bait and tackle if you plan to fish
- Stuff for other sports such as frisbees, volleyball or kickball...