

CITY OF JOHNSTON
PICNIC SHELTER INFORMATION
www.cityofjohnston.com



Parks and Recreation · 6400 NW Beaver Dr. · Johnston, IA 50131 · 515-727-8091

	Dewey Park	Terra Lake Lodge
Description	Dewey Park offers 2 shelter houses.	Located at Terra Park, the lodge is a brick facility that is available year-round.
Location	NW 64th Place	6400 Pioneer Parkway
Hours	Sunday - Saturday 8:00 a.m. – 12:00 a.m. (Midnight)	Sunday - Saturday 8:00 a.m. – 12:00 a.m. (Midnight)
Size/Capacity	16” x 20”	16” x 20”
Rental Fee	\$25/use	\$25/use
Rental Process	<p>Contact Johnston Parks and Recreation at 515-727-8091 for availability. A rental agreement will be mailed to you.</p> <ul style="list-style-type: none"> • The reservation is not considered complete until the signed rental agreement, rental fee, and security/cleaning deposit are received at the Parks and Recreation office. • A non-refundable payment equal to one half the rental fee is due at the time of the reservation, with the remaining balance due no later than 30 days from rental date. • If the reservation is made less than 30 days from the reservation date, total payment is due within seven (7) days from the date of the reservation. • Facilities are reserved on a first come, first served basis up to 12 months in advance with priority given to senior citizen programs, youth activities, and city events. • Reservations should include time for set-up before the event and clean up after the event. 	
Cancellation	<ul style="list-style-type: none"> • If a reservation is cancelled at least 30 days prior to the requested date, the rental fee, less 50%, will be refunded. • If a reservation is cancelled with less than 30 days notice, no refund will be given. • If a cancellation is made, the security/cleaning deposit will not be refunded. 	
Use Guidelines	<ul style="list-style-type: none"> • Access to the facility is during the hours listed on the reservation form. • Decorations should be mounted with art gum or removable tape only. Duct tape is not allowed. 	
Deposit	<ul style="list-style-type: none"> • The refundable security/cleaning deposit is one-half the total rental fee and will be refunded approximately two weeks after the event, less any charges retained for repairing minor damage. • The renter will be notified within 5 days after the event if there is a problem that would result in the full deposit being retained. 	
Alcohol	<p>Groups may serve beer, wine and champagne at their event until 11:00 p.m. A Johnston police officer must be present at any time alcohol is served and staff will be scheduled for the event. Hard liquor is not allowed. As a reminder, if you are getting married on the grounds alcohol can not be served until the officer is present. The charge is \$35 per hour, with a 3 hour minimum.</p>	
Fundraising Event	<p>For NON-PROFT groups only. Prior written approval from the Park Advisory Board is required.</p>	
<p>NO SMOKING POLICY: Smoking is NOT allowed on city property, including buildings or anywhere on the grounds. Guests can smoke inside their car in the parking lot.</p>		