

**Bell Harbor Homeowners Association**  
Office - 15293 Bashford Avenue, Phone - 641-357-2085  
[www.bellharborhomeowners.com](http://www.bellharborhomeowners.com)

**Knoer Lodge**  
**4672 Epworth Drive**

#### **Helpful Facts**

- The smoke free facility has two large restrooms, a kitchen that includes a dishwasher, stove, refrigerator, microwave oven, a 30-cup coffee maker, and a few general utensils. The facility has both heat and air conditioning.
- The meeting room accommodates up to 50 people. There are 10 tables (30 x 72) and 80 chairs. The building is on the lake with a broad deck facing the lake. Rental hours are from 8 a.m. to 11 p.m.
- Parking is to be off the paved street and in designated areas only. A map is available showing designated parking areas.
- Reservations are required in writing (or by e-mail) giving the dates desired and the time of use. If you have any other questions, you may contact the manager.
- Payment of a deposit and of usage fee is required in **separate** checks along with the signed usage agreement **approximately 2 months before the rental date**. Checks should be dated for the date of the rental.
- Cancellation of the rental less than 30 days from the date will result in loss of the deposit.
- Rental times begin when keys are picked up and end when keys are returned. Renters are responsible for set and clean up. In courtesy to others, rental and departure times must be adhered to.
- Keys may be picked up at the manager's home (15297 4<sup>th</sup> Street, Bell Harbor, 641-357-6518) just prior to the rental time.
- Keys and the checklist must be returned to the manager immediately following the rental. After inspection, deposits will be returned if everything is satisfactory. If the Lodge is left in less than satisfactory condition, the Association will retain the full deposit. Deposit checks are returned following the usage if the checklist below is complete. Failure to complete the checklist could result in the loss of your deposit. The deposit is not to be construed as a limit of liability for damage to Bell Harbor property.
- ***Knoer Guidelines - the following guidelines must be observed.***
  - 1. No Throwing rocks from shoreline***
  - 2. Remain on Bell Harbor property - 100 feet back from shoreline along open lakefront***
  - 3. Stay off docks except for swim docks***

## Knoer Lodge Check List

Rental times begin when keys are picked up and end when keys are returned. Renters are responsible for set and clean up. In courtesy to others, rental and departure times must be adhered to.

**NO PUSH PINS, MASKING OR SCOTCH TAPE ON WALLS (3M POSTER TAPE OR POSTER PUTTY IS OKAY)**

**NO SMOKING**

Carpets in all rooms are vacuumed, kitchen mopped - cleaning supplies are located in the south cupboards in the kitchen

Tables and chairs put away properly (diagram on wall and chair cart)

Heat turned all the way down (50 degrees) **or** Air Conditioning turned up (80 degrees)

Ceiling fans left on medium

Lights off - **TURN UNTIL YOU HEAR A SLIGHT CLICK** (light over fireplace is on an eye and cannot be turned off, same with outside lights)

Doors and windows closed and latched/hooked

Restrooms cleaned and toilets flushed, empty restroom waste baskets

**Your** refrigerated items removed, stove off, dishwasher off and emptied

Trash bags removed and replaced with those kept in kitchen drawer next to refrigerator

Leave damper open and notify manager if you have used the fireplace (notify the manager of usage)

Door into Kitchen and Meeting room closed and locked

Outside doors closed and locked (unless instructed otherwise)

Trash to dumpsters (off Wesley) behind the office in trash bags that are provided (in drawer next to refrigerator)

Clean and crushed cardboard goes in the **green** marked dumpster on Bashford Avenue (see map on wall)

Remove all signage directing guests to Knoer Lodge (balloons, posters, etc. placed on posts)

**Keys, along with this signed sheet, returned immediately following usage to Manager** (or Manager's designee) or to mailbox on office door if manager (or designee) is unavailable. **SEE MAP ON WALL.**

NOTE: Someone may be using Knoer Lodge prior to or following your time slot.

Thank you for your cooperation in maintaining Knoer Lodge for everyone's use.

\_\_\_\_\_  
Responsible party

\_\_\_\_\_  
Date & time