

## **PROCEDURES FOR TAKING RESERVATIONS AT THE WEST TWO RIVERS CAMPGROUND**

1. THE CITY OF MOUNTAIN IRON WILL BEGIN TAKING RESERVATIONS ON MARCH 3<sup>rd</sup> AFTER 9:00 A.M. (CST) OF THIS YEAR. SITES ARE AVAILABLE ON A FIRST COME, FIRST SERVE BASIS.
2. RESERVATION WILL BE TAKEN AT THE CITY OFFICE BY PHONE AT **218-748-7570** FROM MARCH 3<sup>rd</sup> AFTER 9:00 A.M. UNTIL THE FIRST DAY THE CARETAKER BEGINS WORK, USUALLY ON THE FRIDAY BEFORE FISHING OPENER. AFTER THAT DAY, YOU MUST CALL THE CAMPGROUND AT **218-735-8831** TO MAKE RESERVATIONS. WALK-IN AT THE CAMPGROUND ARE WELCOME.
3. RATES FOR CAMPING AND PAVILION USEAGE WILL BE DETERMINED AT THE BEGINNING OF EACH YEAR. THERE IS NO DUMPING STATION OR WATER HOOK-UPS AT THE CAMPGROUND. ELECTRICITY IS PROVIDED AT EACH CAMPSITE. WATER IS AVAILABLE NEAR THE PAVILION.
4. A RESERVATION FORM IS REQUIRED TO BE COMPLETELY FILLED OUT AND RETURNED ALONG WITH THE REQUIRED FEES. PAYMENT IN FULL PER SITE RESERVATION WILL BE REQUIRED. CAMPGROUND FEES PER DAY/NIGHT MUST BE PAID **WITHIN FIVE (5) DAYS** FROM THE DATE THE RESERVATION WAS MADE IN ORDER TO HOLD THE RESERVATION. THE CITY HAS PAYMENT OPTIONS OF MASTERCARD, DISCOVER AND VISA CARD CHARGE OPTIONS AND CHECK OR MONEY ORDERS. RESERVATIONS MAY BE MADE BY PHONE WITH A NAME, ADDRESS AND A PHONE NUMBER. RESERVATIONS WILL BE TAKEN BY THE CALLER'S NAME ONLY. ONLY ONE FAMILY PER SITE UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE CARETAKERS AND APPROPRIATE FEES PAID. THE CALLER WILL THEN HAVE **FIVE (5) DAYS** FROM DATE OF THE CALL TO FILL OUT THE APPLICATION FORM AND RETURN IT TO CITY HALL. IF THE FORM AND FEE(S) ARE NOT RECEIVED, THE RESERVATION WILL BE CANCELLED. THERE WILL BE **NO EXCEPTIONS** TO THIS RULE. APPLICATIONS FORMS AND GUIDELINES ARE ALSO AVAILABLE ONLINE AT [www.mtniron.com](http://www.mtniron.com).
5. CAMP SITES MAY BE RENTED BY THE DAY, WEEK (7 CONTINUOUS DAYS) OR BY THE MONTH (30 CONTINUOUS DAYS).
6. CHECK-IN TIME IS AFTER 1:00 P.M. CHECK-OUT TIME IS 11:00 A.M. IF YOU DO NOT CALL THE CAMPGROUND BY 6:00 P.M. OF YOUR CHECK-IN TIME TO INFORM THEM THAT YOU WILL BE LATE, YOUR SITE MAY BECOME AVAILABLE TO SOMEONE ELSE.
7. A RECEIPT FOR YOUR ADVANCE RESERVATION WILL BE MAILED TO YOU. PLEASE BRING THIS WHEN YOU CHECK -IN. DRIVE-IN'S ARE WELCOME BUT CAN NOT PAY IN CASH.
8. RENTAL FEES ARE PAYABLE IN ADVANCE FOR PAVILION USE. HOURS OF USE WILL BE 8:00 AM UNTIL 10:00 P.M. THERE ARE TWO LARGE PAVILIONS AVAILABLE FOR RENT. THE SMALL PAVILION IS FOR PUBLIC USE AND CAN NOT BE RENTED UNLESS REQUESTED AND APPROVED BY THE PARKS & RECREATION BOARD.
9. **THE CARETAKER(S) CAN NOT ACCEPT CASH FOR RESERVATIONS.** ANY CASH TRANSACTIONS MUST BE MADE AT THE CITY OFFICE.
10. CANCELLATION POLICY – 10 DAYS PRIOR TO THE ARRIVAL DATE. A CANCELLATION FEE WILL BE A ONE NIGHT FEE CHARGE FOR CANCELLING LESS THAN 10 DAYS. REFUNDS MINUS THE CANCELLATION FEE WILL BE MADE BY A CITY ISSUED CHECK.
11. GUIDELINES OF THE CAMPGROUND MUST BE ACKNOWLEDGED AND FOLLOWED.
12. APPLICATION MAY BE FAXED TO 218-748-7573 OR MAILED TO: CITY OF MOUNTAIN IRON, 8586 ENTERPRISE DRIVE SOUTH, MOUNTAIN IRON MN 55768.  
CITY OFFICE NUMBER IS 218-748-7570. CAMPGROUND NUMBER IS 218-735-8831.
13. BEGINNING ON JUNE 16, 2009, PER CITY POLICY, A 3% FEE WILL BE APPLIED FOR CHARGE CARD USAGE.

## WEST TWO RIVERS CAMPGROUND CAMPSITE APPLICATION

This application shall be submitted within FIVE DAYS from the date the reservation was made, with the exception of drive-ins or unforeseen circumstances. If you have made a reservation request, your reservation will be voided if this application is not received within FIVE DAYS of making the request. Please use one application form for each applicant.

Name of Applicant:

Applicant's Mailing Address:

Applicant's Phone Number(s):

Requested Site Number/Letter:

Number of People in Party/at camp site:

Number of  
Nights staying:

Number of  
Weeks staying:

Number of  
Months staying:

Date ARRIVING at the campground:  
(check-in time is 1:00 p.m.)

Date LEAVING the campground:  
(check-out time is 11:00 a.m.)

Vehicle Make & Model:

Vehicle License Number:

**Camping Rates:** \$ 20.00 - per night.  
\$120.00 - weekly rate (7 continuous days)  
\$400.00 - monthly rate (continuous days)

**Pavilions Usage Rate:** \$50.00 each (use separate form)

Amount of Payment enclosed with this application:

\$

Type of Payment: Check \_\_\_\_\_ Money Order \_\_\_\_\_ Charge Card \_\_\_\_\_ Other \_\_\_\_\_

Master or Visa Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PER CITY POLICY – A 3% FEE WILL BE APPLIED FOR CHARGE CARD USAGE.**

Campground Fees are due at the time of application to secure reservation. A check, money order, Mastercard, Discover or Visa cards are accepted. NO CASH. **Cancellation must be 10 days prior to the reservation date or the prepayment of one night's fee will be forfeited.** Applications, campground rules and a current fee schedule are available on our website: [www.mtniron.com](http://www.mtniron.com) or by calling City Hall 218-748-7570.

Please fill this form out completely and return with payment to:

City of Mountain Iron, 8586 Enterprise Drive South

Mountain Iron MN 55768

Fax Number 218-748-7573

I understand that my use of the West Two Rivers Campground facilities is voluntary and that I am using it for my benefit only. I agree that my use of the West Two Rivers Campground facilities is undertaken at my own risk and that the City of Mountain Iron will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my party due to the negligence of members of my party, or the negligence of third parties. On behalf of myself and the others in my party that I represent, I expressly forever release and discharge the City of Mountain Iron, its agents or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with any use of the West Two Rivers Campground facilities. I also agree to reimburse the City of Mountain Iron for any damage, breakage, maintenance, and theft of equipment if so warranted. I also acknowledge receipt of the City of Mountain Iron Guidelines and state that I will observe them during the stay.

Signed: \_\_\_\_\_ Please print name: \_\_\_\_\_ Date signed: \_\_\_\_\_

**OFFICE USE ONLY:**

**DATE PAID:** \_\_\_\_\_ **AMOUNT PAID:** \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_ **CLERK:** \_\_\_\_\_

## WEST TWO RIVERS CAMPGROUND PAVILION APPLICATION

This application must be submitted FIVE DAYS from the date the reservation was made, with the exception of drive-ins or unforeseen circumstances. If you have made a reservation request, your reservation will be voided if this application is not received within FIVE DAYS of making the request. Please use one application form for each applicant.

Name of Applicant: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Phone Number(s): \_\_\_\_\_

Number of People in Party: \_\_\_\_\_

**Pavilion Fees:**

Pavilion A: \_\_\_\_\_ \$50.00 per day

Pavilion B: \_\_\_\_\_ \$50.00 per day

Date(s) of Use: \_\_\_\_\_

Day of Use: \_\_\_\_\_

Small pavilion is for public use.

**HOURS OF USE FOR PAVILIONS ARE FROM 8:00 A.M. TO 10:00 P.M.**

Amount of Payment enclosed with this application:

\$ \_\_\_\_\_

Type of Payment: Check \_\_\_\_ Money Order \_\_\_\_ Charge Card \_\_\_\_ Other \_\_\_\_\_

Master or Visa Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PER CITY POLICY – A 3% FEE WILL BE APPLIED FOR CHARGE CARD USAGE.**

Campground Fees are due at the time of application to secure reservation. A check, money order, Mastercard, Discover or Visa cards are accepted. NO CASH. Cancellation must be 10 days prior to the reservation date or the prepayment of one night's fee will be forfeited. Applications, campground rules and a current fee schedule are available on our website: [www.mtniron.com](http://www.mtniron.com) or by calling City Hall 218-748-7570.

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Mountain Iron MN 55768

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Signed: \_\_\_\_\_ Please print name: \_\_\_\_\_ Date signed: \_\_\_\_\_

**OFFICE USE ONLY:**

DATE PAID: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_ CLERK: \_\_\_\_\_

## West Two Rivers Campground Guidelines

Welcome to City of Mountain Iron West Two Rivers Campground! To make your stay more enjoyable please observe the following:

1. All campers must register with the Caretaker upon their arrival and before choosing a campsite. Camping is allowed only in designated camping areas with two (2) tents or one RV and one (1) tent per campsite. Reserved sites will not be held later than 4:00 PM without a deposit. Check in time is 1:00 PM. Check out time is 11:00 AM. If you need more time, see the Manager. Pavilion rental time is from 8:00 AM to 10:00 PM.
2. Quiet time in the park is 10:00 PM to 8:00 AM. "Quiet" means turning radios down or completely off, reducing outdoor conversations to conversation tones, receiving no visitors from outside the park during quiet time and operating vehicles in a quiet and respectful manner.
3. Cancellation/Refund Policy fee will be a "one night" fee charge. Cancellation must be made 10 days prior to the arrival date. Refunds minus the cancellation fee will be made by a city issued check.
4. Please park your vehicle on your site or in the designated parking areas only, do not block the roadways or park on the grass. Only two (2) cars per site are allowed.
5. For safety purposes, no glass beverage containers are allowed in the park area. If you unknowingly brought them, please keep them in your camper, tent or vehicle.
6. Consumption of alcoholic beverages by the campsite user(s) and his/her guests is limited to their campsite(s). The campsite user(s) agrees, confirms and acknowledges that he/she is solely and exclusively liable for any and all claims and liability, and that the campsite users(s) agree to defend and indemnify the City of Mountain Iron and hold the City of Mountain Iron harmless from any such claims or liabilities. Consumption of alcoholic beverages in other parts of the campground is prohibited, unless said consumption is in conjunction with an event at the pavilion.
7. Children are the responsibility of their parents/guardians. Please observe quiet times and realize it is very difficult for motorists to see children on bikes at night. Do not leave the children unsupervised.
8. Pets are the responsibility of their owners, and must be leashed and under the Owner's control at all times. Please pick up droppings from your pet!
9. This campground is a beautiful place - maintain your campsite, picnic area, or recreational area in a clean, orderly, and sanitary condition at all times. Deposit all garbage, refuse, and debris in the trash containers provided. Help keep the area CLEAN.
10. Fires are limited to fire rings and fireplaces provided in campsite or picnic areas. Remember, fire rings and fireplaces are not trash receptacles. Please dispose of trash in the refuse dumpsters located throughout the park.
11. A picnic table is provided for each campsite; if you need another table, see the Caretaker. If picnic tables are moved from one site to another, please have the consideration to return the table to its original location before you leave.

12. No one under the age of 18 shall camp overnight unless accompanied by their guardian.

13. It is unlawful for any person to possess explosives of any kind. It is also against the law for any person to possess a firearm (including an air gun) unless the firearm is unloaded and completely contained in a fully enclosed gun case or unloaded and contained in the closed trunk of a vehicle. A person who is legally permitted under MS 624.714 to carry a handgun in the State of Minnesota, may legally carry that handgun.

14. For the safety of swimmers, fishing is not permitted in the beach area.

15. Observe all signs in the campground, especially the 10-mile per hour speed limit and other traffic signs. Many people walk along the roadways and children playing often do not watch for approaching vehicles. Please drive carefully and be observant.

16. Operation of ATV's in the park will be solely for the purpose of entering and exiting the campground on the road. Please stay off the grass and walking trails. Dirt bikes are not allowed to be ridden in the campground at any time.

17. This is a family campground - disorderly conduct ruins the outdoor experience for others and will NOT be tolerated! Disorderly conduct is defined as ANY action that causes a disruption in campground activity and/or a disturbance to other campers! This includes the use of fireworks, since the use of all types of fireworks on public property is illegal in the State of Minnesota. Violators will be reported to law enforcement, possibly resulting in immediate eviction. (NO REFUNDS)

18. It is illegal to remove any object or property from the park, or to destroy, mutilate or deface any property within the park, or to cut any tree or peel the bark off any tree. Violators will be reported to law enforcement, resulting in immediate eviction and suspension of future camping privileges. (NO REFUNDS)

19. The showers are provided for registered guests only. Please clean up after yourself and remove all personal items from the area after use. We are not responsible for any lost or stolen items. At no time is washing of dishes in the sinks of the restrooms allowed.

20. The City of Mountain Iron is not responsible for storm damage, camper accidents, theft or negligence of the other campers.

We hope you enjoy your stay!

The City of Mountain Iron

-----CUT HERE-----  
(Office Copy)

The undersigned hereby acknowledges receipt of West Two Rivers Campground Guidelines and states that he/she will observe them during the camping season:

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Staying at Site # \_\_\_\_\_