



CCFPD FACILITY RENTAL RULES

*** Please Read - Keep For Your Records ***

Preserve hours are from 7:00 am until sunset or as each of the preserve's personnel designates.

BUILDINGS AND SHELTERS ARE RENTED "AS IS". Any additional items must be furnished by the renter.

DAMAGE DEPOSIT - A damage deposit is required for all rentals.

The Champaign County Forest Preserve District in no way intends to limit its ability to seek damages in excess of the amount of the damage deposit in the event appropriate, but specifically identifies these factors as the basis for its ability to forfeit an entire security deposit. Should some type of damage accidentally occur to a building or shelter being rented, please notify the preserve personnel on duty. Contact numbers are provided on rental paperwork.

The following will be cause for the forfeiture of all or a portion of the damage deposit if not followed:

- 1. TABLES, CHAIRS AND RACKS** - Buildings are furnished with rectangular tables and chairs adequate for the building capacity. These tables, chairs and racks may **NOT** be removed from the facility for any reason. **Renters may provide their own tables and chairs if others are preferred, but the number MUST NOT exceed the building's Life Safety Code (maximum capacity) and district tables, chairs, and racks will remain in place.**
- 2. SETUP/TAKEDOWN** - Setting up and taking down the tables and chairs in an enclosed facility is the renter's responsibility. Tables and chairs must be wiped and cleaned before they are returned to the racks.
- 3. CLEAN UP** - It is common that the District has other renters coming in on the day following your rental, leaving us with little time to properly prepare the facility for their arrival. All decorations, signs, sidewalk chalk, or other materials, either inside a building or outside, **must be removed before your departure.** Tables and chairs, and picnic tables must be properly cleaned and returned to the area from which they were taken. CCFPD provides a broom and dust pan in all enclosed facilities. Other than running water, the renter will need to provide all other cleaning products/materials.
- 4. EXCLUSIVE RIGHTS** - renters have exclusive rights to the interior room of an enclosed facility, under the roof of an open air shelter or specified botanical garden ceremony location, only. All other areas surrounding the facility and garden are open to the public during preserve hours.
- 5. PROPERTY PRESERVATION** - For the protection and preservation of District property, as well as the safety and general welfare of the public, **golfing of any type** (except on the District's golf course), **tents, dunk tanks, horseshoes, carnival-type rides, inflatable playhouses, pony rides, etc. are prohibited on District property.** Additionally, filling of or use of any type of water gun in any District building is prohibited. (Please check in advance with CCFPD staff to determine whether or not your intended activity is approved by the CCFPD)
- 6. GRASS** - Parking on the grass is strictly prohibited.
- 7. DECORATIONS/SIGNS** - Please **do not** use confetti on tables inside the building as it is very difficult to clean up. Staples, nails, tacks, brads, or other holding devices cannot be used as they will damage buildings and kill trees. Decorations, signs or other such materials may be secured to the building with tape or string. Signs that are placed in the preserve to give directions need to be secured on wooden stakes rather than taped to garbage cans and signposts and must be removed upon departure.
- 8. BALLOONS AND OTHER SMALL BITS OF REFUSE** can be eaten by wildlife and may kill them. Water balloons and the intentional release of helium balloons are not allowed. If balloons are used for decoration please make sure that no materials, including un-inflated balloons, are left on the ground where wildlife can find them.
Birdseed may be thrown outside buildings; however, **rice** and **confetti** are **not** allowed because of the danger to wildlife.
- 9. FIRES** - No fires are to be built anywhere, for any purpose, except in provided fireplaces, or in appropriate receptacles. Approximately a ½ rack of wood is supplied in facilities with fireplaces for your use. If you feel that is not enough for your event more may be rented by calling Headquarters prior to your event date.
- 10. GRILLS** - Standard park grills are located throughout each preserve. Grills brought in are not to be placed under the overhangs of the buildings, under the roof of a shelter or used on any deck or balcony at any of the preserves.
- 11. GARBAGE** - All garbage must be placed inside a trash container. Containers are provided around and inside of the rental buildings and shelters. Please do not remove the bags of garbage from the containers. If you anticipate an excessive amount of trash, please notify Headquarters in advance.
- 12. FACILITY DAMAGE, MISSING EQUIPMENT, LOST KEYS** - The person or persons renting the building or shelter are responsible for any facility damage and/or damaged or missing equipment. If keys are lost, the renter will be assessed appropriate fees to change locks and issue new keys to employees so that the building or shelter will remain secure.
- 13. MISREPRESENTATION** of a Wedding/Reception during the rental reservation process will result in forfeiture of entire damage deposit as well as the remaining difference in misrepresented paid price and a wedding/reception price.
- 14. SMOKING** is not permitted in any Forest Preserve District buildings or on the Golf Course Clubhouse deck.

15. RESPECT OTHERS - All activities must be conducted in a manner that respects the rights of other users or neighbors of the preserves.

- * All pets must be kept on a leash and under direct physical control of a responsible person at all times.
- * Amplifiers must be adjusted at a level that does not intrude on persons 75 feet from the building.
- * **NO** amplified music is allowed **outside** of the building.

16. OUTLETS - Standard outlets are located throughout the facilities. Please do not plug more than one electrical item into an outlet. Some electrical equipment such as soda machines, extra refrigerators, large cookers, etc. may exceed the electrical capacity available. Please call Headquarters in advance to make sure the facility will accommodate your needs.

The **outside outlets** located at Lake of the Woods and Elks Lake Pavilions at Lake of the Woods may be turned on for an additional fee. If you would like them turned on for your event, please call Headquarters **prior** to your event date.

17. PERSONAL PROPERTY - The District cannot be responsible for personal property. Your property must be removed at the time of departure.

18. DEPARTURE - Renters are expected to be cleaned up and ready to leave by the closing time stated on their rental paperwork.

19. KEY POLICY:

- **Lake of the Woods Forest Preserve** - Building will be unlocked & locked by preserve personnel as per the rental agreement time unless arrangements to check out a key are made in advance. If a key has been checked out, it may be left in the drop box on the front door of Headquarters upon departure.
- **Homer Lake Forest Preserve** - building will be unlocked by preserve personnel as per the rental agreement time – Keys are to be left in the building at the time of departure.
- **Middle Fork River Forest Preserve** - building will be unlocked & locked by preserve personnel as per the rental agreement time.

20. OUTSIDE CATERING (i.e. pig roasts, etc.) must provide containment for disposal of grease, carcasses and other food production wastes. Such wastes must not be deposited in preserve trash containers, driveways, walks, grass areas, sinks, stools, or drains. Outside caterers must not place grills or cookers on sidewalks, on decks or balconies, under the overhangs of the buildings or under the roof of a shelter. Please contact Headquarters in advance about the placement of cooking devices.

21. ALCOHOL may be consumed if confined to the area and served with a meal. All groups consuming alcoholic beverages must provide the District with proof of “Dram Shop Act” or “Host Liquor Liability” insurance in the amount of \$1 million. The District must be named as an “additional insured party” on the policy. The proof of insurance must be an original and signed by the agent (no copies or faxes accepted). No person under the age of 21 shall be allowed to consume alcohol on District property. The Forest Preserve District may, at its discretion, require renters to pay for the hiring of police officers to enforce Illinois statutes pertinent to alcohol dispensing and consumption.

Glass bottles may NOT be deposited in forest preserve trash containers.
If you have **GLASS** bottles at your event they must be taken with you upon departure.

22. KITCHEN FACILITIES - Some of our facilities are equipped with kitchens (stove, refrigerator, microwave oven). Keep in mind these are not fully stocked kitchens, and renters should bring any utensils, pots, pans, etc., needed for their event.

23. REST ROOMS - The rest rooms at Lake of the Woods Pavilion and Elks Lake Pavilion located in Lake of the Woods are open to the public during preserve hours and during rentals.

The rest rooms at the Salt Fork Center located in Homer Lake are open to the public during rentals.

24. SOLICITING - In order that our visitors are free to enjoy our preserves, soliciting contributions or offering items for sale (unless a special use or concessionaire permit has been submitted and approved) is prohibited.

25. INCLEMENT WEATHER - We have no control over the weather. If your event is scheduled outdoors, you should make contingency plans in case of inclement weather. We do not have alternates available. The District cannot refund your rental fee nor reschedule your event to another date. As customary the damage deposit will be returned.

26. DARKNESS - Please inform your guests - To help reduce light pollution, lighting in the preserves is minimal. If you are concerned about walking to your vehicle in the dark, please feel free to bring a flashlight.

27. CANCELLATION POLICY - The rental fee, excluding the \$50/\$100 reservation fee, will be refunded if notice of cancellation is given at least 30 days prior to the scheduled date of use.

28. Facility users are also subject to **DISTRICT ORDINANCE #07-4**, General Forest Preserve District Rules and Regulations. Copies are available upon request and on the district website.

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