

CCFPD FACILITY RENTAL RULES

Renters are expected to follow the below facility rental rules and will be charged accordingly for any violations.

Facility users are also subject to the **Rules and Regulations Ordinance** governing the use of the forest preserves and property of the District. Copies are available upon request and on the district website:

<http://www.ccfpd.org/About/Notices-and-Documents/Rules-and-Regulations>.



GENERAL INFORMATION

1. **Wi-Fi** is not available in the rental facilities.
2. **BUILDINGS AND SHELTERS** are rented "as is" with seating. Any additional items must be furnished by the renter.
3. **RESPONSIBLE PARTY:** The person named on the reservation permit is responsible for any 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.
 - a) * See the **Facility Notes** on your reservation permit for information regarding entry into a building or shelter that requires a key.
4. **EXCLUSIVE RIGHTS:** Renters have exclusive rights to the interior room of an enclosed facility and under the roof of an open-air shelter, only. All other areas surrounding the facility are open to the public during preserve hours and visitors may not be restricted from those areas.
5. **PERSONAL PROPERTY:** The District cannot be responsible for personal property.
 - a) ALL personal property must be removed at the time of departure.
6. **TABLES AND CHAIRS:** Enclosed buildings are furnished with rectangle banquet tables & chairs adequate for the building capacity.
 - a) CCFPD tables, chairs and racks **MAY NOT BE REMOVED** from the room for any reason.
 - b) Setting up and taking down the tables and chairs is the renter's responsibility.
 - i. Renters may provide their own tables and chairs, but attendance **MUST NOT** exceed the building's Life Safety Code (maximum capacity) and CCFPD tables, chairs, & racks will remain in place.
7. **PICNIC TABLES:** Shelters are furnished with picnic tables adequate for the shelter capacity.
 - a) The picnic tables may not be re-arranged or removed from the shelter.
8. **SET UP / CLEAN UP:** The renter is responsible for set up and clean up. As a general rule, we ask that the facility be left as it was found.
 - a) Renters may not arrive earlier or stay later than the scheduled time shown on the reservation permit.
 - b) Facilities may be rented for the minimum required hours the day before and/or the day after for set up and/or clean up.
 - c) Please wipe down/clean off all tables and make sure garbage is deposited into the provided trash containers.
9. **DECORATIONS AND SIGNS:** It is common that the District has other renters coming in on the day following your event.
 - a) ALL decorations, signs, sidewalk chalk, or other materials, either inside a building or outside, must be removed before your departure.
 - b) 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 with ribbon, string, light weight wire, or tape as long as any residue left behind is removed.
 - c) Signs that are placed in the preserve to give directions need to be secured on wooden stakes or metal H frames rather than taped to garbage cans, signposts, or tied to foliage and trees. They must be removed upon departure.
10. **BALLOONS AND OTHER SMALL BITS OF REFUSE** can be eaten by wildlife and may kill them.
 - a) Water balloons and the intentional release of helium balloons or floating lanterns 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.
 - b) Birdseed may be tossed outside buildings; however, rice and confetti of any type are not allowed inside or outside because of the clean-up difficulty and danger to wildlife.
11. **RESTROOMS OPEN TO THE PUBLIC:** Elks Lake Pavilion, Lake of the Woods Pavilion, and Salt Fork Center restrooms are open to the public during rentals. Therefore, personal belongings should not be left unattended in these restrooms.
12. **OUTLETS:** Standard outlets are located throughout all rental facilities.
 - a) Please do not plug more than one electrical item into an outlet.
 - b) 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 at least 3 days prior to your event date.

13. **GARBAGE:** All garbage must be placed inside a trash container. Containers are provided inside and outside of the facilities and will accommodate the standard amount of trash for the facility capacity. If for some reason you anticipate an excessive amount of trash, please notify Headquarters in advance.
 - a) Salt Fork Center ONLY: The renter is expected to pull the trash bags and place in the dumpster near the rear of the building.
 - b) All other rental facilities - please do not remove the trash bags. Staff will pull and dispose of them.
14. **GRASS / CONCRETE / PATHS / PARKING:**
 - a) Driving on the grass, concrete and/or paths in any preserve strictly prohibited.
 - b) All event attendees must use provided parking lots.
15. **PROPERTY PROTECTION:** For the protection and preservation of District property, as well as the safety and general welfare of the public the following are prohibited on District property:
 - a) Golfing of any type (except on the District's golf course), tents, dunk tanks, horseshoes (any game/activity that has parts which stake into the ground), carnival-type rides, inflatable playhouses, pony rides, balloon/lantern launch, water guns, fireworks, radio-controlled cars, boats, drones, etc. are prohibited on District property.

✚ Please check in advance with CCFPD staff to determine whether or not your intended activity is allowed.
16. **FIRES:** Only allowed in provided fireplaces or appropriate receptacles. Wood is supplied in facilities with fireplaces for your use.
17. **GRILLS:** Standard park grills are located throughout each preserve. Larger grills are located near each rental facility.
 - a) Grills brought in must be used in the parking lot or service drive of the facility. They are not allowed under building overhangs, the roof of a shelter, on any deck/balcony, or screened in porch at any of the preserves.

✚ **PLEASE DO NOT** dump hot coals from grills or fireplaces into preserve trash containers. Staff will dispose of them after they have cooled.
18. **SMOKING** is not permitted in any District building, on any deck/balcony, or screened in porch.
19. **RESPECT OTHERS:** All activities must be conducted in a manner that respects the rights of other users and preserve neighbors.
 - a) Pets are allowed in the preserves on leash. They are not allowed in any of the rental facilities.
 - b) Amplifiers must be adjusted at a level that does not intrude on persons 75 feet from the building.
 - c) NO amplified music is allowed outside of a building.
20. **OUTSIDE CATERING** (i.e. pig roasts, etc.): Caterer must provide containment for disposal of grease, carcasses and other food production wastes. Such wastes may not be deposited in preserve trash containers, driveways, walks, grass areas, sinks, stools, or drains. Outside caterers should 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 when confined to the rental facility and served with a meal. All groups consuming alcoholic beverages must provide the District with a signed Certificate of Insurance that shows "Host Liquor Liability" is included in the policy, coverage in the amount of \$1 million, and CCFPD must be named as an "additional insured" on the policy. 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. Purchase the insurance online through Event Helper at <https://www.theeventhelper.com/partner/pdrma>.
22. **GLASS BOTTLES** must leave with you rather than being placed into CCFPD trash containers.
23. **LIGHT POLLUTION:** To help reduce light pollution lighting in the preserves is minimal.
 - a) If you are concerned about walking to your vehicle in the dark, please bring a flashlight.
24. **OUTDOOR EVENTS:** If your event is scheduled outdoors, you should make contingency plans in case of inclement weather.
 - a) Refunds will not be given due to inclement weather.
25. **RESERVATION CHANGES:** Revisions to a scheduled rental may take place up until 3 days before the event date. After the third day before the event, changes to the schedule will not be allowed. Events may be rescheduled to a later date as long as the request is received **prior** to the scheduled date of use.
 - a) To make a revision or reschedule an event contact Headquarters during office hours (Monday-Friday | 8a-4:30p).
26. **CANCELLATION POLICY:** Once the reservation is made a full refund will not be available.
 - a) When notice of cancellation is received 30 days or more prior to the event date, half of the rental fee will be refunded.
 - b) If notice of cancellation is within 30 days of the event date no refund is available. However, you may reschedule to a later date.
27. **SOLICITING CONTRIBUTIONS, OFFERING ITEMS FOR SALE OR CHARGING ADMISSION** is prohibited (unless a special use or concessionaire permit has been submitted and approved).

VIOLATION FEES



The Champaign County Forest Preserve District Board of Commissions has set a *per violation fee* in addition to each *rule's own violation fee*. 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.

CHARGABLE OFFENSES

Per Violation Fee	Rule	Violation Fee
		*Additional staff time is calculated as follows: \$50 for first hour and \$25 for each additional hour.
\$50 +	3. RESPONSIBLE PARTY	
	Missing keys, facility damage, unsecure facility	\$75 minimum plus cost of replacing keys, locks, damaged and/or missing equipment
\$50 +	6. TABLES AND CHAIRS	
	Tables, chairs and/or racks moved outside	\$75 minimum plus additional staff time*
	Tables and chairs not taken down	\$75 minimum plus additional staff time*
\$50 +	7. PICNIC TABLES	
	Rearranging or removing picnic tables	\$75 minimum plus additional staff time*
\$50 +	8. SET UP / CLEAN UP	
	Facility not cleaned up	\$100 minimum plus additional staff time*
	Renter arrives earlier or stays later than scheduled time, but does clean up	Charge will be an additional full day rent; \$300/\$400/\$500 based on the facility fee
	Renter stays late, does not clean up and/or causes another party to be moved	Charge will be an additional full day rent doubled; \$600/\$800/\$1000 based on the facility fee
\$50 +	9. DECORATIONS AND SIGNS	
	Decorations and/or signs left after departure	\$75 minimum plus additional staff time*
	Use of staples, nails, tacks, brads, etc., and/or tape residue left behind	\$75 minimum plus additional staff time*
	Signs not removed upon departure	\$75 minimum plus additional staff time*
\$50 +	10. BALLOONS/SMALL BITS OF REFUSE	
		\$75 minimum plus additional staff time*
\$50 +	13. GARBAGE	
	Garbage not thrown away in provided containers	\$75 minimum plus additional staff time*
\$50 +	14. GRASS / CONCRETE / PATHS / PARKING	
	Parking/driving on grass, concrete or path	\$75 minimum plus additional staff time*
\$50 +	15. PROPERTY PROTECTION	
		\$75 minimum plus additional staff time*
\$50 +	16. FIRES	
	Having a fire in a prohibited location or unapproved receptacle	\$75 minimum plus additional staff time* and/or cost of damage
\$50 +	17. GRILLS	
	Used in a prohibited location or hot coals dumped in trash containers.	\$75 minimum plus additional staff time* and/or cost of damage
\$50 +	18. SMOKING	
	Smoking in a prohibited area	\$75 minimum plus additional staff time* and/or cost of damage
\$50 +	19. RESPECT OTHERS	
	Infringing on the rights of others	\$75 minimum plus additional staff time* and/or cost of damage
\$50 +	20. OUTSIDE CATERING	
	Disposal of grease, carcasses & other food production wastes in trash containers	\$75 minimum plus additional staff time* and/or cost of damage
\$50 +	21. ALCOHOL	
	Consumption by a minor, no insurance, etc.	\$250 minimum
\$50 +	22. GLASS BOTTLES	
	Depositing glass into trash containers	\$100 minimum plus additional staff time* and/or cost of damage
\$50 +	27. SOLICITING/SELLING/ADMISSION	
		\$100 minimum plus additional staff time*
	ADMINISTRATIVE FEE	
		\$50 will be added to the total for admin staff time and the processing of paperwork

The violation \$ total will be added to the renter's CCFPD customer account and payment will be due within 30 days.
If the balance isn't paid within 30 days the debt will be sent to a collection agency.