

CCFPD FACILITY RENTAL RULES:



Buildings and shelters are rented "as is". Any additional items must be furnished by the renter. A refundable deposit is due at the time of the reservation. This deposit not only holds the facility for your event, it also covers any damage or rule infractions that may occur during your event. The Champaign County Forest Preserve District in no way intends to limit its ability to seek damages in excess of the amount of the deposit in the event appropriate, but specifically identifies these factors as the basis for its ability to forfeit an entire 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.

At this time **Wi-Fi** is not available at the rental facilities.

1. Buildings are furnished with rectangular tables and chairs adequate for the building capacity. These tables, chairs and racks **MAY NOT BE REMOVED** from the interior room for any reason. Renters may provide their own tables and chairs, but attendance **MUST NOT** exceed the building's Life Safety Code (maximum capacity) and district tables, chairs, and racks will remain in place.
 - ✚ Setting up and taking down the tables and chairs is the renter's responsibility. **Tables and chairs must be wiped and cleaned before they are returned to the racks.**
 - ✚ Chairs for a botanical garden wedding rental are setup and taken down by staff.
2. Shelters are furnished with picnic tables adequate for the shelter capacity. The picnic tables are attached to the shelter and may not be rearranged or removed from the shelter.
3. It is common that the District has other renters coming in on the day following your rental. **ALL** decorations, signs, sidewalk chalk, or other materials, either inside a building or outside, must be removed before your departure.
4. 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 and visitors may not be restricted from those areas.
5. 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. Parking and driving on the grass is strictly prohibited.
7. 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 or light weight wire.
 - ✚ 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 inside or outside because of the danger to wildlife.
9. No fires are to be built anywhere, for any purpose, except in provided fireplaces, or in appropriate receptacles. Wood is supplied in facilities with fireplaces for your use.
10. Standard park grills are located throughout each preserve. Larger grills are located near each rental facility. 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. 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. 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.
 - ✚ **Lake of the Woods Forest Preserve:** Buildings and some shelters- renters will receive a key code a few days prior to their event.
 - ✚ **Homer Lake Forest Preserve:** Enclosed building- staff will meet you in the building at the specified start time on your permit.
 - ✚ **Middle Fork River Forest Preserve:** Building will be unlocked & locked by preserve personnel.

13. Smoking is not permitted in any Forest Preserve District buildings.
14. 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 a building.
15. Standard outlets are located throughout all rental 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 at least 48 hours prior to your event date.
 - ✦ There is an outlet available in the garden for scheduled wedding ceremonies.
16. The District cannot be responsible for personal property. Your property must be removed at the time of departure.
17. Renters are expected to be cleaned up and ready to leave by the end time on their rental paperwork.
18. 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.
19. 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>
 - ✦ 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.
20. 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.
21. Soliciting contributions, offering items for sale, or charging admission (unless a special use or concessionaire permit has been submitted and approved) is prohibited.
22. 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.
23. If your event is scheduled outdoors, you should make contingency plans in case of inclement weather. No refunds are available due to inclement weather.
24. If you need to reschedule your event, contact Headquarters during office hours (Monday-Friday / 8a-4:30p) **prior** to your event and we will happily reschedule your event.
25. Cancellation Policy:
 - a. When notice of cancellation is received 30 days or more in advance of the event date, ½ of the deposit (\$100) and rental fee will be refunded.
 - b. If notice of cancellation is within 30 days of the event only ½ of the deposit (\$100) will be refunded. The rental fee and other ½ of the deposit (\$100) will be forfeited.
 - c. If you don't show up for your event the deposit will be forfeited.
26. 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 at the below link:
<http://www.ccfpd.org/About/Notices-and-Documents/Rules-and-Regulations>.