Lake House in Crystal Lake Park

206 W. Park St.| 217-367-1544 | Fax: 217-367-1592 Rental Request Form

How to Rent from the Urbana Park District

Rental request packets are available at all Urbana Park District facilities. Packets are also available via e-mail or on our website.

Deposit is due when submitting a rental request form. Payment is due two weeks after receiving your confirmation or immediately upon receiving your confirmation if the rental date is within four weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone or email with confirmation of your rental date and permit information.

Completed requests and their corresponding deposits should be dropped off at the following locations:

Rental locations and address to submit paperwork & deposit:	Deposit due at time of submission:	Advanced notice required:*	Maximum Capacity (may vary depending on room setup)	Alcohol allowed with permit:
Anita Purves Nature Center 1505 N. Broadway Ave 217-384-4062	$100	2 Weeks	80	No
Brookens Gym 1776 E. Washington Ave 217-255-8601	$100	2 Weeks	500	No
Crystal Lake Park Family Aquatic Center 1401 N. Broadway Ave 217-239-7946	$100	2 Weeks	1000	No
Lake House 505 W. Stoughton 217-367-1544	$100	2 Weeks	Inside Only: 50 Including Patio: 80	Yes
Outdoor Fields 1776 E. Washington Ave 217-255-8601	$100	2 Weeks	NA	No
Parks 1011 E. Kerr Ave 217-344-9583	$200	4 Weeks	NA	Yes
Pavilions 505 W. Stoughton 217-367-1544	Balance due at time of submission	1 Week	NA	Yes
Phillips Recreation Center 505 W. Stoughton 217-367-1544	$100	2 Weeks	100	No
Urbana Indoor Aquatic Center 102 E. Michigan Ave 217-384-7665	$100	2 Weeks	350	No

***Staff will try to accommodate requests within one to two weeks' notice if space and staffing are available.**

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URBANA PARK DISTRICT

FEE CATEGORIES

1. Locally Elected Urbana and County Government Organizations
2. Private Individuals, Churches, University and Charitable Organizations, Business Meetings, and State and Federal Agencies
3. Organizations, Businesses & Individuals charging a fee for their event, including those groups listed in categories 1 & 2

Basic Fee Schedule

Final payment for all rentals is due two weeks after approval of your request. Requests are usually approved or denied in approximately 2-3 business days. There will be will a $25 service charge on all returned payments.

Holiday Fees are an additional $15 per hour for the Lake House (New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Christmas Eve, and Christmas Day).

Maximum Room Capacity (Seated OR Standing)	**1 Government Groups**		**2 Private Individuals**		**3 Rentals Charging a Fee**	
Lake House (Rental room, hallway, prep kitchen) 50 seated……60 standing	Mon-Thurs	$20/hour	Mon-Thurs	$55/hour	Mon-Thurs	$110/hour
	Fri-Sun	$20/hour	Fri-Sun	$65/hour	Fri-Sun	$130/hour
Lake House Plus Outdoor Patio 80 seated…..160 standing	Mon-Thurs	$25/hour	Mon-Thurs	$70/hour	Mon-Thurs	$140/hour
	Fri-Sun	$35/hour	Fri-Sun	$80/hour	Fri-Sun	$160/hour
Outdoor Lakeside Deck (Room for up to 75 chairs you provide)	Mon-Thurs	$50	Mon-Thurs	$50	Mon-Thurs	$50
	Fri-Sun	$50	Fri-Sun	$50	Fri-Sun	$50
Security Deposit	$100		$100		$100	
Alcohol Permit	$25		$25		$25	
Alcohol Deposit	$50		$50		$50	
Seminar/ Meeting Rate (Call 217-367-1544 to see if you qualify)	N/A		Mon-Thurs	$35/hour	Mon-Thurs	$70/hour
			Fri-Sun	$45/hour	Fri-Sun	$80/hour
Group Boat Rentals (May-August)	Up to a 25% discount		Up to a 25% discount		N/A	

Rental Rules & Regulations

1. The prep kitchen includes a refrigerator, freezer, sinks, small microwave, ice machine, and counter space. There is NO oven or stovetop available.
2. Outdoor live music or disc jockey service must end by 10pm.
3. Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members under 18 years of age or 21 if alcohol is served. The chaperones must be approved by the Community Program Manager. Generally, one chaperone must be provided for every 15 minor participants.
4. Bounce houses or inflatables are not permitted on the deck or near the Lake House. The Large Pavilion must be rented to accommodate any bounce houses or inflatables. There is a $50 permit fee for any bounce house.

Last-Minute Requests

Requests made 7 business days or less from rental date will be charged an additional $15 per hour. Their approval is contingent upon staff availability and time for custodial staff to ready the facility.

How to Rent from the Urbana Park District

Requests are only accepted when the completed request form and corresponding deposit have both been received.

After your rental is approved, you will receive a confirmation by phone or email. Your confirmation will include a receipt, rental details, and a permit number.

After the rental is approved, the deposit will be processed. The deposit is a separate transaction and cannot be applied towards the rental fee. The deposit will be refunded two weeks after your rental minus any costs for staying late, damages, additional staff time required to clean up, or other miscellaneous charges.

Full payment for the rental, or payment plan arrangements, must be made no later than two weeks after rental approval notification. If your request is made 2 weeks in advance or less, full payment is required at the time of the approval confirmation.

If payment is not received, or the payment plan is not arranged, before the end of the two-week period, the reservation will be cancelled and $50 will be deducted from the deposit.

Rentals are a two hour minimum & should include set up and clean up time. On your rental form, you must list all time required (i.e. caterer arrival time, entertainment arrival time, table decorations and clean up time).

Rental change requests (date, time, etc.) made less than one week before the rental must be approved by the Program Manager.

Equipment and refreshments are available at some facilities for an additional fee. Please see specific location rental request forms for options.

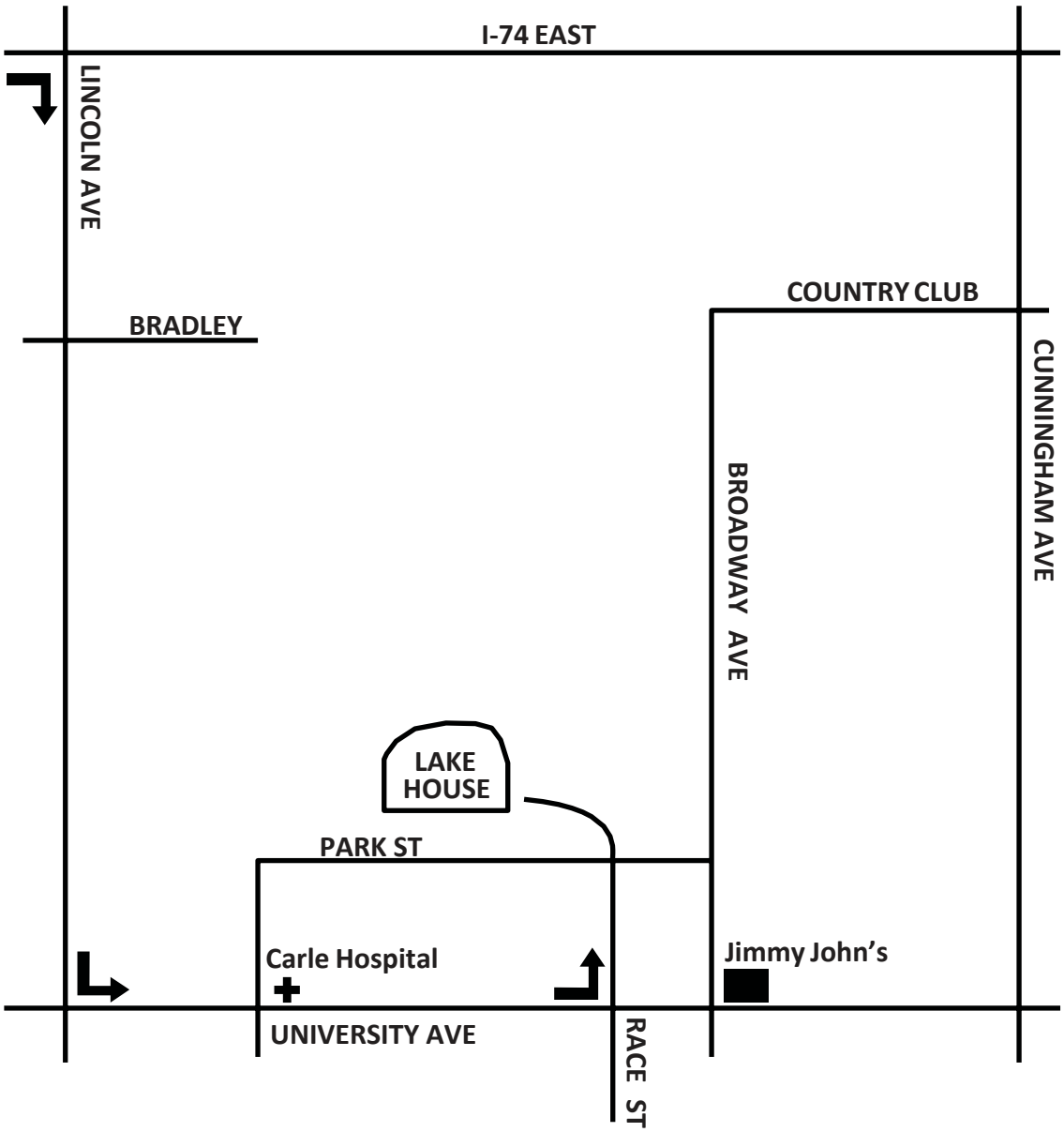
Lake House in Crystal Lake Park

206 W. Park Street, Urbana, IL 61801

From the North: Take I-57 South to I-74 East. Go approx. 3.5 miles to the Lincoln Avenue exit. Turn right, go South approx. 1.5 miles to the fourth stoplight, which is University Avenue. Turn left and go East to the fourth stoplight, which is Race Street. Turn left on Race. The Lake House is one block North at the end of Race Street.

From the South: Take I-57 North to I-74 East and follow directions above.

From the West: Take I-72 East to I-57 North. Go North approx. 2 miles and exit I-74 East.



Urbana Park District
Alcoholic Beverage Permit Application Procedure

In order to be issued an Urbana Park District Alcoholic Beverage Permit, the applicant must complete the following steps and procedures:

1. Secure a permit for the use of an approved Urbana Park District site and facility.
2. Secure an application for beer and wine use permit from the Park District office at 505 West Stoughton, Urbana, Illinois 61801.
3. Complete, sign and submit that application along with the $25 permit fee and the $50 deposit to the office of the Urbana Park District no later than ten **(10) working days** after approval of the rental.
4. The applicant shall submit an acceptable **certificate of insurance** for host liquor liability providing insurance coverage to the applicant **naming the Urbana Park District as additionally insured** no later than two weeks prior to the rental. The minimum acceptable policy is $1,000,000 combined single limit liability.
5. A packet for the application of an Urbana Park District beer and wine permit shall consist of the following: Application Procedures and Application for Permit, and Copy of Beer and Wine Ordinance #85.

APPLICATION FOR PERMIT TO SERVE ALCOHOLIC BEVERAGES

Name of organization making request:_____
(Having charge of occasion)

Name of person making request:_____

Address: Work:_____

Home:_____

Phone Number of applicant: Home:_____Work:_____

Insurance carrier:_____

Address:_____Phone:_____

Facility requested:_____

Date requested:_____Hours alcoholic beverages will be served:_____

Type of activity planned:_____

Number of participants anticipated:_____

I acknowledge the receipt of a copy of Ordinance #85. I understand the restriction imposed by the Park District Ordinance and I understand that "Host Liquor Liability Insurance" is required and the Urbana Park District be named as an additional insured by the applicant's carrier with a certificate of the same provided to the District. I acknowledge the required payment of the $25 permit fee and a $50 deposit.

I have read and understand this application.

Signature:_____Date:_____

Urbana Park District
Ordinance #85

It is Ordained by the Board of Commissioners of the Urbana Park District, Champaign County, Illinois, that Chapter X, Section 14 of the Urbana Park District Code is hereby amended to read as follows:

Chapter X
Section 14 ALCOHOLIC BEVERAGES :

a. Except as permitted in the following part of this Section, no person shall bring into the parks or other public places of the District any alcoholic beverages. Furthermore, except as permitted in the following part of this Section, no person shall possess or drink alcoholic beverages in any park or public place under the jurisdiction of the District. Any person violating the provisions of this Section shall be fined as provided in the Urbana Park District Code.

b. Before permission to serve beer and/or wine is granted by the Executive Director, an applicant must submit a written application form specifying the date, times and specific park structures or areas where the service of the beverage will occur, submit an acceptable certificate of insurance for host liquor providing coverage to the applicant and naming the Urbana Park District as an additional insured, pay the permit fee and any fee for use of any structure involved and agree to comply with the following conditions during the event:

   i. Limit service to the date, times and places described in the permit. No permit shall exceed six hours in duration;
   ii. Not allow any consumption directly from a glass container during the event; and
   iii. Not sell, give or allow to be sold or given any alcoholic beverage for any consideration whatsoever.

c. Any party to whom a permit has been issued shall, by the acceptance thereof, be deemed to have unconditionally agreed with all of the following terms:

   i. To abide by all terms, provisions, conditions and limitations of this Ordinance;
   ii. To abide by all the rules and regulations of the Urbana Park District, the City of Urbana and the State of Illinois;
   iii. To pay, when due, all charges deemed necessary by reason of the nature of the particular function in question;
   iv. To not sell or give or allow to be sold or given any alcoholic beverage for any consideration whatsoever so as to give rise to a cause of action on the part of any person, either directly or indirectly, under the provision of “An Act Relating to Alcoholic Liquors”, and particularly that part thereof commonly known as the Illinois Dram Shop Act and all amendments thereto; and
   v. To submit and acceptable certificate of insurance for host liquor providing insurance coverage to the applicant and naming the Urbana Park District as an additional insured.

d. A permit to serve beer and/or wine is nontransferable and, for good cause, in the sole opinion of the Board of Commissioners, the Executive Director, or any designated personnel, any permit issued may be terminated either prior to or during the event.

(Approved 8/12/08)

Urbana Park District Rental Rules & Regulations

Behavior: **Initial:_____**

- Please be considerate of other patrons and minimize noise or other disturbances during your rental.
- There is NO smoking in any indoor Urbana Park District facility.
- Candles or other open flame are not permitted without prior approval.
- Admission fees will not be charged without prior approval and will result in a higher rental rate.
- Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members less than 18 years of age. Generally, one chaperone must be provided for every 5-15 minor participants.

Payments: **Initial:_____**

Deposit is due when submitting a rental request form. Payment is due two weeks after receiving your confirmation or immediately upon receiving your confirmation if the rental date is within four weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone or email with confirmation of your rental date and permit information.

- All payments are to be made to the Urbana Park District.
- There will be a $25 service charge on all returned payments.
- Any party that stays over their scheduled time will be charged an additional amount at 1.5 times the hourly rate. Early arrivals cannot be accommodated.
- Cancellations must be made at least four weeks prior to the rental in order to receive a full refund of fees and deposit minus a $5 scheduling charge. Any cancellations made less than four weeks before the rental will be refunded according to the following schedule:

Date of Cancellation:	Renter Receives:
More than 4 weeks in advance	100% of rental fee + deposit minus $5 processing fee
27-21 days in advance	75% of rental fee + deposit
20-14 days in advance	50% of rental fee + deposit
13-7 days in advance	25% of rental fee + deposit
Less than 7 days in advance	Entire rental fee is forfeited; deposit is returned

Food and Drink: **Initial:_____**

- Food and drink allowed in designated areas only.
- Use of alcoholic beverages is allowed at the Lake House, parks, James Room Kitchen, and pavilions with an alcohol permit. Permits must be applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for $1,000,000 is provided 2 weeks prior to the rental. If a permit is approved, only beer and wine are allowed and they must remain within the rental area. The use of other intoxicants is prohibited at all times.
- You will need to provide your own caterer, utensils, cups, etc. (unless you purchase refreshments from the Urbana Park District). The Urbana Park District encourages the use of reusable or compostable mugs, plates, and silverware in place of Styrofoam and plastic. Recycling is encouraged.

Set Up & Clean Up: **Initial:_____**

- Furniture and equipment are not to be moved without prior approval. Some items are permanent fixtures and cannot be removed.
- No furniture or equipment is to be loaned or rented out for use outside of the facility unless approved by the Program Manager.

- ◊ There are no provisions for renters to store any items prior to or after any rental without approval.
- ◊ The use of tape of any kind, thumb tacks, staples, nails, or other forms of fasteners to hang pictures and decorations by direct attachment to painted wood, walls, or ceiling tile is prohibited. Silly string and glitter are not permitted.
- ◊ Renter is responsible for leaving the facility in the same condition it was found. All trash is to be picked up, bagged, and taken to the appropriate containers. All decorations must be removed (streamers, signs, balloons, etc.), tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time.
- ◊ If staff must remove any helium balloons from the ceiling of a rented room, a $25 per balloon fee will be taken from the damage deposit.
- ◊ After your facility rental you are required, in cooperation with the Building Attendant, to complete and sign a facility checklist. This completed and approved checklist will ensure your deposit's return.

Liability: **Initial:_____**

- ◊ The Urbana Park District reserves the right to have staff present at any meetings or events held in its facilities.
- ◊ The Urbana Park District assumes no responsibility for personal property brought into the facility.
- ◊ Indoor rentals require an employee to be present at all times. Keys will never be issued to any other person or group.
- ◊ Groups requesting use of any facility shall be known to the Urbana Park District. Any group or organization not known shall be asked to present a written statement of its purpose, the reason for the meeting and the names of its officers or leaders.
- ◊ Use of the facility does not imply endorsement or sponsorship of the events by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.
- ◊ It is understood that individuals, groups or organizations using this facility will comply with the laws of the State of Illinois, the City of Urbana and the Urbana Park District.
- ◊ The applicant or group representative will assume liability for any injury or damage done to the building, equipment, participants, or staff during their scheduled rental.
- ◊ The Park Board, the Executive Director, the City of Urbana Police or other authorized personnel may revoke any permit granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that safety of the participants in the activities of the applicant or other visitors to the park/facility is endangered by the continuation of such activity or that the permit needs to be revoked to protect the park/facility or to protect the right of the general public to use the park/facility.
- ◊ By signing the Application Permit Request form you and your group have agreed to follow all Park District rental rules and regulations. Furthermore, you agree to compensate for damage, loss or expenses that occur, hold harmless and defend the District, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and/or losses sustained by yourself or your group as a result of the use of this facility and its adjoining property.
- ◊ Urbana Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District's facility or premises and the permit holder agrees to indemnify the Park District and hold harmless against any and all such claims, damages, losses and expenses except to the extent the Park District caused the injury. If requested by the District, the permit holder shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing same.

Rental Approval:

Deposit is due before approval and final payment is due after approval of the rental. Rentals are final when approved by the Program Manager. You will be contacted by phone, mail, or email with confirmation of your rental date and location.

Lake House in Crystal Lake Park

URBANA PARK DISTRICT

Return to: 505 W. Stoughton St.| Fax: 217-367-1592 Permit #_____ MCID_____

RENTAL REQUEST FORM

Full Name (please print) _____ **Birthdate** _____

Organization _____

Address _____ **City** _____ **State** _____ **Zip** _____

Email _____

Primary Phone _____ **Secondary Phone** _____

Best way to contact you (Select One) ☐ **Primary Phone** ☐ **Secondary Phone** ☐ **Email**

Rental Dates _____ **Rental Days** ☐ **Su** ☐ **M** ☐ **Tu** ☐ **W** ☐ **Th** ☐ **F** ☐ **Sa** **# of Guests** _____

Rental Time (include set up/clean up)_____to_____ **Actual Event Time**_____to_____ **# Hours**_____

Purpose of Event_____

Will you be serving alcohol? (Requires Alcohol Beverage Permit and Deposit) ☐ **Yes** ☐ **No**

Will a Fee be Charged? ☐ **Yes** ☐ **No** **Open to the Public?** ☐ **Yes** ☐ **No**

Caterer_____ **Other Information**_____

Request time includes time to set up, clean up, and caterer time. Rental fee will start when the first person arrives & ends when the last person leaves. You will be charged time and a half for time not requested on this form.

Lake House Facility Options	**Equipment Use Request**
_____50 seated or 60 standing *(Room, Hallway & Prep Kitchen)* _____80 seated or 160 standing *(Rental Room plus patio)* _____Room for up to 75 chairs (you provide) *(Add the lakeside deck ($50 flat fee)* *Two-Hour block of time:* _____ _____Group Boat Rentals (May-August) *(Call to pre-arrange - requires additional form)*	_____TV/DVD……$10 _____Ceiling-Mounted LCD Projector….$20 _____Fireplace (Nov-Mar)……..$20 _____Coffee Urn (Urns Only)……$5 _____Podium……No Charge _____Portable Movie Screen……No Charge _____Easel……..No Charge
Refreshments are available with one-week advance notice. Please indicate the number of gallons of each drink that you would like. Refreshment fee includes beverages, cups, and condiments.	**Refreshment Request** _____Coffee……$7/gallon _____Hot Water & Tea Assortment….$7/gallon _____Ice Tea……$4/gallon _____Lemonade……$4/gallon

I have read all the Rules and Regulations attached. I understand and agree to them as a condition of my use of Urbana Park District parks/facilities. I further understand that noncompliance with these conditions may **result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Urbana Park District or under the law.**

Signature_____ **Date**_____

OFFICE USE ONLY - Total Charges

Damage Deposit_____ $ **100.00**

Rental Fee_____ **x** _____ hours___ $_____

Refreshment Fee_____ $_____

Equipment Fee_____ $_____

Alcohol Permit Fee_____ $_____

Alcohol Deposit_____ $_____

Lakeside Deck_____ $_____

Total_____ $_____

Total Received_____ $_____

Balance Due_____ $ _____

Balance Due On_____

OFFICE USE ONLY

Received by_____ Date_____ Time_____

Deposit $_____ Check_____ CC: Amex V M D

Taken by _____ Date_____ Time_____

Balance $_____ Check_____ CC: Amex V M D

Approved by_____ Approved on_____

Active entry by_____ MCID _____

Active entry on_____ Permit#_____

Deposit: Refunded/Claimed Refunded by_____

Date Refunded_____ Via: Check/CC Notified: Mail/Email

- ☐ Request to P/O and LH
- ☐ Alcohol Permit Request to Cottage
- ☐ Alcohol Permit & Insurance to LH
- ☐ Set-up to P/O & LH Alcohol
- ☐ Insurance to Cottage

Notes: _____

Lake House in Crystal Lake Park

Lake House Meeting Room Set-Up Form

Name:_____ Rental Date:_____

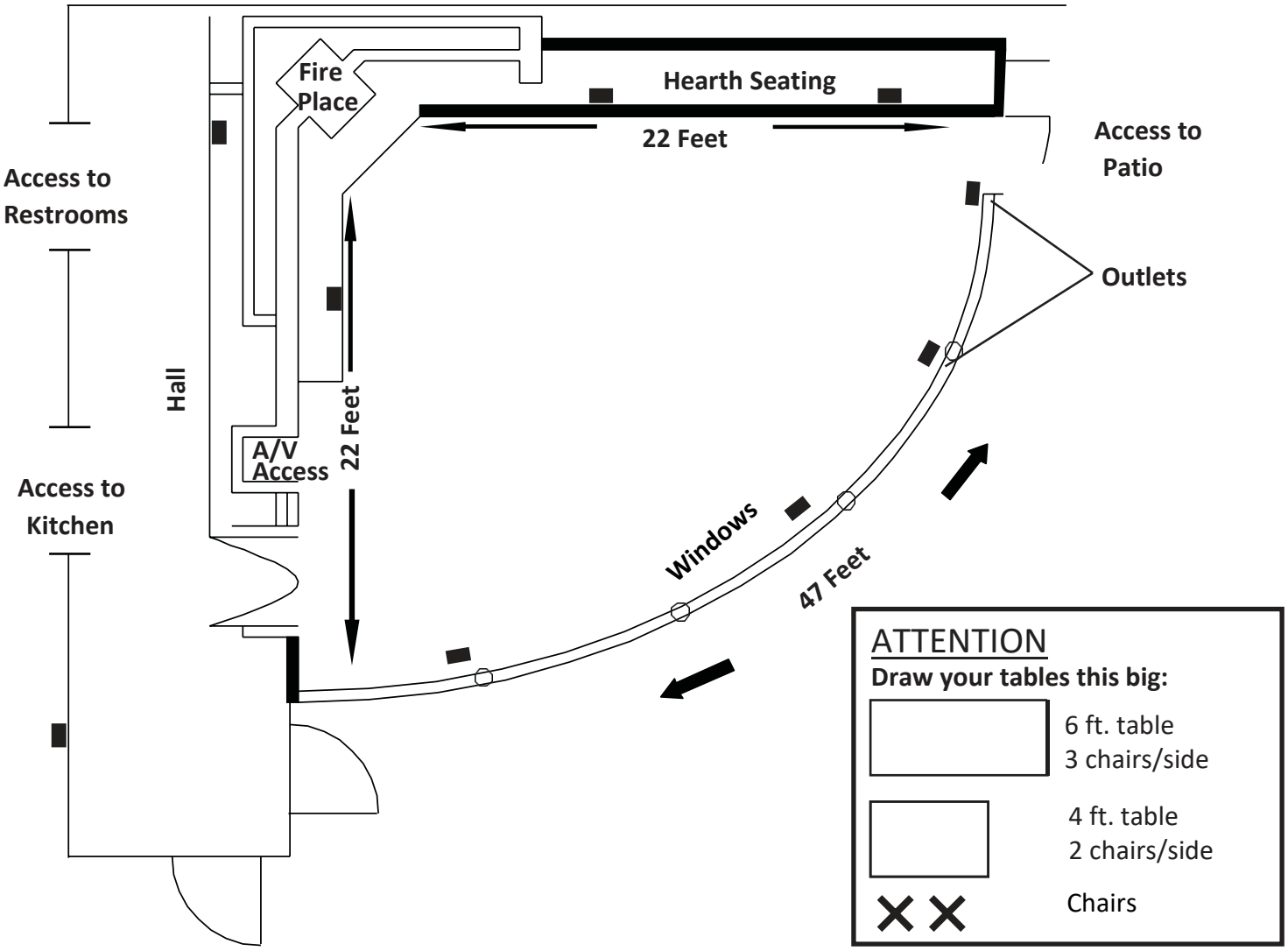
Below is a list of tables and chairs available at the Lake House. Please indicate what you will need by placing the appropriate number next to the desired equipment. Also, indicate room set-up by drawing the arrangement on the diagram below. If you would like to talk to the Community Program Manager, please call 217-367-1544 ext. 277 to set up an appointment.

Equipment available (write number needed):

_____Six-foot tables (6 available)_____Four-foot tables (8 available) _____Chairs (50 available)

Note: If you are renting the Patio, it has 8 square stationary tables, 2 of which are wheelchair accessible. The District's tables and chairs are for indoor use only.

Special Instructions:

_____

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