



206 W. Park Street | 217-367-1544 | Fax: 217-367-1592

Fee Categories

1. Locally Elected Urbana Government Organizations and Urbana Park District Affiliated 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/denied in approximately 2-3 business days. There will be a \$25 service charge on all returned payments.)

Maximum Room Capacity (Standing/Seated)	1 Affiliate & Government Groups		2 Private Individuals		3 Private Charging Fee	
	Mon-Thurs	\$/hour	Mon-Thurs	\$/hour	Mon-Thurs	\$/hour
Lake House (rental room, hallway, prep kitchen) (50 seated OR 60 standing)	Mon-Thurs	\$10/hour	Mon-Thurs	\$50/hour	Mon-Thurs	\$100/hour
	Fri-Sun	\$20/hour	Fri-Sun	\$60/hour	Fri-Sun	\$120/hour
Lake House plus outdoor Patio (100 seated OR 200 standing)	Mon-Thurs	\$25/hour	Mon-Thurs	\$65/hour	Mon-Thurs	\$130/hour
	Fri-Sun	\$35/hour	Fri-Sun	\$75/hour	Fri-Sun	\$150/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	\$75		\$75		\$75	
Alcohol Permit	\$25		\$25		\$25	
Alcohol Deposit	\$50		\$50		\$50	
Seminar/Meeting Rate (Call 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-September)	up to a 25% discount		up to a 25% discount		N/A	

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, Thanksgiving and the day after, Christmas Eve, and Christmas Day).

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.

Building Attendant

The Urbana Park District requires that an employee be present during all rentals. Keys will never be issued to any other person or group.

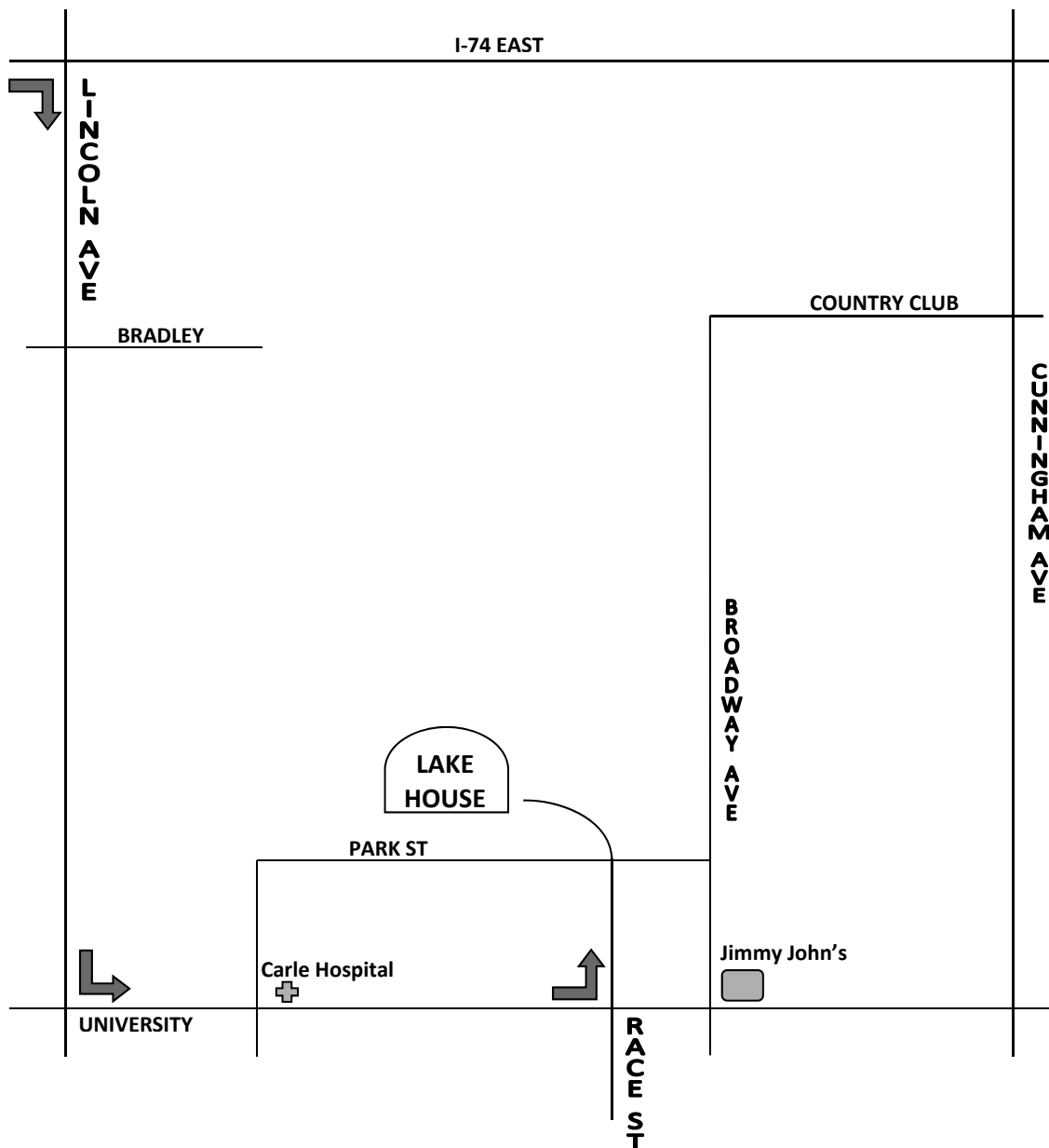
Lake House in Crystal Lake Park

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.



How to Rent the Lake House

Request

Request packets are available at the Lake House, Phillips Center and by e-mail. You must complete a request and return it to the Phillips Recreation Center with a \$75 damage deposit. Requests are only accepted when the request form and deposit have both been received. Preferably, two weeks advance notice should be given to reserve the Lake House. Many weekend dates are booked several months in advance, so plan accordingly. Staff will try to accommodate requests with less notice if the space and staffing are available.

After you submit your form and deposit, the Community Program Manager must then approve your request. After you are called with approval, you will receive a receipt, your permit and paperwork copies. No requests are approved without a call from the Manager.

Payment

The \$75 damage deposit must be received to make your request. After the rental is approved, the deposit will be cashed (if paid with a check) or will be charged (if paid with a credit card). A full refund for the deposit will be issued approximately two weeks after your rental minus any costs for staying late, damages, additional staff time required to clean up, or other miscellaneous charges. There will be a \$25 service charge on all returned payments.

Full payment for the rental must be made no later than two weeks after notification that your rental has been approved. If payment is not received before the end of the two-week period, the reservation may be cancelled and \$50 will be deducted from the damage deposit. We would be glad to discuss a payment plan if you believe you'll require an extension.

PLEASE NOTE: Any party that stays over the scheduled time will be charged an additional amount at 1.5 times the hourly rate.

Setup Arrangement

The setup sheet must be returned to the Phillips Recreation Center at least two weeks before the rental date. This will enable the staff to arrange the room according to your specifications in advance. Limited amounts of the following are available at no additional charge: chairs, tables, podium, movie screen and easel. Limited amounts of the following items are available for a small charge per day: TV/DVD, LCD projector, fireplace & coffee urns. The picnic tables on the patio of the Lake House are permanent fixtures and cannot be removed. The Community Program Manager must approve any candles used in advance. Nails, tape, tacks, staples, etc. may not be used on the walls or any painted surfaces of the Lake House.

You will need to provide your own caterer, linens, utensils, cups, etc. (cups, napkins, sugar, and sweeteners are provided when UPD refreshments are purchased). Refreshments are available for a small fee and must be requested in advance of the rental on your request form. The Urbana Park District encourages the use of reusable mugs, plates, and silverware in place of Styrofoam, plastic, and paper. Recycling containers will be available for plastic bottles and aluminum cans; please use accordingly. If you plan to have alcohol (only beer & wine permitted), you must obtain an alcohol permit, pay an additional deposit, and secure additional liability insurance.

Rental Changes

You are charged for all setup and take-down time required for your rental. On your request form, you must list all time required, i.e. caterer arrival time, entertainment arrival time, table decorations, and clean-up time. Any change request (time, date, etc.) made less than one week before the rental must be approved by the Community Program Manager.

Cleanup

We ask that you throw away your own trash, take down all decorations and take care of wiping off the tables, picking up garbage, and sweeping. Urbana Park District staff will be responsible for moving/removal of furniture, and general cleaning. The Building Attendant will inspect the rooms immediately following your rental and record the status of the rooms, which you will both sign. If the room is vacated on time and in satisfactory condition, you will receive your full deposit 7-10 business days after the event. Deposits paid by credit card are generally returned in 3 business days. Any damage or additional staff time required to clean up, as well as any charges for staying beyond the scheduled rental time will be taken out of your damage deposit. If the total charges are higher than the damage deposit, you will be billed any additional amount.

Cancellations

Cancellations must be made at least four weeks prior to the rental in order to receive a full refund of fees, 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 (minus \$5 charge)
27-21 days in advance	75% of rental fee
20-14 days in advance	50% of rental fee
13-7 days in advance	25% of rental fee
Less than 7 days in advance	Entire rental fee is forfeited

I understand I am responsible for reading, understanding, following, and enforcing these rules and regulations.

_____ **Renter Initials**

Lake House in Crystal Lake Park

Rental Rules & Regulations

Rental Rules & Regulations

1. There is NO smoking in any indoor Urbana Park District facility.
2. Be considerate of others who may be using the facility during your rental.
3. Furniture and equipment are not to be moved out of the building. The picnic tables at the Lake House are permanent fixtures and cannot be removed.
4. Groups in Category 1 are expected to assist with room setup and cleanup.
5. The use of tape (duct, scotch, masking or other), thumb tacks, staples, nails or other forms of fasteners to hang pictures or decorations by direct attachment to painted wood, walls, rafters or ceilings is prohibited. Silly string and glitter are not permitted.
6. Candles are not allowed unless the Community Program Manager approves the candles and their holders.
7. Any helium-filled balloons brought into the Lake House must be securely fastened to weights. If any balloons escape to the ceiling, a \$25 charge per balloon will be deducted from the damage deposit.
8. The person(s) in charge of the group using the building will assume liability for any injury or damage done to the building, equipment, participants or staff during their scheduled rental.
9. 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 purpose, the reason for the meeting, and the names of its officers or leaders.
10. There are no provisions for renters to store any items prior to or after any rental unless approved by the Community Program Manager. If approved, this may incur an extra fee.
11. The prep kitchen includes a refrigerator, freezer, sinks, small microwave, ice machine, and counter space. There is NO oven or stovetop available.
12. 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.
13. Any behavior deemed by Urbana Park District staff to be destructive in any way shall be cause for eviction of participants from the building at anytime and shall be cause for legal action.
14. Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members under 19 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.
15. It is understood that the Urbana Park District reserves the right to have any of its staff members attend any meeting held in its centers.
16. Use of alcoholic beverages is prohibited unless an alcohol permit is 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.
17. The Urbana Park District assumes no responsibility for personal property brought into the building.
18. Use of the facility does not imply endorsement or sponsorship of the event by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.
19. Admission fees will not be charged without the approval of the Community Program Manager and will result in a higher rental rate.
20. 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.
21. After your rental you are required, in cooperation with the Building Attendant, to complete and sign a facility checklist.
22. *Waiver & Release of all Claims:* By signing the Facility Request Form, you and your group have agreed to follow all Urbana Park District rental rules and regulations. Furthermore, you agree to indemnify and hold harmless and defend the District, its officers, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by yourself or your group as a result of the use of this facility and its adjoining property.

I understand I am responsible for reading, understanding, following, and enforcing these rules and regulations.

Thank you for choosing the Urbana Park District for your rental needs!

Renter Initials

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 the 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 and **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 beverage 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, 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 damage 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 any 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)



Return to: 505 W. Stoughton St. | 217-367-1544 | Fax: 217-367-1592

Permit #

MCID#

RENTAL REQUEST FORM

Full Name (please print) Organization

Address City State Zip

Home - Work - Cell -

Email Birthdate

Rental Date Rental Day 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 admission Fee be Charged? Open to the Public?

Alcohol Beverage Permit?

Caterer Other Information

I have read all the Rules and Conditions of Use attached and the Waiver and Released on reverse. 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. I understand there will be a \$25 service charge on all returned payments.

Signature Date

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

- 50 seated or 60 standing (Room, Hallway & Prep Kitchen)
100 seated or 200 standing (Rental Room plus patio)
16 seated/50 standing (Add the lakeside deck (for \$50 flat fee) Two-Hour block of time: room for up to 75 chairs you provide
Fire Place \$20 (Nov-Mar)
Group Boat Rentals (May-Sep) (call to pre-arrange - separate form used)

Equipment Use Request

- TV/DVD (\$10) Podium
LCD Projector (\$20) Projector
Fireplace (\$20) Easel
Coffee Urns (urns only)(\$5)

Refreshment Request

- Coffee (\$7/gallon) Hot Tea (\$7/gallon)
Iced Tea (\$4/gallon) Lemonade (\$4/gallon)

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.

Rental Approval

Deposit is due upon request and final payment is due two weeks after approval. Rentals are final when approved by the Community Program Manager. You will be contacted by phone with confirmation of your rental date and location.

Waiver and Release of All Claims

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, its officers, agents, servants, and employees 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.

OFFICE USE ONLY - Total Charges			
Damage Deposit.....	\$ 75.00	Total.....	\$ _____
Rental Fee _____ x _____ hours.....	\$ _____	Total Received.....	\$ _____
Refreshment Fee.....	\$ _____	Balance Due.....	\$ _____
Equipment Fee.....	\$ _____		
Alcohol Permit Fee.....	\$ _____		
Alcohol Deposit	\$ _____		
			Balance Due On _____

OFFICE USE ONLY			
Received by _____	Date _____	Time _____	
Deposit \$ _____	Check _____	CC: Amex V M D	
Date _____	Time _____	Taken by _____	<input type="checkbox"/> Request to P/O & LH
Balance \$ _____	Check _____	CC: Amex V M D	<input type="checkbox"/> Set-up to P/O & LH
Date _____	Time _____	Taken by _____	<input type="checkbox"/> Alcohol Permit to Cottage & LH
Approved by _____		Approved on _____	<input type="checkbox"/> Alcohol Insurance to Cottage & LH
Active entry by _____		UPD ID # _____	
Active entry on _____		Permit # _____	
Refund \$ _____	Refunded by _____	Refunded on _____	

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 6 hexagon and 2 wheelchair accessible stationary picnic tables. The District's tables and chairs are for indoor use only.

Special Instructions:

