

Lake House in Crystal Lake Park

206 W. Park St. | 217-367-1544 | info@urbanaparks.org

Rental Request Form



How to Rent from the Urbana Park District

Deposits are 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 two 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.

The Crystal Lake Park Lake House is the only park district facility where alcohol is permitted. Alcohol permits must be obtained in accordance with City of Urbana and Urbana Park District Alcohol Permit Policies. Events that partner with the Urbana Park may be allowed to serve alcohol if approved by the Executive Director.

No parks or facilities are suitable for large boisterous events that are in conflict with the park district's mission and that jeopardize the safety of the public and district properties.

Please submit completed rental packets and payments to the listed address. Addresses listed are not necessarily the address of that facility.

	Deposit	Advanced notice required: *	Maximum Capacity (may vary on setup)
Anita Purves Nature Center 1505 N. Broadway Ave. 217-384-4062	\$100	2 Weeks	80
Crystal Lake Park Family Aquatic Center 1401 N. Broadway Ave. 217-239-7946	\$100	2 Weeks	1000
Health & Wellness Center 2002 E. Washington Ave. 217-255-8601	\$100	2 Weeks	75
Lake House 505 W. Stoughton 217-367-1544	\$100	2 Weeks	Inside Only: 50 Including Patio: 80
Outdoor Fields 2002 E. Washington Ave 217-255-8601	\$100	2 Weeks	NA
Parks 1011 E. Kerr Ave. 217-344-9583	\$200	4 Weeks	NA
Pavilions 505 W. Stoughton 217-367-1544	Balance due at time of submission	1 Week	NA
Phillips Recreation Center 505 W. Stoughton 217-367-1544	\$100	2 Weeks	100
Urbana Indoor Aquatic Center 102 E. Michigan Ave. 217-384-7665	\$100	2 Weeks	350

***Staff will try to accommodate requests within 1-2 weeks' notice if space and staffing are available.**

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FEE CATEGORIES

1. Locally elected Urbana and Champaign County Government Organizations

2. Private Individuals, Churches, University and Charitable Organizations, Business Meetings, and State and Federal Agencies

3. Organizations, Businesses, and Individuals charging a fee for their event will pay double the hourly event rate.

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 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).

Lake House Maximum Room Capacity (Seated and Standing)	1 Government Groups		2 Private Individuals	
		Mon-Thurs	\$30/hour	Mon-Thurs
Bronze Hourly Package Rental room, Hallway, Prep Kitchen, and choice of projector or TV/DVD 50 seated.....60 standing	Fri-Sun	\$45/hour	Fri-Sun	\$75/hour
	Mon-Thurs	\$45/hour	Mon-Thurs	\$75/hour
Silver Hourly Package Bronze Package Plus: Patio, up to 5 gallons total of refreshments (coffee, hot tea, iced tea, lemonade), fireplace in winter 80 (50 indoors) seated.....160 standing	Fri-Sun	\$60/hour	Fri-Sun	\$90/hour
	Mon-Thurs	\$60/hour	Mon-Thurs	\$90/hour
Gold Hourly Package Silver Package Plus: Lakeside Deck (holds up to 75 chairs that you must provide), up to 10 gallons total of refreshments (coffee, hot tea, iced tea, lemonade), fireplace in winter 80 (50 indoors) seated.....160 standing (Plus 75 seated if you provide chairs)	Fri-Sun	\$75/hour	Fri-Sun	\$105/hour
	Mon-Thurs	\$75/hour	Mon-Thurs	\$105/hour
Security Deposit	\$100		\$100	
Equipment Deposit	\$50		\$50	
Alcohol Permit	\$25		\$25	
Alcohol Deposit	\$50		\$50	
Seminar/ Meeting Rate (Call 217-367-1544 to see if you qualify)	N/A		Mon-Thurs	\$45/hour
			Fri-Sun	\$55/hour

Rental Rules & Regulations

1. The prep kitchen includes a refrigerator, freezer, triple sink, 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 instead 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, deposits will be processed. Deposits are separate transactions and cannot be applied towards the rental fee. Deposits 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 your 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 three-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.

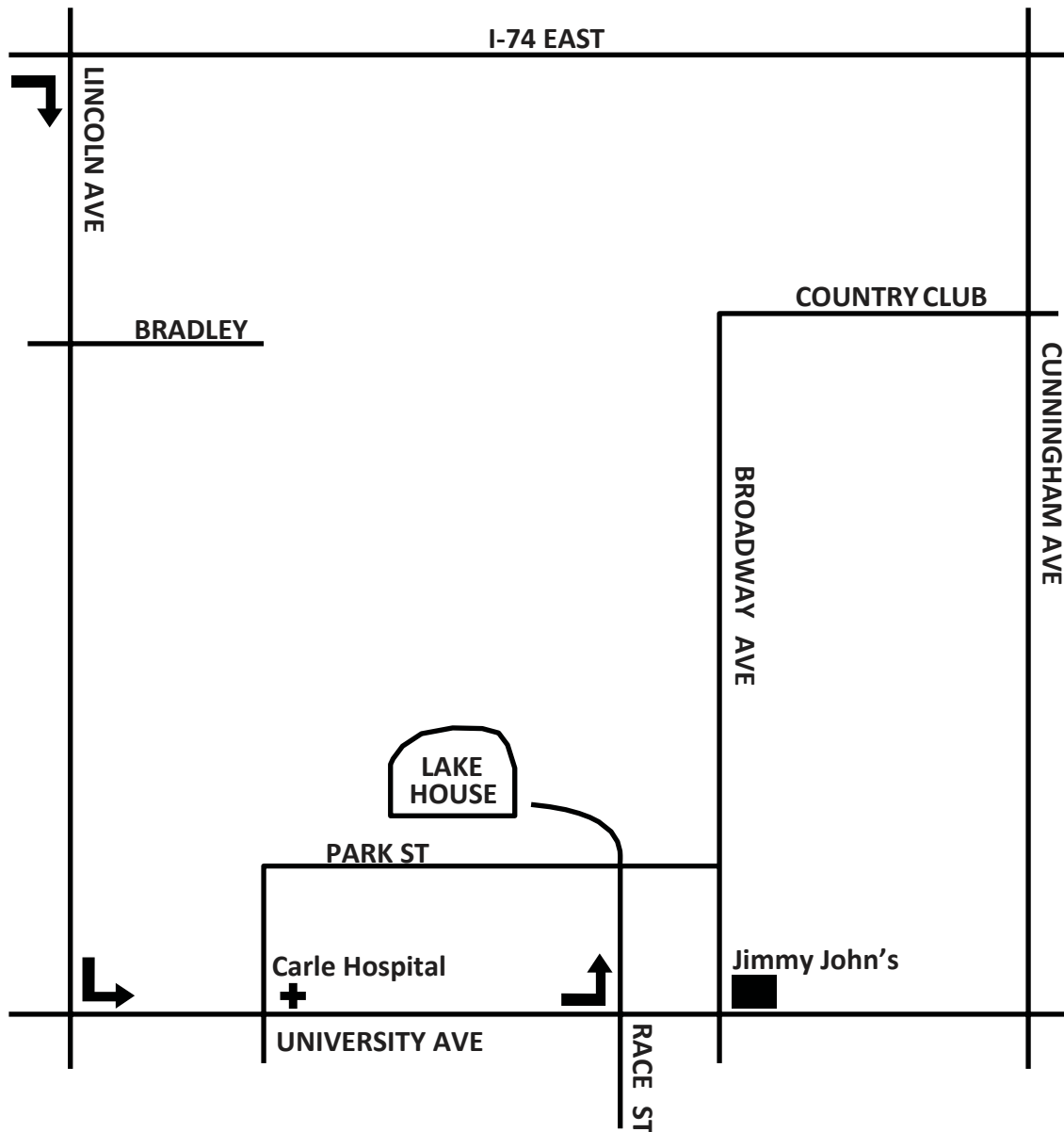
Lake House in Crystal Lake Park

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 or by emailing info@urbanaparks.org.
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 an additional 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.
6. In addition to an Urbana Park District Alcohol Permit, the City of Urbana requires a Temporary Liquor License (<https://www.urbanail.gov/executive-department/page/liquor-licensing>) whenever alcohol is sold (both public and private events) and at public events when alcohol is served. City license applications must be submitted.

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: Lake House in Crystal Lake Park

Date requested: _____ Hours alcoholic beverages will be served: _____ to _____

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 VI, Section 16 of the Urbana Park District Code is hereby amended to read as follows:

Chapter VI

Section 16 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 6/13/2013, revised March 2020)

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.
- No parks or facilities are suitable for large boisterous events that are in conflict with the park district's mission and that jeopardize the safety of the public and district properties.

Payments:

Initial: _____

Deposits are 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 two 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.
- The Crystal Lake Park Lake House is the only park district facility where alcohol is permitted. Alcohol permits must be obtained in accordance with City of Urbana and Urbana Park District Alcohol Permit Policies. Events that partner with the Urbana Park may be allowed to serve alcohol if approved by the Executive Director. Permits must be applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for \$1,000,000 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 deposits 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 Facility Manager. You will be contacted by phone or email with confirmation of your rental date and location.

Lake House in Crystal Lake Park



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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 _____

Rental 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.

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 _____

Lake House Facility Package Options: CHOOSE ONE

BRONZE PACKAGE	SILVER PACKAGE	GOLD PACKAGE
- \$60/hr Mon-Thurs - \$75/hr Fri-Sun	- \$75/hr Mon-Thurs - \$90/hr Fri-Sun	- \$90/hr Mon-Thurs - \$105/hr Fri-Sun
Rental room/Hallway/Prep Kitchen Optional: LCD projector <i>or</i> TV/DVD Capacity: 50 seated/60 standing	Rental room/Hallway/Prep Kitchen Patio Optional: LCD projector <i>or</i> TV/DVD Fireplace (Nov-Mar only) Beverages (limit 5 gallons total): ___ Lemonade ___ Iced tea ___ Coffee ___ Hot tea Capacity: 80 (50 inside) seated/160 standing	Rental room/Hallway/Prep Kitchen Patio Lakeside Deck (you provide seating) Optional: LCD projector <i>or</i> TV/DVD Fireplace (Nov-Mar only) Beverages (limit 10 gallons total): ___ Lemonade ___ Iced tea ___ Coffee ___ Hot tea Capacity: 80 (50 inside) seated/160 standing <i>Plus 75 seated if you provide chairs</i>

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 _____

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:

