



Village of Fox Lake Parks and Recreation Department
 66 Thillen Dr. Fox Lake, IL 60020
 224-225-1405

FACILITY RENTAL RESERVATION FORM

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Driver's License #: _____

Event type: _____ Rental Date: _____

Time: _____ AM/PM to _____ AM/PM Total Rental Hours: _____

Are you a Village of Fox Lake Resident: YES or NO

Email Address: _____ Non-Profit Tax ID# _____

Your date will not be held until the reservation form and payment is received. **A certificate of insurance listing the Village of Fox Lake as additional insured** and rental fee is due 2 weeks prior to the date of your event. We will need a photocopy of your **valid** state issued identification.

Please put a \checkmark next to the facility you wish to rent and circle the appropriate fee

For the Community Center and Lakefront Park Main Room- Please submit this form with the \$200.00 damage deposit and \$50 cleaning fee to reserve your date.

_____ **Community Center - 23 South St. Fox Lake** Weekend _____ Weekday/night _____

Building key to be picked up at Village Hall Friday before weekend rental and day before during weekly rental

	Weekend Rate (Fri. – Sun.)	Weekday/night Rate (Mon- Thurs.)
Resident	\$200.00	\$175.00
Non-Resident	\$300.00	\$250.00
Non-Profit Organization	\$100.00	\$50.00

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 _____ **Lakefront Park Main Room: Location: 71 Nippersink Blvd, Fox Lake**

Building key to be picked up at Lakefront Friday before weekend rental and day before during weekly rental

* Note: 4 hours minimum

Resident	\$60.00/Hour
Non-Resident	\$70.00/Hour
Non-Profit Organization	\$40.00/Hour

Time of Arrival _____ Time of Departure _____ Total Hours _____

(Can use refrigerator and microwave *only*)

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 _____ **Lakefront Park Meeting Room – 71 Nippersink Blvd. Fox Lake - Please submit this form with the \$200.00 Damage Deposit and \$25.00 cleaning fee to reserve your date.**

Resident	\$45.00 per meeting room
Non-Resident	\$55.00 per meeting room

(Prices are quoted per meeting room and do NOT include use of the kitchen)

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 _____ **Veterans Memorial Park** Pavilion One: _____ Pavilion Two: _____

Resident	\$25.00 per Pavilion
Non-Resident	\$50.00 per Pavilion
Non-Profit Organization	\$25.00 per Pavilion

(Prices are quoted per pavilion)

Number of chairs requested: _____ Number of tables requested: _____
(Chairs and tables are only for use indoors and are not provided for pavilions)

Rules for Parks and Building Rentals are as Follows:

- No alcohol (unless permitted by the village). _____ (Initial)
- Do not dispose of grease in any sink at any facility. _____ (Initial)
- No Helium Balloons. Use of the oven/stove is prohibited. (Lakefront Building) _____ (Initial)
- All Village recreational programs have priority in the park and the use of the park facilities.
- No swimming or watercraft launching. Fishing is allowed in designated areas only.
- No fires, except for charcoal grilling where appropriate.
- **Park hours** 9am to sunset. **Building hours** are 8am-10pm.
- No littering, begging or pandering.
- No smoke machines
- All pets must be leashed and owners must clean up any droppings. Only service pets allowed in any Village owned building.
- Parking of vehicles is allowed in designated parking lots only. No trailer parking.
- Commuter parking strictly prohibited (commuters will be ticketed and towed at owner's expense).
No access to railroad right of way from park.
- No staples, nails or any type of fastener on any park building, trees, no signage.
- No motorized vehicles in the park unless the area is designated for parking or loading.
- No stone throwing, hitting of golf balls, or any type of projectile firing device into water.
- No fireworks (including sparklers).
- No snowmobiles or all-terrain vehicles. Speed limit ten (10) miles per hour within parks.
- No discharge of chemicals, pollutants into water.
- Children under the age of five (5) to be accompanied by adult in restrooms.
- No unnecessary noise.
- No vandalism to buildings, vegetation, trees, or landscaping.
- Disorder among patrons is a cause for removal of guests, cancellation of the rental, and may cause denial of future rentals.

Please review and sign:

The renter is responsible for cleaning and removing any items or decorations that were brought into the building or park. The tables and chairs need to be cleaned and returned to their If there are any damages the renter listed on the contract will be invoiced accordingly and agrees to pay within 30 days of such invoice for all damages incurred during the event. In the case of cancellation by the renter the Village will retain the full rental fee. This will be at the discretion of the Parks and Recreation Coordinator. Refunds can take up to 45 days.

I hereby request the use of the Fox Lake facility on page one of this document on the date and time above, for the purpose stated. I acknowledge receipt of the rules governing the use of the Parks and Buildings.

As a condition of the rental, the renter agrees to indemnify, defend and hold harmless the Village of Fox Lake and all of its officers and employees, against any and all suits, causes of action, or injury, illness, or property damage claims arising out of this rental agreement.

The renter agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this agreement is being sought, to waive and relinquish all claims that may result in any manner against the Village of Fox Lake, its agents, public officers, officials, or employees and authorized volunteers from said renter, except for acts caused by the willful misconduct by employees of the Village acting within the scope of their employment.

By signing below, the renter certifies that the information provided above is correct; he/she has read and understands the information contained in this agreement; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this agreement.

Signature _____

Date _____

****If your rental requires a deposit please note that once no damaged is assessed the Village will refund the renter the amount of the deposit. This can take up to 45 business days and checks will be mailed to the address provided on this form.**

(For Office Use Only)

Check No.: _____ CC or Cash _____ Sequence # _____

Certificate of Insurance Received: Date: _____ Village Staff Initials _____

Amount Received:

Refundable Deposit: \$ _____ Cleaning Fee: \$ _____ Rental Fee: \$ _____

Revised: 12/8/17