



Village of Fox Lake Parks and Recreation

66 Thillen Dr. Fox Lake, IL 60020

847-587-2151

**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: Circle: YES or NO

Email Address: \_\_\_\_\_ Non-Profit Tax ID# \_\_\_\_\_

**Total Rental Hours must include setup and tear down time. No setup the day before or tear down the day after  
Your date will not be held until the reservation form, security deposit and cleaning fee payment are received.**

A certificate of insurance listing the Village of Fox Lake as additional insured is required. Insurance minimums are General Liability at 1,000,000 per occurrence, General Aggregate at 2,000,000, and an encouraged Umbrella Liability Coverage of 1,000,000. Total rental fee, certificate of insurance, and a photocopy of a valid state issued driver's license are due 2 weeks prior to the date of your event.

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

Please submit this form with the \$200.00 damage deposit and \$50 cleaning fee to reserve your date.  
Building key to be picked up at Village Hall Friday before weekend rental and day before during weekly rental.  
Keys will be issued upon all items and payments being received in full.

\_\_\_\_\_ Community Center: 23 South St. Fox Lake    Weekend \_\_\_\_\_ Weekday/night \_\_\_\_\_

	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

\_\_\_\_\_ Lakefront Park Main Room: Location: 71 Nippersink Blvd, Fox Lake  
4 hours minimum is required

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

(Can use refrigerator and microwave *only*)

\_\_\_\_\_ Lakefront Park Meeting Room – 71 Nippersink Blvd. Fox Lake - Please submit this form with the

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

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

\_\_\_\_\_ Veterans Memorial Park    Pavilion One: \_\_\_\_\_ Pavilion Two: \_\_\_\_\_

(If over 30 people, you will be required to rent both pavilions. There is one porta potty available at each pavilion.)

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

**Total Rental Fee Due Prior to Key Issuance: \$ \_\_\_\_\_**

Number of chairs requested (Max 150):\_\_\_\_Number of tables requested (Max 25):\_\_\_\_  
(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** 9 a.m. to sunset. **Building hours** are 8 a.m. – 10 p.m.
- 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 racks. 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)

Deposit Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Security Dep. & Clean Fee) By \_\_\_\_ (Village Staff Initials)

Check No.: \_\_\_\_\_ CC or Cash \_\_\_\_\_ Sequence # \_\_\_\_\_

Rental Fee Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_ (Village Staff Initials)

Check No.: \_\_\_\_\_ CC or Cash \_\_\_\_\_ Sequence # \_\_\_\_\_

Certificate of Insurance Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_ By : \_\_\_\_\_ ( Village Staff Initials)

Revised 10/31/2018