



Village of Lake in the Hills
Facility Use Policy

Village of Lake in the Hills Facility Use Policy

A. Definitions

1. Village Affiliate Organization/Group: An Organization with a 501(c) tax code status from Internal Revenue Service that has entered into an agreement with the Village to provide recreational opportunities to the residents of Lake in the Hills on Village-owned property.
2. Residents: Any person or organization residing in the Village of Lake in the Hills.
3. Non-residents: Any person or organization residing outside the Village of Lake in the Hills.
4. Civic Organization: A group with a 501(c) tax code status by the Internal Revenue Service
5. Taxing Body: Any government entity which has the power to levy a tax. Please note that while taxing bodies must abide by the Village's Facility Use Policy, complete a Facility and Park Use Permit Application and provide insurance. Taxing bodies are not charged fees or maintenance deposits.

B. Reservations

Certain Village facilities may be utilized for public or private assembly on terms and conditions set forth in this policy. Approval for facility use will require that the event or activity meet the following standards:

- That any gathering provides for an activity or program would not be detrimental to the health, safety, or welfare of the community and is not unreasonably disruptive to other permitted activities, nearby residents, and/or licensed business operations. That the activity or event does not discriminate, degrade or portray disrespect toward any individual or organization and/or create a negative impact to the community.
- That the soliciting or collection of money for the purpose of sales, promotion or negotiating for sales within said facilities is prohibited without prior authorization from the Director of Parks and Recreation, or designee.
- Requested time of facility use will be considered and approved by the Village's Director of Parks and Recreation, or designee.

Those interested in reserving a Village facility are required to complete the Village of Lake in the Hills Facility and Park Use Permit Application or agree to the policies via the online facility reservation software. The Facility and Park Use Permit Application must be submitted to the Director of Parks and Recreation or designee along with all applicable security deposits, fees, and/or insurance documentation in order for approval to be considered. For additional information or to obtain a Facility and Park Use Permit Application, contact Village Hall at 600 Harvest Gate, Lake in the Hills, IL 60156 or call (847) 960-7400, www.lith.org.

C. Eligibility

- Residents/non-residents making a reservation for a Lake in the Hills facility must be at least 21 years of age and be present at the activity or event.
- Reservations must have an anticipated participation of less than 100 people, or less

than 200 for Larsen Park. Events exceeding these thresholds would require a Special Event Permit.

D. Alcohol Policy

- Alcoholic beverages are not allowed in the Community Room, Multi-Purpose Room or Indian Trail Beach picnic shelter. Alcoholic beverages at any other park facilities or grounds require a Daily/Event Liquor License.
- Renters must submit an application for a Daily/Event Liquor License with their facility rental application a minimum of 14 days prior to their rental date to ensure sufficient processing time to secure approval from the Liquor Commissioner. The Daily/Event Liquor License is processed through the Administration Department for an additional fee.
- Applicants who are not acting on behalf of an organization or club may request that the Village accept a general liability policy covering the event in lieu of the insurance required under the Village Municipal Code. The Village may accept such alternative coverage where the policy includes social host liquor liability insurance and names the Village as an additional insured for the duration of the event for which the Facility and Park Use Permit and Daily/Event Permit has been requested. The policy shall maintain limits no less than \$1,000,000 per occurrence. (Note: this is a separate policy, not part of a homeowner's insurance policy.) The cost for this policy would be in addition to the cost of the Daily/Event Permit.

E. Available Facilities:

- LaBahn-Hain House – Year-Round
- Village Hall Rooms – Year-Round (Except Village Holidays)
 - Community Room
 - Multi-Purpose Room (Lower Level)
- Athletic Fields/Sport Courts – Based on the discretion of the Director of Parks and Recreation, or designee. Proof of insurance is required
- Picnic Shelters – Reservations accepted on the first Monday in February for the current calendar year (Available from the first Monday in April to the first Friday in November)
- The rental of a Village facility not listed in this document may be approved in writing by the Director of Parks and Recreation.

Village Holidays are as follows: New Year's Day (Observed), President's Day, Memorial Day, Independence Day (Observed), Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve (Observed), Christmas Day (Observed).

F. Scheduling

Certain Village facilities are available for use by the general public on a first come, first serve

basis, but the Village reserves the right to restrict certain facilities from being rented due to planned Village-sponsored or Village-affiliated events. All facility reservations will require at least seven (7) business days' notice prior to the rental date and may be reserved no more than three-months in advance, unless approved by the Director of Parks and Recreation or designee.

Shelters and Indoor Facilities

Scheduling for all facilities is subject to the discretion of the Director of Parks and Recreation, or designee. Priority in scheduling shall be as follows:

1. Village of Lake in the Hills
2. Residents / Non-residents
3. Other Organizations

Athletic Fields and Sport Courts

Scheduling for all athletic fields and sport courts are subject to the discretion of the Director of Parks and Recreation, or designee. Priority in scheduling shall be as follows:

1. Village of Lake in the Hills
2. Village Affiliate Organizations
3. Other Organizations

Note: Because of the Village's insurance requirements, individuals are not able to reserve athletic fields or sport courts.

G. Village Indoor Facilities

- The following indoor facilities may be rented: Village Hall Community Room and Multi-Purpose Room, and the LaBahn Hain House.
- All indoor facility rentals require a two-hour minimum rental. This does not include the set-up and clean-up time.
- Renters are given 30 minutes prior to the agreed rental start time for facility set-up at no additional cost.
- Renters are given 30 minutes beyond the agreed rental end time for facility clean-up at no additional cost.
- The facilities may not be utilized past 11:00 p.m (includes clean-up time)

H. Village Outdoor Facilities

- The following picnic shelters may be rented: Barbara Key Park shelter 1 (larger shelter near playground), Barbara Key Park shelter 2 (smaller shelter in NW corner), Indian Trail Beach shelter (residents only), Larsen Park shelter, Sunset Park shelter (adjacent to tennis courts). Please note that only residents may reserve the Indian Trail Beach shelter because the shelter is located on the beach property and beaches are reserved for residents only.

- Parks are open from dawn to dusk. Beaches are open from 11:00 a.m. – 7:00 p.m. Memorial Day – Labor Day
- Shelter reservation is only for exclusive use of the shelter, and not the adjacent grounds.
- Fishing is authorized with the possession of a valid Village Fishing Permit and “catch and release” is encouraged. Please note that fishing is not allowed at Indian Trail Beach.
- No person shall operate any motor vehicle, motorcycle, or motor-driven cycle on any park property or on any other Village-owned property at any time except only on roadways or approved parking areas.
- Charcoal used for grills must be extinguished prior to the party leaving the premise.

I. Athletic Fields

- Athletic fields are designated as the following: Baseball, Softball, Football, Soccer, Lacrosse, Cricket, Basketball, Volleyball, Pickleball, and Tennis
- Games shall be completed by sunset or 11:00 p.m. at lighted fields.
- No hitting balls off of field fences.
- Smoking tobacco and the use of smokeless tobacco products is prohibited in all public facilities or within 15 feet of any entrance to a public place, sports field, athletic court, skate park, recreational shelter or structure, public beach, disc golf course, splash pad, and dog park in the Village.
- Proper field maintenance and respect of the field/equipment is expected by all users.
- Field inquiries must contact the Parks and Recreation Department.

J. Rules and Regulations

- Facilities are to be left in an acceptable, clean, and orderly condition. The facility user bears the responsibility of removing all personal items and materials from the facility.
- All accumulated trash in bathrooms, kitchen, rental room(s), outside shelters, and perimeter park areas is to be disposed of in available trash receptacles or dumpster.
- Tables and chairs are to be properly cleaned, stacked, and stowed at the conclusion of the gathering. Picnic tables must be returned within the shelter.
- Removal of Village property from a facility is absolutely prohibited and will be prosecuted to the fullest extent of the law.
- Prior to exiting a facility, ensure that all interior lights are turned off and check ALL exit doors to ensure that they are locked.
- Renters must comply with all regulations and ordinances of the Village of Lake in the Hills including the Village’s Noise Ordinance and the Park Rules and Regulations that are posted at each location.
- Bounce House/Inflatables are not permitted during rentals of any Village Parks or

Village Facilities.

- The Village has the authority to deny or restrict use of a requested facility for any reason.
- Rentals/events with over 100 persons require a Village Special Event Permit instead of a Facility and Park Use Permit. The exception is for Barbara Key Park rental/events, where a Village Special Event Permit is required for over 200 people.
- Smoking tobacco and the use of smokeless tobacco products is prohibited in all public facilities or within 15 feet of any entrance to a public place, sports field, athletic court, skate park, recreational shelter or structure, public beach, disc golf course, splash pad, and dog park in the Village.
- Alcoholic beverages are not allowed without an approved Daily/Event License.
- Facility phones are to be used for emergencies only.
- Any unusual incidents (i.e. public or private property damage, injury to user, conflict/argument between users, etc.) should be immediately reported to the Police and the Parks and Recreation Department.
- A Facility and Park Use Permit will be issued upon approval of a request.
- A copy of the approved reservation must be on site during your rental.
- Pets are prohibited in Village indoor facilities (exception: service dogs)
- The Village of Lake in the Hills will not be liable for any claims for injury, illness or damages resulting from or arising out of the use of the Village's facilities or premise adjacent thereto. The renter agrees to indemnify the Village and hold it harmless against any and all such claims, damages, losses, and expenses, including incidents arising out of the consumption, preparation or disposal of food at the facility.

K. Insurance Requirements

- A certificate of insurance is required for all rentals by a Village Affiliate Organization, an Organization, a Community Group or a Taxing Body. The certificate of insurance shall contain a minimum of \$1M in general liability coverage per occurrence, a \$2M aggregate and the Village of Lake in the Hills shall be named as additional insured on a primary and non-contributory basis. As a condition of rental, the rental shall fully defend, indemnify, and hold harmless the Village, its officials, employees, and agents, from any claim or liability, arising out of or related to rental's actions or omissions in performing services pursuant to this Agreement.
- In addition to the certificate of insurance, a CG 20 10 or a CG 20 26 endorsement is also required. The endorsement shall be on an Insurance Service Office (ISO) form.

L. Cancellation Policy:

- Outdoor Facilities - If inclement weather on day of rental, a renter may reschedule a reservation to a new date within the same calendar year. Refunds may be given at the discretion of the Director of Parks and Recreation (or designee) due to an unforeseen

circumstance, such as a weather event.

- Indoor Facilities - Renters may reschedule reservations within the same calendar year if requested at least three business days prior to the rental date. Rescheduling within three business days or refunds may be given at the discretion of the Director of Parks and Recreation, or designee.

M. Fees

Fees vary depending on the facility. Please refer to Exhibit A of this document for a complete list of fees by facility.

Revised May 25, 2005
Revised December 9, 2005
Revised February 8, 2007
Revised December 6, 2007
Revised February 12, 2008
Revised June 12, 2008
Revised July 31, 2009
Revised November 12, 2009
Revised May 24, 2010
Revised October 5, 2010
Revised June 23, 2011
Chapter 8.15C Revised & Approved
Revised March 14, 2013
Revised August 2013
Revised December 12, 2013
Revised June 12, 2014
Revised August 14, 2015
Revised January 27, 2017
Revised January 1, 2023
Revised February 27, 2025

EXHIBIT A – FEES

Maintenance:

During a rental, renters are responsible for keeping the Village’s facility clean and free from damages. For all rentals, the renter shall provide the Village with a valid credit card to be kept on file. Renters shall be responsible for and will reimburse the Village, through the credit card on file, for any damages and/or cleaning costs arising out of the use of the rented facility, including any/all costs that exceed the credit limit for the credit card on file.

Damage / Cleaning Costs:

PICNIC SHELTER

Description	Cost
Adhesive, tack, or nails used	\$20 per occurrence
Trash not removed properly	\$15 per bag
Tables not cleaned properly	\$25 per table
Litter / garbage in or around shelter	\$50 cleaning fee

INDOOR FACILITY

Description	Cost
Adhesive used on walls, windows, or ceilings	\$20 per occurrence
Trash not removed properly	\$15 per bag
Tables / chairs not cleaned or stacked properly	\$50
Floors not properly cleaned	\$50 and up cleaning fee depending on severity
Food / Beverage not removed from refrigerator/freezer	\$15 cleaning fee
Lights not off / doors not locked	\$25 fee

NOTE: This list is not all inclusive. Excessive damage will be reviewed and discussed with the rental parties for remediation. All fees are subject to the discretion of Village staff.

Facility and Shelter Cancellation Fees:

- 14 days prior to the date of rental: No Refunds will be issued
- 15-30 days prior to the date of rental: 25% rental fee refund would be issued
- 31-60 days prior to the date of rental: 50% rental fee refund would be issued
- 61-90 days prior to the date of rental: full refund minus \$5 service fee

Village Indoor Facilities:

(Note: All rentals/events with over 100 persons require a Village Special Event Permit instead of a Facility and Park Use Permit.)

Village Hall Community Room

Resident	\$40 / hour
Non-Resident	\$70 / hour
Affiliate or Civic Group*	\$20 / hour

Village Hall Multi-Purpose Room

Resident	\$60 / hour
Non-Resident	\$110 / hour
Affiliate or Civic Group*	\$30 / hour

LaBahn Hain House

Resident	\$50 / hour
Non-Resident	\$100 / hour
Affiliate or Civic Group*	\$25 / hour

Village Outdoor Facilities:

(Note: All rentals/events with over 100 persons require a Village Special Event Permit instead of a Facility and Park Use Permit.)

Picnic Shelters:

Resident	\$100 / day
Non-Resident	\$125 / day
Affiliate or Civic Group	\$50 / day
Barbara Key Park - Resident	\$125 / day
Barbara Key Park - Non-Resident	\$175 / day
Barbara Key Park - Affiliate or Civic Group	\$60 / day

Athletic Fields/Sport Courts:

Baseball/Softball/Soccer	\$30.00 / hour (through December 31, 2025)
	\$40.00 / hour (starting January 1, 2026)
Basketball/Tennis/Pickleball/ Volleyball/Cricket	\$20.00 / hour
Football	\$30.00 / hour (through December 31, 2025)
	\$40.00 / hour (starting January 1, 2026)