Village of Lake in the Hills

Facility Use

Policies, Fees & Applications

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Revised December 6, 2007
Revised February 12, 2008
Revised June 12, 2008
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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
**Village of Lake in the Hills**

**Facility Use Policy**

A. **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 the primary purpose of any gathering provides for an activity or program that would be in the best interest of the community and provides a positive benefit.
- That the activity or event does not discriminate, degrade or portray disrespect toward any individual or organization and/or creates 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.
- 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 Use Permit Form or agree to the policies via the online facility reservation. The Facility Use Permit Form must be submitted to the Parks and Recreation Department along with all applicable security deposits, fees, and/or insurance documentation in order for approval to be considered.

**Available Facilities:**

- LaBahn-Hain House – Year Round Village Hall Rooms – Year Round (Except holidays)
  - Community Room
  - Multi-Purpose Room (Lower Level) Athletic Fields – Year Round
- Picnic Shelters – Reservations accepted on the first Monday in February for the current calendar year (Available from May 1 to September 30)

B. **Definitions**

1. Village of Lake in the Hills – any facility or field use for Village events, meetings, programs, and/or contracted programs (to include Lake in the Hills Affiliate Organizations).
3. Non-residents: Any person or group residing outside the village limits of Lake in the Hills.
4. Civic Groups: Not-for-profit groups benefitting the community based on discretion of Director of Parks and Recreation.
C. **Scheduling**

Village facilities are available for use by the general public on a first come, first serve basis. All facility reservations will require at least seven days notice prior to the rental date and no more than a six months advance notice. If staff is able to accommodate a reservation with less than a seven day notice, a $50 fee will be applied.

**Facilities**

Scheduling for all facilities are subject to the discretion of the Director of Parks & Recreation, or designee. Priority in scheduling shall be as follows:
1. Village of Lake in the Hills
2. Residents / Non-residents
3. Affiliate Groups / Community Civic Groups (limit 2 times per month)

**Athletic Fields**

Scheduling for all athletic fields are subject to the discretion of the Director of Parks & Recreation, or designee. Priority in scheduling shall be as follows:
1. Village of Lake in the Hills (including Affiliate groups)
2. Residents
3. Non-Residents

**Plote Field**

1. Village related use
2. YAA
3. NIMBL
4. American Legion
5. Residents
6. Non-residents

D. **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.

E. **Maintenance**

- 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 Noise Ordinance, the park, or facility use hours, etc.

F. Rules & Regulations
• The Village has the authority to deny or restrict use of a requested facility for any reason.
• 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.
• No alcoholic beverages are allowed in Village facilities or on any park grounds. Exception: the Liquor Commissioner may grant a daily/event permit, which is processed by 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 Chapter 33. 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 or 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.
• Facility phones are to be used for emergencies only.
• Any unusual incidents (i.e. property damage, injury to user, conflict/argument between users, etc.) should be immediately reported to the Parks & Recreation Department or the Police Department.
• Facility Use Permit will be issued upon approval of request.
• A copy of the approved reservation must be on site during your rental.
• Pets are prohibited in Village indoor facilities (exception: Service dogs or other approved service animals)
• 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. If requested by the Village, the renter shall carry insurance against such claims and furnish the Village with a certificate of insurance evidencing same.
G. Village Indoor Facilities
(Village Hall Community and Multi-Purpose Rooms, and LaBahn Hain House):
• All indoor facility rentals require a two-hour minimum rental. This does not include the set-up and clean-up time.
• A minimum of seven days notice is required for Village Hall facility rentals.
• The facilities may not be utilized past 11pm at Village Hall and midnight at the LaBahn Hain House.
• Up to 30 minutes prior to the agreed rental start time will be authorized for facility set up.
• Up to 30 minutes beyond agreed rental end time will be authorized for facility clean up.

H. Village Outdoor Facilities
• Picnic Shelters
  o Parks are open from sunrise to sunset.
  o Shelter reservation is only for exclusive use of the shelter, and not the adjacent grounds.
  o Fishing in any lake or pond is authorized with the possession of a valid state fishing license. Fish caught must be returned to the pond/lake.
  o Vehicles are not allowed on the bike paths to load and unload items for a shelter rental.
  o Charcoal used for grills must be extinguished prior to the party leaving the premise.
  o If inclement weather on day of rental, payment can be transferred to a new date or refunded.

• Athletic Fields
Athletic fields are designated as the following: Baseball, Softball, Football, Soccer, Lacrosse, Cricket, Basketball, Volleyball, and Tennis
  o Games shall be completed by sunset or 10:30pm at lighted fields.
  o No hitting balls off of field fences.
  o 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.
  o Proper field maintenance and respect of the field/equipment is expected by all users.
  o In addition to the notice requirements under section E, any property damage incurred during any play must be reported by the responsible party to the property owner.
  o Alcohol is strictly prohibited anywhere on the grounds or park.
I. Fees
Fees vary depending on the facility. Please refer to Exhibit A of this document for a complete list of fees by facility.

For additional information or to obtain a Facility Use Permit Form, contact the Parks and Recreation Department at 600 Harvest Gate, Lake in the Hills, IL 60156 or call (847) 960-7460, www.lith.org.

EXHIBIT A – FEES

Deposit:
No deposit is required for standard rentals. However, damage to facility or failure to follow cleaning guidelines and facility procedures will result in collection action.

A deposit fee of $1,000 is required for major events. These are defined as events which require more than one acre of park site and anticipate attendance over 250 people. Examples include: carnival, circus, festival or a tournament.

Cancellation Fees:
• 14 days prior to the date of rental no refunds will be issued.
• 15 to 30 days prior to the date of rental a 25% rental fee refund would be issued.
• 31 to 60 days prior to the date of rental a 50% rental fee refund would be issued
• 61 days prior to the date of rental a full refund minus a $5 service fee will be issued.

Tournament Fees:
Affiliate Organization tournament fees are spelled out in the Affiliate Agreement. Tournaments by outside organizations will be charged the appropriate hourly or game rate.

Village Indoor Facilities:

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<thead>
<tr>
<th>Village Hall Community Room</th>
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<tbody>
<tr>
<td>Resident</td>
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<tr>
<td>Non-Resident</td>
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<tr>
<td>Affiliate or Community Group</td>
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<table>
<thead>
<tr>
<th>Village Hall Multi-Purpose Room</th>
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</thead>
<tbody>
<tr>
<td>Resident</td>
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<tr>
<td>Non-Resident</td>
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</table>
Affiliate or Community Group* | $20 / use
*Limit 2 times per month

LaBahn Hain House
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<tbody>
<tr>
<td>Resident</td>
<td>$50 / hour</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$100 / hour</td>
</tr>
<tr>
<td>Affiliate or Community Group</td>
<td>$20 / use</td>
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</tbody>
</table>

Picnic Shelters:
Weather information provided for transfer or refund

Groups < 50 people
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<tbody>
<tr>
<td>Resident</td>
<td>$75 / use</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$100 / use</td>
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<tr>
<td>Affiliate or Community Group</td>
<td>$20 / use</td>
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Groups > 50 people
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<tbody>
<tr>
<td>Resident</td>
<td>$100 / use</td>
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<tr>
<td>Non-Resident</td>
<td>$125 / use</td>
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<tr>
<td>Affiliate or Community Group</td>
<td>$20 / use</td>
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Barbara Key Park
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<tbody>
<tr>
<td>Resident</td>
<td>$125 / use</td>
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<tr>
<td>Non-Resident</td>
<td>$175 / use</td>
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Athletic Fields:
Non Affiliate Organization Field Use
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<tbody>
<tr>
<td>Baseball/Softball/Soccer</td>
<td>Resident</td>
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<tr>
<td></td>
<td>Non-Resident</td>
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<tr>
<td>Plote Field</td>
<td>Resident</td>
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<td></td>
<td>Non-Resident</td>
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<tr>
<td></td>
<td>Resident Lights</td>
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<tr>
<td></td>
<td>Non-Resident Lights</td>
</tr>
<tr>
<td>Basketball/Tennis/Volleyball</td>
<td>Resident</td>
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<td></td>
<td>Non-Resident</td>
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<tr>
<td>Football</td>
<td>Resident</td>
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<td>Non-Resident</td>
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Affiliate Organizations
Please refer to the Affiliate Organization guidelines and agreements for fee structure.

Community Organizations (Non-for-profit / Civic Groups)
These must complete a Park Use Permit Form; submit a certificate of insurance, and pay the civic rate.