

BYRON FOREST PRESERVE DISTRICT FACILITY RENTAL RULES AND REGULATIONS

A. PRIORITY USAGE:

1. Forest Preserve sponsored programs, events, or meetings.
2. Governments/Community Groups - City, Park Dist., Schools, Library, County.
3. Forest Preserve Residents
 - a. Non-Profit Service Organizations
 - b. Individual Residents
 - c. Companies and Businesses
4. Nonresidents

B. RESERVATION FORMS - Can be secured and returned at the Jarrett Prairie Center and the Administrative Offices. Groups will be booked in order of priority usage and by date of deposit received.

C. RENTAL FACILITIES AND ACCOMMODATIONS:

1.	Indoor	<u>Banquet Seating</u>	<u>Theater Seating</u>	<u>Table Sizes & Seating</u>
	Jarrett Prairie View	130 people	200 people	Round (60") 8 - 10 people
	Jarrett Blazingstar	100 people	120 people	Rectangular (6') 6 - 8 people
	Jarrett Indigo	100 people	120 people	Rectangular (4') 4 - 6 people
	Blazingstar/Indigo Combination	200 people	240 people	Rectangular (8') 8 - 10 people
	Trillium	30 people	50 people	
	Theater	30 people	50 people	
	PrairieView Pavilion Banquet Hall	200 people	---	
	Keller Education Center	50 people	75 people	
2.	Outdoor Shelters	Capacity		Amenities
	North Picnic	75		Playground, washrooms, electric, water, parking
	South Picnic	75		Fireplace, washrooms, electric, water, parking

D. BAR SERVICES:

1. The Forest Preserve offers full bar services including: liquor, beer, cups, and bartender.
2. NO alcoholic beverages may be brought on premises by renter or guests without permission and proper insurance.
3. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PARKING LOT AT ANY TIME!

E. SPECIAL PERMITS AND INSURANCE:

1. Dispensing of alcoholic beverages is permitted by special permission only and a certificate of Commercial General Liability Insurance in the amount of \$1 million which includes Liquor Liability and names the Byron Forest Preserve District as additional insured is required.
2. Sale of food or merchandise on the property requires a special permit with the appropriate charge. This permit must be approved by the Director.
3. For commercial, organizational, and public invitational activities, not sponsored by the District, a certificate of Public General Liability Insurance in the amount of \$1 million naming the Byron Forest Preserve District as additional insured may be required prior to permit authorization.
4. ONLY licensed caterers are allowed to cater on District premises or the renter may bring in food or have potluck.

F. GENERAL RULES AND REGULATIONS:

1. Applicant must be at least 18 years old.
2. Ticket sales or taking of donations on District property is prohibited, except with prior approval from the director.
3. No signs or decorations may be nailed or scotch taped to any surface inside or outside of the building.
4. No structures causing damage to turf (everything other than hard surfaces) will be permitted.
5. Motorized vehicles/equipment are not permitted on any turf (everything other than hard surfaces) areas.
6. All fires must be in or on approved receptacles.
7. No facility reservations can be made or held on Thanksgiving, Christmas, or Easter Sunday.
8. All district facilities comply with the "Illinois Clean Indoor Air Act".
9. Confetti, rice, or bird seed usage IS NOT ALLOWED.
10. Group agrees to adhere to times requested for rental. Building Supervisor fees will be charged to groups who are not present during the time stated on the rental form or if they're here past time, they will be charged also.
11. **APPLICANT IS RESPONSIBLE FOR GENERAL CLEAN-UP OF RENTED AREA!** The Byron Forest Preserve District reserves the right to charge a fee of \$50 or more for excessive cleanup plus cost of damages if any.
12. The District does not assume any liability for property lost or stolen on the District premises, or for personal injuries sustained on the premises during Applicants use of the premises and Applicant hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Applicant may sustain as a result of this Agreement. Applicant further agrees to waive and release the District/SRA from any and all losses, claims, suits or judgements or damages that Applicant might sustain as a result of any and all activities connected with or associated with this Agreement.
13. Applicant is solely responsible for providing any and all supervision at all times during Applicant's use of any facility, including but not limited to the rented facility, and all common areas. Further, Applicant shall be responsible for ensuring that Applicant's guests and invitees comply with all applicable rules and regulations pertaining to use of District facilities.
14. The District reserves the right to cancel any event at any time due to any ordinance or rule violations.
15. There is no parking allowed on the bike path.
16. If there is no staff on duty and you need assistance during your rental, please call 1-815-985-4353 or 1-815-218-2349.

G. APPLICATION AND CANCELLATION:

1. The District must have at least seven (7) days notice to reserve any facility.
2. All fees must be paid in full at least seven (7) days prior to the event or the event may be cancelled. The applicant will be billed for any additional fees incurred at the event.
3. All processing fees are not refundable. A portion of those fees support area youth who are in need of financial assistance to participate in Forest Preserve Programs.
4. Cancellation for any facility must be received at least 14 days prior to the event or a \$25 fee may be charged. A signed contract must be in the possession of the group while the event is in progress.
5. The adult renting the facility must be on the premises at all times during a rental.
6. The Byron Forest Preserve District reserves the right to cancel any reservation if there is a conflict with District programs, within 45 days of application. All processing fees would be returned to the applicant.

I have read the above printed rules and regulations and agree to abide by all of them. It is fully understood and agreed by the parties that the Applicant guarantees to defend, indemnify and hold harmless the Byron Forest Preserve District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement. In the event my account is placed with Rockford Mercantile Agency for collection purposes, I understand that I am responsible for all collection agency fees, which is 25% of the balance placed for collection. In addition, I will be responsible for all court costs, filing fees, and attorney fees, should this account require litigation.

Signature of applicant _____ Date of Application _____

*All events are booked
in order by date of
processing fee received.*

**BYRON FOREST PRESERVE DISTRICT
FACILITY RENTAL APPLICATION & AGREEMENT
P O BOX 1075, BYRON IL 61010-1075
(815) 234-8535 ext. 200**

Date of Event _____
Start Time w/setup _____
End Time w/cleanup _____
Facility Requested _____
Expected Attendance _____

A. RENTER CLASSIFICATIONS:

1. Governments - Byron (City, Chamber, Park Dist., School, Library, Fire, Museum) and Ogle County Government and Townships.
2. Community Groups - local nonprofit charitable groups (must provide proof of 501(c)(3) status), civic organizations, scouts. (Scout dens & troops call for pricing.)
3. Resident Groups of Forest Preserve District - political, church, families.
4. Nonresident Groups of Forest Preserve District - political, church, families.

B. OUTDOOR FACILITY FEE:

Classification	1	2	3	4
Processing Fee------(shelters only)-----	None	\$20	\$30	\$40
Folding Tables/ea.-----	None	\$ 2	\$ 2	\$ 3
Folding Chairs/ea-----	None	\$ 1	\$ 1	\$ 1.50
Picnic Tables/ea---(first 8 tables included in rental)-	None	\$ 2	\$ 2	\$ 3
Prairie Stage or Heritage Farm Stage-----	None	\$25 ea.	\$25 ea.	\$30 ea.
Bridge, Firepit or other facility-----	None	\$20 ea.	\$20 ea.	\$25 ea.
Tent (30'x60')-Sides-Yes___ No___-----	None	\$400	\$500	\$600
Tent (30'x30')-Sides-Yes___ No___-----	None	\$200	\$250	\$300
Canopy (15'x15")-----	None	\$75	\$100	\$125
Outdoor Facility Rental Fee Total-----	\$ _____	\$ _____	\$ _____	\$ _____

C. INDOOR FACILITY FEES:

Seating arrangements - check one: Theater seating Banquet U-Shape Classroom
(attach diagram)

Classification	1	2	3	4
Processing Fee-----	None	\$30	\$40	\$60
Rental-----	None	None	\$2.00/person Min = \$25 \$ _____	\$2.50/person Min = \$75 \$ _____
Whole Bldg Rental (surcharge)-----	None	None	\$100	\$150
Building Supervision (after reg. hrs and/or whole building rental)-----	None	\$10/hr	None	None
Portable Stage-----	None	\$50	\$75	\$100
Dance Floor-----	None	\$50	\$75	\$100
Steam Table-----	None	\$25	\$25	\$35
Keller Education Center-----	None	\$30	\$50	\$75
Indoor Facility Rental Fee Total-----	\$ _____	\$ _____	\$ _____	\$ _____

Bar Service Requested----- No Yes (complete bar service form)

It is hereby agreed by applicant that the use of BFPD facilities as outlined will be strictly in accordance with all rules, regulations, and ordinances of the Byron Forest Preserve District and the City of Byron. If a government tax is required, the applicant shall be and hereby is responsible for its collection and payment. I have read both sides of this printed document and agree to abide by these rules.

Signature of Applicant _____ Date _____

Print Name of Applicant _____

Print Group Name (will be used for a directional sign) _____

Address of Applicant _____ Phone # _____

Street City, State Zip

Place of Employment _____ Phone # _____

Street City, State Zip

Secondary Contact Person _____

\$5 of the fees paid for this facility rental goes to the Matt Johnson Scholarship Fund which supports area youth and youth who are in need of financial assistance to participate in Forest Preserve programs.

OFFICIAL USE ONLY:

Processing Fee of \$ _____ received on _____ by _____ Cash _____ Check _____

Credit Card - Visa Mastercard Exp. Date _____ # _____

Balance of \$ _____ due on or before _____ or event is cancelled. Received - Date _____ Cash _____ Check _____

Credit Card - Visa Mastercard Exp. Date _____ # _____

Cal _____ Rec _____ Copy _____