



Rental Contract

Nature Center and Heritage Farm - 1111 E. Schaumburg Rd., Schaumburg, IL 60194

Phone: 847-985-2100 Email: brkorecky@parkfun.com

Date of Application: _____

Facility Requesting (please check):

- | | |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Nature Center Pavilion (70 max.) | <input type="checkbox"/> Cabin area picnic shelter - <i>includes fire pit</i> (50 max.) |
| <input type="checkbox"/> Merkle Cabin (30 max.) | <input type="checkbox"/> Heritage Farm picnic shelter (30 max.) |

First Choice Date: _____

Second Choice Date: _____

Time of Arrival: _____

Time of Departure: _____

Number of guests: _____

Age range of guests: _____

Purpose/Occasion for Rental: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (primary): _____ Phone (secondary): _____

Email: _____

Name of Organization (if applicable): _____

Will alcohol be served? YES NO If YES, see policy #13 on next page

RATES (per hour)	Resident	Non-Resident	Civic*	Commercial
Nature Center Pavilion (shelter)	\$55	\$70	\$45	\$100
Merkle Cabin	\$60	\$80	\$50	\$100
Merkle Cabin 4+ hours flat fee	\$280	\$360	\$180	\$440
Cabin area picnic shelter	\$40	\$55	\$35	\$80
Heritage Farm picnic shelter	\$40	\$55	\$35	\$80
Shelter add-on to Cabin (flat fee)	\$30	\$30	\$30	\$40

* Civic groups defined as not-for-profit organization or local government organization.

RENTAL POLICIES

1. Schaumburg Park District sponsored activities shall have priority in all facilities.
2. Rental requests must be made at least two weeks in advance. Requests generally cannot be accepted more than three months in advance.
3. All requests are on a first-come, first-served basis.
4. Two-hour minimum required for all rentals.
5. No individuals or groups may use Schaumburg Park District facilities for the purpose of private monetary gain or fundraising without special permission from the Park District Executive Director.
6. Persons applying for a rental must be at least 21 years of age and be present during the entire rental period.
7. **Cabin Rental Payment/Refund Policy:** Full payment is required at the time of booking. Cancellations made two weeks in advance will receive a full refund. Cancellations made 72 hours in advance will receive a 50% refund. No refunds will be given for cancellations less than 72 hours in advance.
8. **Pavilion and Shelter Rental Payment/Refund Policy:** Full payment is required at the time of booking. Cancellations made by 3 p.m. the day before will receive a full refund. No refunds will be given after 3 p.m. the day before the rental date.
9. All materials/decorations used must be removed. Decorations are limited to tabletops and free-standing decor. Nothing may be affixed to the walls, wood pillars or ceiling. Glitter, confetti, silly string and balloons are NOT permitted.
10. Renters are asked to separate recyclables and trash into appropriate containers available at all locations.
11. Renters are asked to leave rental space in a tidy condition. Rentals resulting in damage or requiring extra cleaning by staff will result in an additional \$50 custodial fee.
12. Groups with children ages 18 and younger must have one adult aged 21 or older for every 10 children. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave.
13. Alcoholic beverages are not permitted unless with prior permission and approval from the Park District Director. The Village of Schaumburg requires a one-day Class D liquor license (available at Municipal Center). Schaumburg Park District requires proof of \$1,000,000 of host liquor liability insurance, with Schaumburg Park District named as additionally insured. Proof of these two documents is required a minimum of two weeks prior to rental.
14. Renters may not exceed the maximum occupancy for any facility space. Parking is limited to 10 vehicles at Merkle Cabin. Parking for the Heritage Farm picnic shelter is at St. Matthew Parish.
15. A period of 15 minutes prior to the rental start time is provided for setup and 15 minutes after end time for cleanup at no charge. Additional setup time will be charged at the hourly rental rate.
16. All fees apply to normal operating hours. An additional \$20 per hour will be charged to cover staff expenses outside of standard operating hours. Note that after-hour rentals are dependent on availability of staff.
17. No grills, open fires or cooking are permitted within buildings or on grounds. An exception is made for those renting the cabin area fire pit, where available firewood only may be used. NOTE: Merkle Cabin kitchen does NOT include cooking or serving utensils. Available equipment includes an oven for warming, refrigerator, freezer and sink.
18. Audiovisual equipment is not provided for meeting rentals. There is a projection screen available in the cabin.
19. Schaumburg Park District facilities and parks are equipped with lightning detection systems. If lightning is detected and alarm sounds, renters using outdoor spaces and shelters must seek shelter in a facility or in their vehicles until the all-clear signal is heard. Rentals cut short by unexpected severe weather may receive a partial refund.
20. Public restrooms are available at the Nature Center and Heritage Farm during normal hours of operation. A porta restroom is available near the cabin area picnic shelter. Rentals of Merkle Cabin do include use of the single indoor restroom there.

PROHIBITED ACTIVITIES

To preserve the natural character and ambience of Spring Valley, the following activities are not permitted:

- Smoking is prohibited in ALL areas at Spring Valley per Schaumburg Park District ordinance
- Overnight camping/open fires (except in designated fire pit at cabin shelter)
- Fishing, collecting, harvesting of plants or berries, or other collecting of natural materials
- Feeding of Heritage Farm livestock or any animals residing on Spring Valley site
- Active sports, ball games, inflatable jump houses, etc.
- Amplified music
- Use of insect foggers or other aerial insecticides
- Pets or other animals (except registered service dogs)
- Bicycles, roller blades, skateboards, scooters
- Erecting tents without pre-approval
- Picnicking outside of designated picnic shelters/areas

Note: Rental groups are offered the opportunity to pre-reserve play sessions in Bison's Bluff Nature Play Area for up to 30 children (ages 2-12) for a fee of \$3.00 per child. Accompanying adults are free.