



Schaumburg Park District
Spring Valley Nature Center & Heritage Farm
Room & Shelter Rental Application



Date of Application: _____

Please complete all information requested and return form to:

Spring Valley Nature Center & Heritage Farm
 1111 E. Schaumburg Road
 Schaumburg, IL 60194
 Attn: Visitor Services Coordinator
 Ph: 847/985-2100
 Fax: 847/985-9692
 E-mail: brkorecky@parkfun.com

Facility/Room Requested (please check):

- Nature Center Classroom (sm. - 50 max.)
- Nature Center Classroom (lg. - 100 max.)
- Merkle Log Cabin (30 max.)
- Cabin Area Picnic Shelter/Fire Pit (50 max.)
- Cabin Area/Wedding (100 max.)
- Heritage Farm Area/Wedding (100 max.)
- Nature Center Backyard/Wedding (100 max.)

Date Requested: _____ (2nd choice if desired date not available: _____)

Arrival Time Requested: _____ **Departure Time Requested:** _____

Maximum Number of Guests Expected: _____ **Age Range of Guests:** _____

Purpose/Occasion for Rental: _____

Company Name (if applicable): _____

Address: _____ **City:** _____ **Zip Code:** _____

Daytime Phone: _____ **Cell:** _____

Contact Person: _____ **Email:** _____

Will kitchen be required to serve food and beverages? If YES, please read **Policies & Guidelines** (#9 on next page). Note: Kitchen is only available at Nature Center and Merkle Log Cabin.

- YES NO

Will alcohol be served? If YES, please read **Policies & Guidelines** (#10 on next page) pertaining to alcohol use.

- YES NO

How many tables/chairs are required for your event? _____

Please provide a diagram of desired room set-up on reverse side. Note: Cabin set-up is standard for all rentals.

Do not fill in information below this line.

Date Received:

Date Approved:

Staff Approval:

Facility Booking #:

Hourly Rate: _____ x _____ Hours = \$ _____

Additional Fees/Charges: \$ _____ for _____

TOTAL FEES DUE: \$ _____ **Damage Deposit Received:** _____

Please provide an illustration/description of the desired classroom set-up and arrangement of tables and chairs for your rental. We will do our best to accommodate your needs.

Rooms may be set up with 6-ft. folding tables which can accommodate up to 6 chairs OR 5-ft. diameter round tables which can accommodate 6-7 chairs.

NOTE: Cabin set-up is standard for all rentals

Upload picture/diagram of desired set-up below (optional):



Room & Shelter Rental Policies and Guidelines

Please read over all policies and guidelines prior to submitting application

Scheduling & Payment Policies:

- > Schaumburg Park District sponsored activities shall have priority in scheduling for all facilities.
- > All facility rental requests must be made a minimum of 14 days in advance. Requests will not be accepted more than 90 days (three months) in advance with an exception of wedding rentals.
- > All requests are on a first come, first served basis. Requested rental dates must be secured with either a valid credit card or \$50 check. This security deposit is returned after the rental.
- > No individuals or groups may use Schaumburg Park District facilities with the purpose of private monetary gain or fundraising without special permission from the Schaumburg Park District Executive Director.
- > Persons applying for a rental must be 21 years of age or older.
- > Payment in full is expected at time of rental. Credit cards will be charged on the day of or the next business day after the rental.
- > Cancellations due to severe weather must occur within one hour of start of rental in order to avoid forfeiture of security deposit.

Facility Use Guidelines:

1. Renters may not exceed the maximum occupancy for any room or shelter. Also note that parking is limited to 8 vehicles at Merkle Log Cabin and 80 vehicles at the Nature Center.
2. A period of 15 minutes prior to and after rental time is provided for set-up and clean-up at no charge. Additional set-up or clean-up time will be charged at the hourly rental rate.
3. All fees apply to normal operating hours. An additional \$15 per hour will be charged to cover staff expenses outside of operating hours at Spring Valley.
4. All materials/decorations brought into shelter/room must be removed at the end of the rental.
5. Renters are asked to leave room or space in a tidy condition. Rentals resulting in damage or requiring extra cleaning by staff will result in forfeiture of security deposit.
6. Access to electricity is permitted during rentals. Shelters and outdoor spaces have limited access to electricity. Please let us know at time of application if electricity is needed.
7. Audiovisual equipment is not provided for meeting rentals, although projection screens are available in the classroom and Merkle Log Cabin.
8. No grills or cooking of food is permitted within buildings or on grounds. An exception is made for those renting the Merkle Log Cabin area fire pit for campfire forks only. NOTE: Classroom kitchen use requires an additional fee.
9. Alcohol is not permitted within Schaumburg Park District properties and facilities unless prior permission has been obtained from the Park District Executive Director AND a one-day Class D liquor license has been obtained from the Village of Schaumburg AND renter can provide a certificate of insurance naming Schaumburg Park District as additionally insured for \$1,000,000 of liability coverage. If serving of alcohol will be by a caterer, insurance may be provided by catering company. Renter bears responsibility to obtain certificate from catering company.
10. Contact person or organization officials must be present during rental.
11. Groups with youth ages 17 and younger must have one adult over 21 for every 10 youths. A group which does not have adequate supervision or fails to maintain discipline will be asked to leave.
12. 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 severe weather may receive a partial refund.
13. Schaumburg Park District recycles at all facilities. Renters are asked to separate recyclables into appropriate containers provided with rental.

Prohibited Activities:

- a. Smoking prohibited at Spring Valley per Schaumburg Park District ordinance
- b. Overnight camping/open fires (except in designated fire pit at cabin shelter)
- c. Fishing, harvesting berries or other collecting of natural materials
- d. Feeding of Heritage Farm livestock
- e. Active sports, ball games, etc.
- f. Amplified music
- g. Pets or other animals (except designated service dogs)
- h. Bicycles, roller blades, skate boards
- i. Erecting tents or canopies larger than 300 sq. ft.

Rental Rates

Two hour minimum required for all rentals. Rental rates apply to normal operating hours (9 a.m.-5 p.m.). Rental requests outside of those hours will incur an additional \$15/hour to cover the cost of after-hours staff and is subject to staff availability.

All classroom rentals include up to 5 tables (6-foot or round) and 30 chairs. If additional tables and chairs are needed, cost is \$25 per each additional 5 tables and 30 chairs. Shelter rentals include 8 picnic tables. Cabin rentals include standard set-up of 7 tables and 28 chairs (4 chairs at each) in the porch area and two 6-foot tables in the fireplace room. Cabin rentals also include a limited supply of firewood.

Please Note: Public restrooms are available at the Nature Center and Heritage Farm. A porta restroom is available at the Cabin Area Picnic Shelter April to October. Single restroom in Merkle Log Cabin only available with cabin rental.

Facility or Area	Resident	Non-Res.	Civic*	Commercial
Nature Center Classroom (sm. - 50 max.)	\$50/hr.	\$70/hr.	\$40/hr.	\$90/hr.
Nature Center Classroom (lg. - 100 max.)	\$60/hr.	\$80/hr.	\$45/hr.	\$100/hr.
Merkle Log Cabin - <i>includes kitchen</i> (30 max)	\$60/hr.	\$80/hr.	\$45/hr.	\$100/hr.
Merkle Log Cabin - 4+ hour rental flat rate	\$280	\$360	\$180	\$440
Cabin Area Picnic Shelter/Fire Pit (50 max.)	\$40/hr.	\$55/hr.	\$35/hr.	\$80/hr.
Kitchen add-on to classroom rental (flat fee)	\$30	\$30	\$30	\$40
Shelter/Fire Pit add-on to cabin (flat fee)	\$20	\$20	\$20	\$30

*Civic groups defined as nonprofit organizations or local government organizations.

Wedding/Outdoor Event Rates

Groups no larger than 100 may exclusively reserve three specific scenic areas for weddings and other unique outdoor events. These include the backyard of the Nature Center, areas near Merkle Cabin or the lawn next to the Heritage Farm shelter. Fees for these exclusive uses are \$500 for up to 3 hours, with \$50 per hour assessed for additional time needed. Wedding rehearsals will be charged \$50 per hour. Please contact Spring Valley well in advance to inquire about these bookings.