



# Kendall County Forest Preserve District

## SHELTER & COURTHOUSE RENTAL REQUEST FORM

**Office Use Only** \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Issue Date \_\_\_\_\_

**Instructions**

- This form is to be completed in its entirety and can be faxed to 630-553-4023 or sent by e-mail to: [kcforest@kendallcountyil.gov](mailto:kcforest@kendallcountyil.gov)
- Rental requests are required two (2) weeks in advance of requested event date.
- The Rental Request will be entered into our reservation calendar and copy of the permit is scanned to your e-mail for signature.
- **Receipt of the signed permit is required at the time you receive the permit for the reservation to be considered secure.**
- **The Full Rental Fee is required 30 calendar days prior to your event date.**
- Courthouse Rentals require a \$100.00 security deposit at the time of the request in order to secure this reservation.

**Permittee Information** (*Permittee must be 21 or older and attend the event*)

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Kendall Resident? Yes  No   
 Phone # (*two numbers are required*) Cell: \_\_\_\_\_ Other: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Requested Site**

Harris Forest Preserve: Shelter 1  144 people    Shelter 2  80 people    Shelter 4  80 people    Shelter 7  80 people

Richard Young:  56 people  
 Jay Woods:  80 people  
 Pickerill-Pigott:  80 people

Historic Courthouse: East Wing Conf. Room  70 people    Court Room  130 people    Third Floor Conf. Room  16 people

**Requested Date**

Event Date: \_\_\_\_\_ Preserves are available at 9:00 am  
 Time Frame: \_\_\_\_\_ Gates are closed at sunset; departure time required at least 30 minutes prior  
 Number of People: \_\_\_\_\_ \$25.00 fee applied for 100+ people

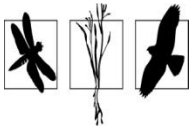
**Type of Group:** *please circle:*      Family, Organization, Church, School, Scout, etc.  
*Non-family events require Certificate of Insurance*

**Name of Event** (*Scout troops: please indicate Pack or Troop Number & Council*)

\_\_\_\_\_

**Firewood:** *Must be purchased from the Forest Preserve. (Collection from grounds or brought from outside is prohibited)*

Number of bundles requested: \_\_\_\_\_ *Firewood: \$25.00 / bundle*



## Kendall County Forest Preserve District

### Rental Fees - Shelters and Historic Courthouse (new rates effective: March 1, 2021)

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	Kendall County Resident	Non-County Resident
Shelters:	\$ 60.00 per shelter	\$ 85.00 per shelter
Firewood:	\$ 25.00 per bundle (bundles contain 25-30 pieces)	
Courtroom	\$ 40.00 hourly rate	\$ 60.00 hourly rate
Conference Rooms:	\$ 20.00 hourly rate	\$ 30.00 hourly rate
Courtroom / Conference Room Security Deposit:		\$ 100.00 per room <small>(county &amp; non-county resident fee)</small>
Harris 5 day rental:	\$ 500.00 weekday	
Horse Arena:	\$ 100.00 per day - Shelter 7 comes with rental	

### Cancellation Policy

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- **Notice of cancellation must be received no less than 60 calendar days prior to the event in order to receive a refund. If the rental is cancelled within less than 60 days, the District will retain the total rental fee.**
- Security Deposit (courtroom & conference room only): will be returned 2-3 weeks after the event as long as no damages, etc. are seen.
- The District allows a one-time rescheduling of any reservation with the paid rental payment applied to the rescheduled event. All rescheduled events must occur within one calendar year of the date of the original event.

### Rules and Regulations

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- **Alcohol** is strictly prohibited in all Forest Preserves.
- Forest Preserves are open from **8:00 am to sunset**. Please exit the preserve 30 minutes prior.
- Speed limit is **10 mph** throughout the preserve.
- **Motor Vehicles and Bicycles** are restricted to roadways and designated parking areas only. Parking on the grass is prohibited.
- **Fires** are allowed only in designated fireplaces and fire rings. It is prohibited to bring in or collect firewood from the Forest Preserve. Firewood must be purchased from Kendall County Forest Preserve.
- **Dogs** are welcome, but must be held on a leash no longer than 10 feet at all times for their safety, that of other visitors, and wildlife. Pets are not allowed in any buildings, except for service animals. Please clean-up after your animal.
- Hunting, collecting or damaging plants, animal or fungus is prohibited.
- **Fishing** is permitted on Forest Preserve property in accordance with Illinois Department of Natural Resources regulations. Limits are posted. Worms and wax worms are the only live bait allowed. Collecting bait from the preserves is prohibited. Contact Silver Springs State Park at (630) 553-6297 for information on State fishing regulations or visit the IDNR website at [www.dnr.illinois.gov](http://www.dnr.illinois.gov)
- Leave area clean by placing all garbage in the trash and recycling receptacles. Do not move tables out of enclosed buildings or shelters.
- Swimming, boating, ice fishing and ice skating are not allowed.
- **Horses** are permitted at Hoover & Harris Forest Preserve on **designated trails only**. Please keep horses off of the sled hill at Harris Forest Preserve. No horse trailers are allowed in the main parking lot from December 1<sup>st</sup> thru April 1<sup>st</sup>.
- **DECORATIONS:** Leave no holes or adhesives. No thumb tacks or tape can be used on the walls. Water balloons, piñatas, rice, birdseed, flower petals, streamers, sparklers, any type of pyrotechnical devices, open flamed candles, sidewalk chalk, sequins, glitter, and, confetti are prohibited.
- The use of Amplified Sound or other loud or unusual activities is prohibited. Be respectful of nature and other preserve visitors.
- If your party requests an **INFLATABLE PLAY HOUSE**, reserve Shelter 1 at Harris Forest Preserve. This is the only site this is permitted. One play house not to exceed 15 feet in height may be placed on the west side of the shelter. TENTS up to 20x40x15 may be allowed with advanced notice only.

For day of questions/concerns: please call 630.746.1005