



# Kendall County Forest Preserve District

## SHELTER & CONFERENCE ROOM LICENSE AGREEMENT 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)
- Shelter & Conference Room Requests are required thirty (30) days in advance of requested event date.
- The License Request form will be entered into our reservation calendar and copy of the License Agreement form is scanned to your e-mail for signature.
- **Kendall County Forest Preserve District must be in receipt of the signed License Agreement form for the reservation to be considered secure.**
- **Full License fee is required two weeks prior to your event date.**
- **Meeting Room reservations require a \$100.00 security deposit.**

### Licensee Information *(Licensee must be 21 or older to enter into a License Agreement)*

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

\*Fireplace available at Shelters 1 and 4

Richard Young\*:  56 people \*Fire pit available

Jay Woods:  80 people

Pickerill-Pigott:  80 people

Historic Courthouse: East Wing Conf. Room  70 people

### Requested Date

Event Date: \_\_\_\_\_ Preserves are available at 9:00 am

Time Requested: \_\_\_\_\_ 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. Bundles contain approximately 30 pieces)*

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



## Kendall County Forest Preserve District

### License Fees - Shelters and Historic Courthouse

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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 30 pieces)	
Conference Rooms:	\$ 20.00 hourly rate	\$ 30.00 hourly rate
Conference Room Security Deposit:	\$ 100.00 refundable security deposit <small>(county &amp; non-county resident fee)</small>	
Harris 5-day rental:	\$ 500.00 weekday	
Horse Arena:	\$ 100.00 per day - Shelter 7 included	

### Cancellation Policy

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- **Notice of cancellation must be received no less than 30 calendar days prior to the event in order to receive a refund. If the rental is cancelled within less than 30 days, the District will retain the total license fee.**
- Security Deposit (conference room only): will be returned 2-3 weeks after the event as long as no damages, or excessive cleaning need to be addressed.
- The District allows a one-time rescheduling of any reservation with the paid license fee applied to the rescheduled event. All rescheduled events must occur within one calendar year of the date of the original event. Any other rescheduled dates after the one time will be charged a \$25 reschedule fee.

### 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 preserves.
- **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.
- Inflatables are prohibited in Preserves. TENTS up to 20x40x15 may be allowed with advanced notice only.

**For day of questions/concerns:** please call 630.746.1005