



VERNON HILLS PARK DISTRICT

SHELTER RENTALS

RULES & REGULATIONS

RULES AND REGULATIONS

Your Rental Sales Receipt should be carried at all times when using the facilities and shown to any party(s) in conflict with this permit. Parties using the facilities without a permit are required to surrender the use of the facilities to groups having a permit. If you encounter any problems with others occupying the reserved shelter, contact the Vernon Hills Police non-emergency at 847-362-4449. Your cooperation is asked in helping to keep the Vernon Hills parks clean & beautiful by observing the following rules & regulations:

1. Picnic Shelter permits expire at 8:00pm.
2. **There are no refunds on picnic shelter rentals.**
3. Renter must be at least 21 years of age and must be present for the **entire** rental. The renter is responsible to ensure all activities are following required rules and regulations.
4. Adequate adult chaperones must be provided if group members are 17 years or younger.
5. An approved permit allows the renter exclusive use of the picnic shelter only. All other park amenities including restrooms, parking lot, playgrounds, athletic fields, etc. must remain available to the public.
6. The use of tents, carnival games, and animals may be done only by the special permission of the Rental & Systems Coordinator. All requests must be made in writing at least 10 business days of the event.
7. Water hookup is available only at the following shelters: Century Park Boat Dock, Hawthorn Melody Park, Peterson Park, and Deerpath Park. Water hookup requests must be approved and made at least 10 business days prior to the event date. Approved water hookup requires a non-refundable administration fee.
8. If you have paid the administration fee for water hookup, it's your responsibility, as the renter, to pick-up the water access key prior to the start of your rental and to return the key after your rental concludes. The key may only be picked up and dropped off during regular Sullivan Community Center business hours.
9. The use of public address systems and loud music is prohibited.
10. **No alcohol** can be sold or consumed at any time during the rental period. Alcoholic beverages are not allowed in the facility, facility parking lot or on any other park district premises. If alcohol is present, the renter will be asked to remove it from the premises. If it is still present after the initial request, your rental will end immediately, you will forfeit rental fees and your damage deposit will not be refunded.
11. Rubbish is to be disposed in the trash containers provided.
12. Use of personal gas grills is permissible. **Personal charcoal grills are not permitted at any time.** All other fires are prohibited.
13. **Renter is responsible for leaving the shelter in the same condition it was found.** Shelters left dirty or damages to any equipment or to the shelter itself may be denied future use of Vernon Hills Park District Facilities.
14. **Vernon Hills Park District equipment/furniture is to not be moved, including tables.**



VERNON HILLS PARK DISTRICT

SHELTER RENTALS

RULES & REGULATIONS

RULES AND REGULATIONS

15. Smoking, gambling and games of chance of any kind are strictly prohibited on Vernon Hills Park District Property.
16. The shelter may not be used for selling refreshments or other concessions, any business or organization for any uses or activities that require any local, county, state or federal licensing without the express written permission of the Executive Director at least 15 business days of the event date.
17. **Cleaning Schedule for Shelters and Restrooms:** The Vernon Hills Park District strives to maintain clean shelters and restrooms at all of our parks. The public shelters and restrooms are **only** cleaned each morning by our Parks Team and are not cleaned through the day. Please contact the Vernon Hills Park District immediately if you notice any vandalism or severe damage to any restroom or shelter.
18. Private individuals or organizations renting for the purpose of selling merchandise, fund-raisers, charging admissions or similar uses shall be established on an individual basis by the Board of Park Commissioners. Any renter found doing any of the above without prior approval, will have their rental terminated immediately and forfeit all rental fees. All requests must be made in writing at 15 business days prior to rental date.
19. **Vehicles are strictly prohibited from driving on pathways that lead to shelters. All supplies must be delivered by hand, wagon, or cart. Driving and/or parking in any area other than the parking lot is prohibited. No parking is allowed on the lawn or sidewalks.**
20. **Renters are not permitted to store items in Vernon Hills Park District facilities or Shelters.** Any items left behind are the responsibility of the renter and the Vernon Hills Park District is not responsible for lost or stolen property.
21. The Vernon Hills Park District reserves the right to approve or deny any request submitted for a shelter rental and to revoke any request previously granted, at any time, if it is determined that the request contained any misrepresentations or false statements, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons or visitor to the facility is endangered by the continuation of such activity.
22. Breaking any of the above rules or conducting any illegal activity may result in the immediate termination of a rental and the forfeit of all rental fees including damage deposit.