



## **Village of Shorewood Parks and Recreation Pavilion Rental Policies and Procedures**

It is the intent of the Village of Shorewood Parks and Recreation Department to make its facilities available to the community on a fair and equitable basis. Village of Shorewood has first priority in scheduling of facilities for Parks and Recreation related programs and activities. The following procedures, guidelines and fee structures will outline the rules and regulations regarding Village of Shorewood Parks and Recreation pavilion/park.

### **Applications:**

Application and payment must be made in full, in person, at the time of booking pavilion/park rentals and must be made at least seven (7) business days prior to the desired date. Applicants will be subject to an additional \$25.00 processing fee should the application be submitted less than seven (7) business days prior to the desired date. Applications and payments can be made at the Village of Shorewood Offices located at:

One Towne Center Blvd  
Shorewood, IL 60404

Hours:  
Monday – Friday 8:00 am – 4:30 pm  
Saturday - Closed  
Sunday – Closed

### **Rules and Regulations:**

- Applicants must show proof of residency to receive discounted resident rates.
- You must be 21 or older to rent Village of Shorewood Park and Recreation pavilion
- At least one adult chaperone (over 21 years of age) must be provided for every 15 minors in attendance.
- **No alcoholic beverages are permitted on park property.**
- All groups or individuals renting facilities shall be responsible for the facility being clean and in an orderly state after scheduled use. Should the facilities be left in such a condition to require additional cleanup or maintenance, this expense will be invoiced to the responsible party.
- All functions conducted in/on Parks and Recreation facilities must be in accordance with Village of Shorewood standards and, therefore, not be in violation of any Village regulations or ordinances as set forth in the ordinances providing for the issuance of permits for the use of park facilities.
- No Park Facility can be rented past dusk without prior written approval from the Village Administrator.

- Groups of one hundred (100) or more must receive special permission from the Village of Shorewood. \*Please see Park Pavilion Rental Ordinance for details\*
- Any event requiring or requesting additional uses of the parks besides the use of the pavilion such as a private wedding, charity event, run/walk event, etc. will require additional information as well as a separate application to be submitted. Special approval from the Village of Shorewood will be required.

**Refund Requests:**

In the instances when a scheduled event must be cancelled, refund requests must be made in writing at the Village of Shorewood Park and Recreation Offices at least 5 calendar days prior to requested rental date. After the 5 day threshold, no refunds will be issued. All refunds will be assessed a \$10.00 administrative fee. NO pavilion refunds will be issued in the cases of inclement weather.

**Pavilion Rental Fees (by capacity)**

		<u>Resident</u>	<u>Non-resident</u>
Park Pavilion fees (by capacity):			
	45 – 100	100.00	200.00
	30 - 45	75.00	150.00
	15 - 30	50.00	100 .00
	Up to 15	30.00	60.00
	Each additional hour [exceeding four (4) hours]	15.00	15.00