



Village of Shorewood Parks and Recreation Pavilion/Park 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) calendar 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/parks
- Groups up to 50 or less are on a first come first served basis, unless pavilion is formally reserved, no permit needed.
- Groups over 100 require off duty Shorewood Police Officer be present.
- 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.

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 and Picnic Fees

A security deposit, as outlined below is required for all pavilion rentals. The deposit will then be refunded, pending completion of inspection for damages to property by park personnel. It is requested that two (2) separate checks be written: one for the pavilion security deposit and which will be returned to you after the event takes place and the inspection has been completed, and one in the amount of the park permit fee, which is non-refundable.

PLEASE NOTE: This must be arranged with the Shorewood Police Department prior to permit for function being issued.

Groups of 100 to 200 must have (1) one off duty Shorewood Police Officer be present at the rate of \$40.00 per hour at the expense of the party renting the pavilion.

	Resident	Non-Resident
Pavilion Security Deposit (in addition to park permit fee)	\$100.00	\$150.00
Park Permit Fee up to 50 people	\$30.00	\$60.00
51 to 100 people	\$50.00	\$100.00
101 to 200 people	\$75.00	\$150.00