

# **FOREST PRESERVES OF WINNEBAGO COUNTY SHELTERHOUSE, BUILDING & GROUNDS USE RESERVATION**

## **POLICY STATEMENT**

This Forest Preserve District Policy Statement is established to assure that no person shall be discriminated against because of his or her political or religious opinions, affiliations, race, sex, color, creed, national origin or physical handicap. It establishes a set of uniform rules and regulations that will govern all reservations granted by the Forest Preserves of Winnebago County for the use of shelterhouses, buildings, and grounds. The following points will be covered:

- I. Policy regarding use of alcoholic beverages on District properties.
- II. Shelterhouse / Building / Grounds Use Policies and Rules
- III. Shelterhouse and Grounds Use Fee Schedule.

### **I. POLICY REGARDING USE OF ALCOHOLIC BEVERAGES ON DISTRICT PROPERTIES**

It is the policy of the Forest Preserve District that all Federal, State and local ordinances will be met with compliance. Of concern to the District is the issue of the consumption of alcohol on District property.

Consumption of alcoholic beverages is allowed on District property and in District structures. However, State Statutes prohibit the delivery or sale of alcoholic beverages in District buildings. Additionally, liability may, under certain circumstances, be created by the District when the District knowingly allows the sale and delivery of alcoholic beverages on District property.

Compliance with Chapter 235, 5/6-15 of the Illinois Compiled Statutes (Dram Shop Act) has to be achieved by the District in order to prevent judgments being taken against the District and, indirectly, the taxpayers therein.

The District therefore requires all permittees of the District to be familiar with and to comply with these Statutes.

1. Any person, association, entity, or organization sponsoring an activity on Forest Preserve District property where the use of alcoholic beverages contemplated must so indicate on the application for reservation form.
2. If participants are charged a fee for the activity or alcohol, Dram Shop Insurance is mandatory and a copy of the Certificate of Insurance must be supplied on or before thirty days prior to the activity. However, if alcoholic beverages are provided for and/or consumed by guests of the applicant, applicant shall guarantee compliance with Chapter 235 of the Illinois Compiled Statutes, which statute prohibits the sale or delivery but not consumption of alcoholic beverages in a building belonging to or under the control of the Winnebago County Forest Preserve District. Dram Shop Insurance is recommended whenever liquor is to be consumed on Forest Preserve District property.

### **II. SHELTERHOUSE / BUILDING / GROUNDS USE POLICIES AND RULES**

1. Shelterhouse reservation applications will be accepted online at [www.winnebagoforest.org](http://www.winnebagoforest.org) or at the Forest Preserve District Office on a first-come first-served basis starting on the first Monday of February. Reservations will be taken for the months of April through November only.
2. Building and Grounds Use Certificate applications will be taken year-round at the Forest Preserve Office. Availability of building and grounds use certificates varies with the District's planned use.

3. Reservations may be transferable with five or more working days. Fees paid are not refund-able.
4. Reservations will not be held for any period of time and must be paid in full at the time of reservation to confirm the date.
5. Any individual who is eighteen years or older may apply for a reservation.
6. Any person, association, entity, or organization sponsoring an activity on Forest Preserve District property where the use of alcoholic beverages is contemplated must so indicate on the application for reservation form.
7. If alcoholic beverages are provided for and/or consumed by guests of the applicant, applicant shall guarantee compliance with Chapter 235 of the Illinois Compiled Statutes, which statute prohibits the sale or delivery but not the consumption of alcoholic beverages in a building belonging to or under the control of the Winnebago County Forest Preserve District. Dram Shop Insurance is recommended whenever liquor is to be consumed on Forest Preserve District property. However, if participants are charged a fee for the event, Dram Shop Insurance is mandatory and a copy of the Certificate of Insurance must be supplied prior to authorization.
8. The adult in whose name the certificate is issued accepts responsibility for the condition of the shelterhouse, building, or grounds area upon conclusion of the activity. Trash is to be bagged and placed in dumpster. Leaving the area or facility in an unreasonable state of disorder where excessive clean-up is necessary will result in additional charges and/or revocation of reservation privileges of the responsible individuals and/or organization. Nailing or stapling of signs or other items to trees, shelterhouses, outhouses, or tables is prohibited. DIRECTIONAL SIGNS TO AN EVENT ARE ALLOWED. POLITICAL CAMPAIGN SIGNS ARE NOT ALLOWED.
9. A shelterhouse certificate entitles the group to reserve any tables in the immediate area that are required, within reason, to accommodate their needs. A grounds use certificate will be required if rides or amusements are to be used. **Permit holder accepts all responsibility for the ride and will not hold the District liable.** They may be purchased at the District Office with the shelter reservation. A building or grounds use certificate entitles the group to utilize the building or grounds for their expressed activity for the entire day. Shelters may not be occupied by another party prior to the arrival of the group reserving the shelter. Areas around the building and adjacent facilities may be open to public use. Shelters are to be vacated by ½ hour after sunset, with the exception of Pecatonica Wetlands that are to be vacated by 10 PM if indicated on permit.
10. Vehicular access to shelterhouses for the purpose of picking up or delivering supplies may be permitted. Vehicles must then immediately be returned to designated parking areas. Parking adjacent to shelterhouses off of designated parking areas is prohibited. On the day of event if problems or concerns, call police non-emergency number: 815-282-2600.
11. Playground equipment, baseball diamonds, parking lots, and other such facilities are not included in the certificate and therefore will be open to the public on a first-come first-served basis.
12. Reservations for groups of 250 to 500 people require an opening in the schedule for day of and day after planned date. District facilities permit a maximum of 500 persons per reservation.
13. It is the responsibility of the person(s) making a reservation to be familiar with the Forest Preserve District General Use Regulation Ordinance and this Policy Statement.
14. No amplified music as per ordinance 7-4 G.