VILLAGE OF
LINCOLNSHIRE
PUBLIC WORKS DEPARTMENT

STAMP HERE

SPRING LAKE PARK HOUSE RENTAL APPLICATION

OFFICE USE ONLY
Permit #:

APPLICANT / ORGANIZATION INFORMATION		
Requested Date:	Start Time:	End Time:
Name of Applicant/Organization:		
Address:		
Representative's Name:	Email:	
Phone:	Number of Guests Expected (20 max):	
Room style (see room setup options below) ☐ Style 1 ☐ Style 2 ☐ Other		
Event Description:		

APPLICANT SIGNATURE

On behalf of _____ (organization), I have read Title 8 (Public Ways & Property), Chapter 1 (Village Parks) of the Lincolnshire Village Code, and do hereby agree to comply with the rules and regulations outlined in this ordinance.

Signature: _____ Date: _____

PARK HOUSE RESERVATION FEES – CODE SECTION 8-1F-3		
Resident	1 - 20 Guests (4-hour max)	$50.00 per Hour
Community Group	1 – 20 Guests (4-hour max)	$30.00 per Hour
Fee Exemption	1 – 20 Guests (4-hour max)	$0.00 per Hour

SUBMIT APPLICATION AND PAYMENT

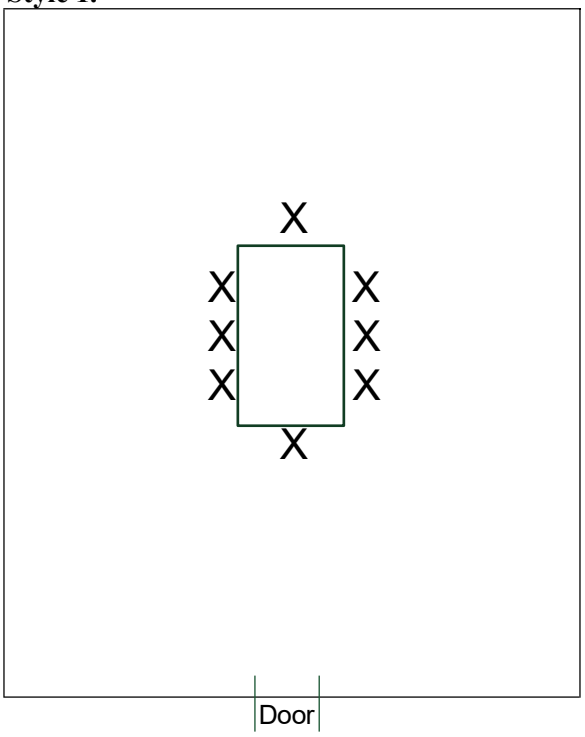
Completed application and payment must be submitted together to process the permit request (mail, drop box outside Village Hall, Village Hall front counter). Payments made with cash or credit card must be submitted in person at Village Hall. Application may be sent via email to receptionist@lincolnshireil.gov
Call 847-883-8600 with questions.

FOR OFFICE USE ONLY	
SLP House Area Inspected By:	Date:
Condition of SLP House Area:	

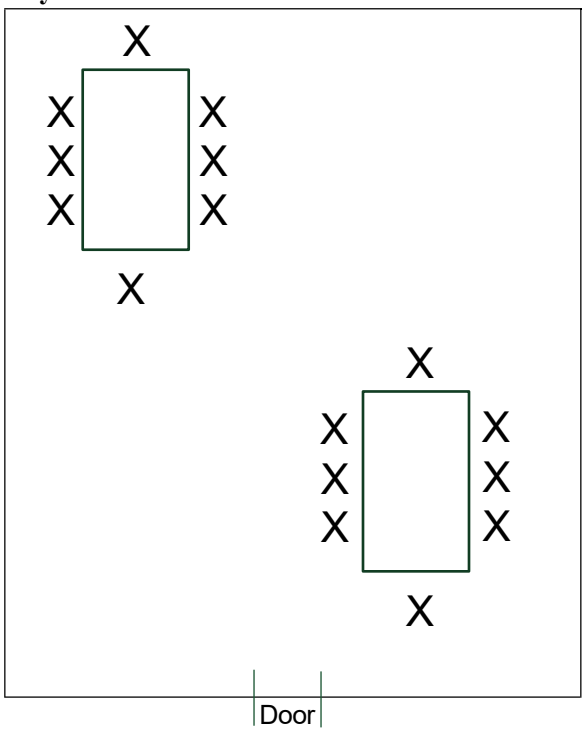
Spring Lake Park House Setup Options

X = Chair

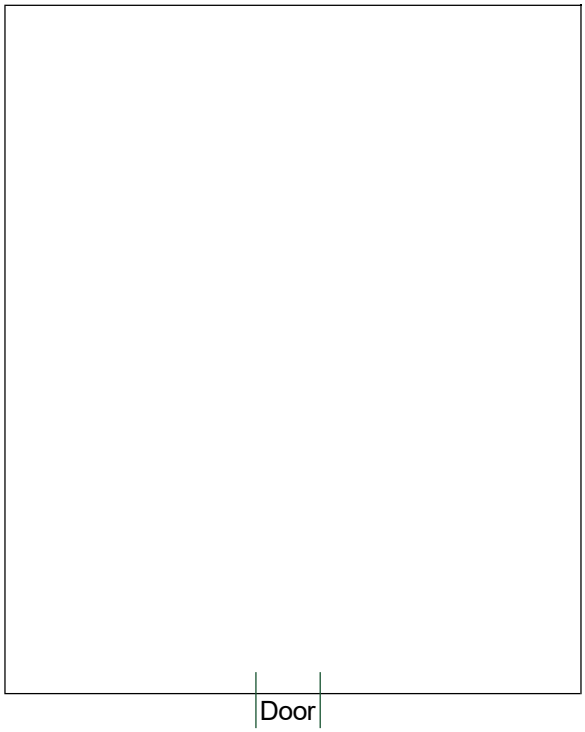
Style 1:



Style 2:



Other:



**Please Illustrate Desired Set-Up

VILLAGE OF
LINCOLNSHIRE

Spring Lake Park House Rental Policy
October 2025

Policy Statement
The intent of this policy is to address the rental of the Spring Lake Park House, to enable residents and community-based organizations located in or immediately adjacent to Lincolnshire to hold small events and/or gatherings. The Village of Lincolnshire recognizes that local organizations need public space, but due to limited resources and the need for equitable access, rental of the Spring Lake Park House will only be offered to residents and community based organizations that promote the health, welfare, and safety of Village residents and meet specific rental criteria.

No organization may use the house for any purpose that is not consistent with the mission of the Village or that violates any Village ordinances or policies. The opportunities provided shall be limited to renting the Park House for a specific schedule of events, including the time, place, and duration, with the renter being responsible for all aspects of the event, including setup, cleanup, and adherence to all rules and regulations.

Pricing Structure (4-hour max)

• **Residents**	$50 per hour	Applies to individual residents of the Village.
• **Approved Community Groups**	$30 per hour	A reduced, subsidized rate for organizations that meet the criteria set forth in the rental policy (i.e., those promoting residents' health, welfare, and safety).

Rate Exemptions
Full rate exemptions will be handled in accordance with the criteria for rate exemption established in the Spring Lake Park House Rental Policy. Any other rate exemption requests must be approved by the Mayor and Board of Trustees prior to any rental.

General Rules for Spring Lake Park House Rentals

The following rules ensure the enjoyment, safety, and proper maintenance of the Park House and the surrounding park environment. Failure to comply with these regulations may result in the **immediate termination of the rental and forfeiture of all fees**.

I. Reservation, Duration, and Capacity

- **Rental Restrictions:** Rentals of the Spring Lake Park House are limited to Lincolnshire residents and approved local community organizations. The house is not available for rentals to non-residents.
- **Minimum Age Requirements:** Anyone renting the Spring Lake Park House must be twenty-one (21) years of age and be present during the entirety of the rental.
- **Maximum Capacity:** The maximum number of attendees permitted within the house area is strictly limited to 20 people.
- **Rental Frequency:** To ensure fair use, rentals are on a first-come, first-serve basis with no more than one rental may occur per day.
- **Event Duration:** Events shall last no longer than four (4) hours unless an extended duration is permitted in writing by Village staff prior to the event.
- **Conclusion Time:** All rental events will take place between the park hours of sunrise and sunset, unless an event extending past sunset is permitted at the sole discretion of Village staff.

II. Park Access and Permits

- **Non-Exclusive Access:** Rental of the Park House does not grant exclusive access to either Spring Lake Beach and/or the designated picnic areas. These areas remain open to the public.
- **Picnic Area Use:** Gatherings of people wishing to utilize the adjacent picnic area shall do so only under the auspice of a separate, valid picnic permit. Using the picnic area for a group event without this permit is prohibited.

III. Prohibited Items and Activities

- **Noise/Sound:** Loud music, speakers, sound systems, or amplifiers are strictly prohibited to ensure the peaceful enjoyment of the park by all visitors.
- **Smoking:** Smoking, vaping, and the use of tobacco products are not permitted inside the Park House area or within 10 feet of its entrance.
- **Open Flames:** Open flames, including candles (except for contained chafing dish burners), are prohibited.
- **Damage & Decorations:** No materials (e.g., staples, tacks, or strong adhesive tape) that may damage the structure are to be used for decorations.

IV. Parking and Traffic

- **Parking Limit:** Parking for the Spring Lake Park House is strictly limited to the designated lot, which includes (27) standard parking spaces and (2) handicapped spaces. Renters and their guests must adhere to these limits; overflow parking is not provided.

V. Renter Responsibility

- **Cleanliness:** The renter is responsible for placing all trash in designated receptacles located within the house area. It is the responsibility of the renter to empty all garbage within the dumpster at the conclusion of the event. The dumpster is located in the northwest corner of the parking lot area.
- **Supervision:** The renter is responsible for the conduct and supervision of all guests.
- **Liability:** The renter is financially responsible for any damage to the Park House or surrounding Village property occurring during the rental period.

VI. Post Rental Inspection

- At the conclusion of each scheduled event, an inspection of the house area will be performed by Village staff to determine if the Park House area was damaged or left in a littered and unsightly condition.
- If damages are incurred as a result of the rental applicable, the lessee will be invoiced for any such damages and will be prohibited from future rentals until all delinquent fees are paid.

Criteria for Reduced Rates
Following are the organizations that qualify for a reduced rate to rent the Spring Lake Park House:

- Brushwood Center at Ryerson Woods
- Lincolnshire Garden Club
- Lincolnshire Community Nursery School
- Lincolnshire Sports Association
- Lincolnshire Swim Club
- Lake Forest Open Lands
- Riverside Foundation / Riverside Foundation Women's Board
- Buffalo Grove Lincolnshire Chamber of Commerce
- School District# 103 Learning Fund Foundation
- School District# 103 Parent-Teacher Organization
- School District# 125 Foundation
- Village Club of Lincolnshire
- Houses of Worship
- Homeowner association management offices that serve residential developments in Lincolnshire.
- Cub Scouts, Boy Scouts, Eagle Scouts, Brownies & Girl Scouts
- League of Women Voters
- Lincolnshire Morningstar Rotary Club
- Toastmasters of Lincolnshire
- Lincolnshire-Riverwoods Fire Protection District
- School District #103
- School District #125
- Vernon Area Public Library
- Vernon Township
- West Deerfield Township
- Lake County Forest Preserve District
- County of Lake

Criteria for Rate Exemption
The following are organizations that qualify for a rate exemption for rental/usage of the Spring Lake Park House:

1. Being an organization which provides services for people with special needs:
    - Special Recreation Association of Central Lake County (SRACLC)
    - Riverside Foundation

****All other rate exemptions must be approved by the Mayor and Board of Trustees prior to the rental.*

VILLAGE OF
LINCOLNSHIRE

Spring Lake Park House Liability Waiver, Release, and Indemnification Agreement

In consideration of the Village of Lincolnshire (the "Village") allowing me to utilize the **Spring Lake Park House** (the "House"), and the surrounding premises and facilities (the "Premises") for the purpose stated above, I, the Renter/User, acknowledge and agree to the following terms and conditions:

1. Warning, Assumption of Risk, and Condition of Premises
I understand and acknowledge that use of the House and Premises for any event, gathering, or activity carries certain inherent risks of damage or injury, including but not limited to property damage, minor or serious physical injuries, or death. These risks may arise from the condition of the House and Premises, from my use of the House and Premises, from the actions of my guests or invitees, or from other circumstances that may be inherent to the use of a public facility.

I acknowledge that I am renting the House and Premises in an "as is" condition and agree to assume **all risks and responsibilities** arising from my or my guests' and invitees' use of the House and Premises, regardless of the cause. I confirm that I and my guests/invitees are solely responsible for determining if we are physically fit and properly skilled for any activities we undertake at the House.

2. Release of Claims and Covenant Not to take Legal Action
I, on behalf of myself, my heirs, executors, administrators, personal representatives, successors, and assigns (collectively, the "Releasing Parties"), do hereby **release, waive, and forever discharge** the Village of Lincolnshire, its officers, officials, employees, Mayor, Board of Trustees, agents, and volunteers (collectively, the "Released Parties") from any and all claims, demands, liabilities, actions, or causes of action for any injury, illness, disability, death, or loss to person or property (including property of my guests or invitees) arising out of, connected with, or in any way associated with:

1. The **condition of the Spring Lake Park House or the surrounding Premises**.
2. My or my guests' and invitees' **use of the Spring Lake Park House or the surrounding Premises**.

This release applies whether the claims arise from the negligence of the Village of Lincolnshire or any other Released Party, or from any other cause. **I promise not to take legal action** against the Village of Lincolnshire or any other Released Party for any liabilities, claims, or damages covered by this Release.

3. Indemnification and Duty to Defend

I further agree to **indemnify, defend, and hold harmless** the Village of Lincolnshire and the other Released Parties from any and all liabilities, actions, claims, demands, costs, expenses (including reasonable attorney's fees), and losses that arise out of, are connected with, or result from:

1. The **condition of the Spring Lake Park House or the surrounding Premises** during my rental period.
2. My or my guests' and invitees' **use or occupancy of the Spring Lake Park House or the surrounding Premises** during the rental period. This obligation to indemnify and defend is intended to protect the Village from liability resulting from making the House available to the public.

4. General Provisions

- I certify that I am 21 years of age or older and am competent to contract in my own name.
- I understand that the Village may use photographs or videos taken by staff during my event for promotional purposes. By signing this form and using the facility, I grant the Village permission to use my image and the image of my guests for such purposes.
- I have carefully read this **Waiver, Release, and Indemnification Agreement**, fully understand its terms, and by signing it, I acknowledge that I am giving up substantial legal rights. I sign this agreement freely and voluntarily.

I have read the waiver, fully understand its terms, and by signing it, I have given up substantial rights, and sign it freely and voluntarily.

Renter/User Name: _____

Address: _____

Phone: _____ Email: _____

Date(s) of Rental/Use: _____

Purpose of Rental (Event): _____