LAKE COURT CENTER RENTAL APPLICATION

LOST LAKE RCD — River Conservancy District

404 Lake Court, Dixon, IL 61021

(815) 652-2006

Event Date: _____ Time IN: _____ Time OUT: _____

Renter's Name: _____ Phone: _____

Street Address: _____

City, State, Zip: _____

Renter's Email: _____

Event Type: _____ Event Category # (see below): _____

Approximate Number Attending Event: _____ Rental Fee: $_____

CATEGORY 1: In-District Private Events (RCD Tax Payer) Security Deposit: $100 no alcohol, $200 with alcohol	$30 per Hour with a 4-Hour Minimum
CATEGORY 2: Out-of-District Private Events (Non-RCD Tax Payer) Security Deposit: $200 no alcohol, $400 with alcohol	$60 per Hour with a 4-Hour Minimum
CATEGORY 3: Open Community Meetings & Social Groups Security Deposit: $100 no alcohol, $200 with alcohol	$15 per Hour with a 2-Hour Minimum

Rental is not confirmed until the rental application is signed and the rental fees are paid to Lost Lake RCD.

1. The renter is responsible for any breakage and damage to the building and grounds.
2. The renter is responsible for set-up and clean-up of the building, including appliances used.
3. The renter is responsible for closing and locking all doors and windows before leaving the property.
4. Alcoholic beverages are <u>not</u> prohibited on RCD property, unless the renter submits a Certificate of Insurance naming Lost Lake RCD as an additional insured during the event, and by submitting a signed, notarized Liability Insurance Agreement.
5. No smoking or vaping is permitted in the building.
6. Music and noise must be held to a reasonable level with regard to surrounding residents. We reserve the right to terminate any event where people become disruptive, destructive, or disrespectful.
7. Do Not Throw Rocks into the Lake.
8. The event must end by 10:00 p.m. Cleanup must be completed and the building vacated by 11:00 p.m.
9. A Security Deposit is required. The deposit will be refunded once the keys are returned and the premises are checked by RCD staff. All facilities must be left in the same condition as prior to rental.

I agree to the above terms and conditions.

_____   _____

Renter's Signature   Today's Date

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Please send the following to: Lost Lake RCD, 404 Lake Court, Dixon, IL 61021

☐ Signed Rental Application   ☐ Liability Insurance Agreement, if applicable

☐ Payment 1: Security Deposit

☐ Payment 2: Rental Fees   ☐ Certificate of Insurance, if applicable