

## **PICNIC RESERVATION PROCEDURES**

To apply for a picnic:

1. Read and understand the attached **PICNIC POLICY AND INFORMATION** and **GROUND RULES**.
2. Review the attached **APPLICATION FOR PICNIC RESERVATION**.
3. Call Henry Jasica (our volunteer Picnic Chair) at 708-267-0776 between 5 PM and 9 PM with any questions and to confirm your desired date and picnic area are available.
4. Complete the **APPLICATION FOR PICNIC RESERVATION** and submit the application, donation and cleanup deposit to:

Homewood Izaak Walton Preserve  
Attn: Henry Jasica, Picnic Chair  
1100 Ridge Road  
Homewood IL 60430

Completed applications can be mailed or left in a sealed envelope at Senior Hall (Senior Hall is located at the address above). If you take your application to Senior Hall and nobody is there, use the mail slot on the front door.

5. A written confirmation will be returned to you by mail. Please have the confirmation with you the day of your picnic.

## APPLICATION FOR PICNIC RESERVATION

Please be familiar with the Preserve's PICNIC POLICY AND INFORMATION and GROUND RULES before submitting this application. Your group will be expected to abide by these policies and rules.	Submit to: Homewood Izaak Walton Preserve Attn: Henry Jasica, Picnic Chair 1100 Ridge Road Homewood IL 60430
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Date of this application: \_\_\_\_\_

Name of organization or applicant: \_\_\_\_\_

Organization or applicant address: \_\_\_\_\_

(street, city, state and ZIP code)

Name of person responsible for the group on the date of the picnic: \_\_\_\_\_

Address of responsible person: \_\_\_\_\_

(street, city, state and ZIP code)

Phone numbers where you can be reached: \_\_\_\_\_

(day)

(evening)

How many people are expected to attend the picnic? \_\_\_\_\_

Has this group used the picnic grounds before? [  ] No

[  ] Yes ... If yes, how many years ago? \_\_\_\_\_

Dates requested:

Shelter preference (check one for each date):

1<sup>st</sup> choice: \_\_\_\_\_ [  ] East [  ] West [  ] No preference

2<sup>nd</sup> choice: \_\_\_\_\_ [  ] East [  ] West [  ] No preference

3<sup>rd</sup> choice: \_\_\_\_\_ [  ] East [  ] West [  ] No preference

Include the required donation in the amount of \$\_\_\_\_\_ (see section **C. DONATION** in the attached **PICNIC POLICY AND INFORMATION**).

Include the \$50 cleanup deposit (see section **D. CLEANUP DEPOSIT** in the attached **PICNIC POLICY AND INFORMATION**).

## PICNIC POLICY AND INFORMATION

### **A. MEMBERS' PRIVILEGE**

Members do not need a reservation for informal picnics of up to 15 family members.

The area between Senior Hall and Black Bear Lodge, when not being used for Scouting activities, is reserved for use by Preserve members. If either of the two main shelters are not reserved, members are free to use them.

### **B. GROUPS RESERVING SHELTERS**

1. Membership in Izaak Walton is not a special consideration in obtaining reservations.
2. Because the Preserve's primary use is for activities other than large picnics (e.g. fishing, hiking, bird watching, and Preserve maintenance), it is typically necessary to restrict the number of persons attending picnics at any one time to no more than 150. Exceptions to the 150 person maximum may be approved by the Picnic Chair.
3. The East shelter includes the use of the ball diamond and volleyball area east of the East shelter. Younger and more active groups are encouraged to reserve the East shelter, and less active groups and groups appreciative of wooded seclusion are encouraged to use the West shelter.
4. Preference in granting reservations is given to Homewood groups and supportive groups from outside Homewood. Supportive groups are defined as those who have made reservations and satisfactorily used the facilities during three previous seasons. These groups are mailed an application in January and have until March 1<sup>st</sup> to request preferred reservations.
5. Other groups will be accommodated when possible but cannot be confirmed a reservation until after March 1<sup>st</sup>. These groups inquiring before March 1<sup>st</sup> will be placed on a waiting list and contacted after March 1<sup>st</sup> to confirm they are still interested in reserving an available date.
6. Upon receipt of the **APPLICATION FOR PICNIC RESERVATION**, required donation (see section **C. DONATION**), and clean-up deposit (see section **D. CLEANUP DEPOSIT**) the Picnic Chair will respond by confirming the requested date or trying to arrange an alternative date.
7. Once a reservation is confirmed, the date cannot be changed unless the shelter is inaccessible or an emergency arises. (Rain is not considered an emergency.) At your request, the Picnic Chair will determine if a date can be changed.

## C. DONATION

Monetary donations for picnic groups are required to cover Preserve costs for providing shelters, garbage removal, maintenance, etc. The appropriate donation must be received by the Preserve at the time an application for the picnic reservation is submitted. The following donation schedule applies:

- Homewood Village government groups (e.g. police, fire, public works) - no donation
- weekdays for children's groups visiting the Preserve for conservation or education purposes - no donation
- weekdays for Scout, Little League, or similar groups - \$15/day
- weekends for Scout, Little League, or similar groups - \$25/day
- weekdays groups not listed above – per day, \$30 donation plus \$1 for every person in attendance over 50 people
- weekends for all groups not listed above – per day, \$50 plus \$1 for every person in attendance over 50 people

The donation will be returned if an acceptable date can't be reserved. Once a reservation is confirmed, the donation will not be returned unless the shelter is inaccessible or an emergency arises. At your request, the Picnic Chair will determine if a donation will be returned.

Per I.R.S. section 6115 effective January 1, 1994, contributions for use of picnic facilities are no longer tax deductible.

## D. CLEANUP DEPOSIT

A cleanup deposit of \$50 is required.

The cleanup deposit will be returned if the picnic area used has been cleaned and restored to the same condition as existed prior to your picnic. If the area has not been fully cleaned or restored, the Preserve will bill your group for the actual cost for cleanup and restoration, and the cleanup deposit will be applied towards payment of the bill.

We look to you, as your group's representative, to see to it that your group leaves the area clean and free of litter or garbage.

## E. PICNIC RULES

While you and your group enjoy your picnic, treat the area with appreciation and respect; abide by the policies listed below and the attached **GROUND RULES**. Failure to do so will result in denial of future picnic reservations. In extreme cases, groups may be asked to leave the Preserve grounds.

- All groups are responsible for any damage to the Preserve caused by their group.
- Motor vehicles should not use the Little League parking area to the west. Parking space is limited. Carpooling is recommended.
- Build fires in cooking grills only, NEVER in the shelters or on the ground.
- Charcoal should be dumped in the small concrete bin adjacent to the West shelter. Do not dump charcoal on the ground, at the edge of the woods, in the driveway or in the garbage bins.
- Use tape to fasten signs, table coverings, etc., to tables or shelters – do not use staples or nails.
- General insect fogging or spraying is forbidden – this destroys useful insects.
- Please respect growing things. Do not break limbs or pick flowers or plants.
- The fenced Little League fields to the west are off limits.
- If you place direction signs at the entrance to the preserve, remove them before you leave.
- Refuse should be placed in the metal garbage bins located adjacent to each of the shelters and nowhere else.
- Live or recorded music or the use of amplification equipment must be approved by the Picnic Chair in advance.
- We ask that the area be vacated by dark.

We appreciate your cooperation, understanding, and assistance in the care and custody of these facilities and the pleasant natural area surrounding them. We hope you and your group will have an enjoyable time.