



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: June 25, 2018

MEMO TO: Craig Taylor, Chair
Operations Committee

S. Michael Rummel, Chair
Finance Committee

FROM: Steve Neaman
Director of Finance

Agenda Item# 9.2

RECOMMENDATION: Recommend approval of an Ordinance establishing fees and charges for District permits, programs, services and facilities (Annual Fee Ordinance).

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability.

FINANCIAL DATA: Annually, Department Directors are required to review District-imposed fees and adjust them as necessary to insure compliance with the Board-adopted Fee Guidelines. The attached recommended Fee Ordinance adjusts fees for permits, educational programs, facility rentals and golf.

BACKGROUND: The Fee Ordinance is prepared in accordance with the Board-adopted Fee Guidelines. The Fee Ordinance includes fees for use of District facilities and services, and provides authority for setting fees not listed in the Fee Ordinance.

Significant adjustments to the ordinance include:

- Creation of a No Fee Special Use Permit for military use of the Fort Sheridan Parade Ground.
- Creation of a No Fee Special Use Permit for programs under the Go Lake County initiative.
- Allowing weekend rentals of Ryerson Welcome Center
- Reduction in the Not for Profit Group discount at the Greenbelt Cultural Center.
- Increase in Parking Fee for Independence Grove summer concerts.
- Increase in the Senior Passes at Countryside and Brae Loch golf courses.

Fee adjustment for Education programs will go into effect immediately. All other fees will go into effect January 1, 2019.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Department Directors and Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR JULY MEETING
JULY 11, 2018**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith "An Ordinance Establishing Fees and Charges for District Permits, Programs, Services, and Facilities (Annual Fee Ordinance)" and request its approval.

OPERATIONS COMMITTEE:

Date: 6/25/18 Roll Call Vote: Ayes: ___ Nays: ___
 Voice Vote Majority Ayes; Nays: 0

FINANCE COMMITTEE:

Date: 6-28-2018 Roll Call Vote: Ayes: ___ Nays: ___
 Voice Vote Majority Ayes; Nays: 0

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE ESTABLISHING FEES AND CHARGES
FOR DISTRICT PERMITS, PROGRAMS, SERVICES AND FACILITIES
(ANNUAL FEE ORDINANCE)**

WHEREAS, the Lake County Forest Preserve District (the "District") is authorized to acquire and hold lands "for the purpose of protecting and preserving the flora, fauna, and scenic beauties within [the] District . . . for the purpose of education, pleasure and recreation of the public," 70 ILCS 805/5 ; and

WHEREAS, the District uses general tax revenues to provide certain programs, services and facilities of general availability and use to all District residents; and

WHEREAS, general tax revenues of the District are insufficient to accommodate the operation, maintenance and administrative costs of providing District permits, programs, services, facilities and special use areas for Lake County's residents; and

WHEREAS, the District assesses fees and charges to the users of District programs, services, facilities and special use areas that provide benefits to a limited and identifiable group of users, which are in addition to those enjoyed by the general public where the costs of providing the services can be determined; and

WHEREAS, the District Finance and Administrative Committee adopted "Guidelines for District Fee Ordinance," dated May 19, 1992, as revised on April 4, 2013, (the "Guidelines") which establish the principles upon which fees and charges for the use of District programs, services, facilities and special use areas should be determined;

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, THAT:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2: Establishment of Fees and Charges. The following fees and charges for the use of District programs, services and facilities are hereby established:

SCHEDULE OF FEES AND CHARGES

TABLE OF CONTENTS

PROGRAMS / EDUCATION	#1
Education Facilities & Services for Schools and Youth Groups at Forest Preserves sites _____	#1
selecting from District's School and Scout Programs	
Guided Education Services for Schools and Youth Groups at Schools and other _____	#2
non-forest preserve locations selecting from District's School and Scout Programs	
Self-guided Education Services at Forest Preserve Facilities _____	#2
Teacher and Youth Group Leader Training Services _____	#2
General Public Services & Programs _____	#2
Community Group Programs _____	#3
Exhibit Permit Fees _____	#4
Lake County History Archives Services _____	#5
Additional Program Information _____	#7
ADMINISTRATION	#8
Duplicating _____	#8
Computer plots, individually generated, or aerial photos _____	#8
Purchasing _____	#8
Ranger Police Reports _____	#8
Vendor Annual Permits _____	#8
Commercial Photography, Film or Video Permit _____	#9
Freedom of Information Act Request _____	#10
PRESERVE USE PERMITS	#11
Picnic Site _____	#11
Special Use _____	#11
Horse Trail Use _____	#13
Dog Exercise Area _____	#13
Dog Sledding/Horse-drawn Cart Area _____	#13
Model Airplane Flying Field _____	#13
Youth Group Camping _____	#14
Cross Country Meets _____	#14
Non-District led Environmental Outdoor Education _____	#14
Military Use of Fort Sheridan Parade Ground _____	#14
Go Lake County Programs _____	#14
FACILITIES (RENTALS)	#15
Education Locations Facility _____	#15
Administrative Facility _____	#15
Brae Loch Facility _____	#15
Greenbelt Cultural Center _____	#16
Additional Facility Fees _____	#16
Independence Grove Forest Preserve _____	#17
Fox River Forest Preserve _____	#19
GOLF COURSE FEES	#21

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 12, 2018)

	<u>Resident</u>	<u>Non-Resident</u>
(1) Education Facilities and Services for Schools and Youth Groups at Forest Preserve sites, selecting from District's School and Scout Program Menu		
(A) Environmental Education Programs		
60 minute program	\$ 38 40.00	\$ 76.00
90 minute program	\$ 48 50.00	\$ 86.00
<u>Life of the Voyageurs</u>		
One group	\$140.00	\$200.00
Two groups in same day	\$160.00	\$220.00
Three groups in same day	\$205.00	\$290.00
Four groups in same day	\$220.00	\$310.00
Lake Ecology: Water Chemistry	\$ 98.00	\$140.00
Glacial Geology	\$ 96.00	\$134.00
Materials fee per group - Food Chain	\$ 20.00	
Maple Syrup	\$ 15.00	
Lake Ecology: Water Chemistry	\$ 20.00	
Mighty Acorns	\$200.00	N/A
(B) History Education Programs		
45-60 minute program	\$2.00/person	\$4.00/person
75 minute program	\$3.00/person	\$5.00/person
Civil War School Day	\$4.00/person	\$6.00/person
(C) Voyageur Canoe Programs		
<u>Life of the Voyageurs</u>		
One group	\$140.00	\$200.00
Two groups in same day	\$160.00	\$220.00
Three groups in same day	\$205.00	\$290.00
Four groups in same day	\$220.00	\$310.00
Lake Ecology	\$205.00	\$290.00
Fish Program	\$150.00	\$210.00
Glacial Geology	\$ 96.00	\$134.00

~~(C)~~ Gateways Grant Program

~~Each grant provides eligible School Districts a program fee waiver and a transportation honorarium.~~

A total of 49 grants are available. Each grant provides an eligible school a program fee waiver and up to \$125 for bus transportation services. A school is eligible for a grant if (i) it is within a school district that serves primarily students living in Lake County and (ii) either (a) the school is located within a school district within which 50% or more of the students are low income students (under Illinois State Board of Education standards) (a "low income district") or (b) the Executive Director or his or her designee determines that the school has established a financial need for the grant. The Executive Director or his or her designee is authorized to allocate the grants among eligible schools (i) based on the above criteria, (ii) by allocating the majority of grants to schools in low income districts, on a pro rata basis according to the number of K-8 students residing within the low income districts, and (iii) for an allocated grant that is offered to an eligible school, but not accepted on or before the first work day in February of each school year, making such grant available to other eligible schools.

	<u>Resident</u>	<u>Non-Resident</u>
(D) Scout Programs (8 scout minimum)	\$ 6.00/scout	\$ 8.00/scout

(2) **Guided Education Services for Schools and Youth Groups at Schools and other Non-Forest Preserve Locations, selecting from District's School and Scout Program Menu**

	<u>Resident</u>	<u>Non-Resident</u>
First program	\$ 60.00	\$ 80.00
Each consecutive program on same day	\$ 40.00	\$ 55.00
<i>Gateways Grant</i> eligible schools		
First program	\$ 50.00	N/A
Each consecutive program on same day	\$ 20.00	N/A

(3) **Self-guided Education Services at Forest Preserve Facilities**

	<u>Resident</u>	<u>Non-Resident</u>
(A) General Environmental Education	\$ 20.00	\$ 40.00
(B) <u>Education Loan Box</u>	<u>\$20.00</u>	<u>\$40.00</u>
<u>Refundable damage deposit/loan box</u>	<u>\$25.00</u>	<u>\$25.00</u>
<u>Late return fee</u>	<u>\$10.00/day</u>	<u>\$10.00/day</u>
(C) Maple Syrup at Ryerson Woods	\$ 25.00	\$ 50.00
(D) Bess Bower Dunn Museum of Lake County (20 participant minimum)	\$ 1.00/person	\$ 2.00/person

(4) **Teacher and Youth Group Leader Training Services**

The Executive Director or designee may set fees for Teacher and Youth Group Leader Training Services to recover direct staff, supply and service costs for residents and direct costs plus overhead for non-residents.

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 12, 2018)

(5) General Public Services & Programs

(A) Museum Admission	
Adults	\$ 6.00
Youth (ages 4 - 17) (limit 10 youth per adult)	\$ 3.00
Students (18 to 25) with proper I.D.	\$ 3.00
Seniors (<u>62 and older</u>), (month of October free)	\$ 3.00
Preschool (3 and under)	No fee
Discount Day (Tuesday)	
Adults	\$ 3.00
<u>Students (18 – 25) with proper I.D.</u>	<u>\$ 1.50</u>
<u>Senior (62 and older)</u>	<u>\$ 1.50</u>
Youth (ages 4 - 17) up to 5/adult	No fee
Youth (ages 4 – 17) 5- 10/adult	\$ 1.50

Free admission to the museum will be offered annually in honor of Bess Bower Dunn's birthday. The day will be on or near August 23, Dunn's actual birthday.

The Executive Director or designee may periodically discount admission fees for promotional purposes.

- (B) Guided Walks and Environmental and History Programs
Per program, per person, selecting from published schedule. Supplies extra.
- (i) Guided Walks, Family Programs, Outdoor Adventures, and Other Programs.
The Executive Director or designee may set fees to recover direct staff, supply and service costs for residents and direct costs plus overhead for non-residents.
 - (ii) Lake County Nature Network Outreach Programs
Educational services provided at various District sites designed to acquaint children and parents with outdoor activities and nature.
The Executive Director is authorized to approve offering of a limited number of these programs each season at no charge to participants.
- (C) Special Events
- (i) District-sponsored
The Executive Director or designee may set admission or other fees for District-sponsored special events to recover staff, supply, service and overhead costs of providing the event, and/or to generate additional revenue. Fees should be charged for all ~~education or cultural themed event or general entertainment~~ events with the goal of recovering 25% to 75% of the cost of ~~educational~~ ~~ly~~ or ~~culturally~~ ~~themed~~ ~~cultural~~ ~~themed~~ events, and recovering 75% to 100% of the cost of the general entertainment events. Additionally, the net subsidy per person for such events should be less than \$10, per Board approved policy.
 - (ii) Support group-sponsored
The Executive Director or designee may authorize the Preservation Foundation of the Lake County Forest Preserves and the YCC Board to hold events or sales on District property for which fees will be charged or other revenues generated and may approve the fee or revenue schedules for such events.

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 12, 2018)

(D) Youth Audience

The Executive Director or designee may set fees for day camps and other guided youth programs to recover direct staff, supply and service costs for residents and direct costs plus overhead for non-residents.

(6) Community Group Programs	<u>Resident</u>	<u>Non-Resident</u>
Per program, per organized group		
(A) Speakers Bureau District or facility general promotion or District selected priority topics	Donation	\$110.00
(B) Museum, 1 hour program at Museum Program selected from published menu of programs. Includes Museum admission. 8 minimum	\$8.00/person	\$10.00/person
(C) Museum, gallery tour. Includes Museum admission	\$8.00/person	\$10.00/person
(D) Guided programs for community groups at Fort Sheridan, Adlai E. Stevenson Historic Home and Bonner Heritage Farm.	\$5.00/person	\$7.00/person
(E) Guided programs for commercial tour groups at Fort Sheridan, Adlai E. Stevenson Historic Home and Bonner Heritage Farm. Per 1 hour presentation, per bus up to 50 people		\$150.00
(F) Special Request Programs Per hour, per leader, 2-hour minimum, supplies extra		
At District sites and all off-site education department special request programs.	\$ 40.00	\$ 60.00
Off-site additional charge per program or out of county location		\$55.00
Custom designed program development		\$50.00/hr
(G) Senior Group Programs Lake County senior centers, libraries, park districts, townships or communities may request senior programs provided at no charge when chosen from a published list of program options. Program requests for topics not included on published list will be subject to special request program fees.		

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 12, 2018)

(7) Exhibit Permit Fees

The Executive Director or designee may set exhibit permit fees to recover supply, service and overhead costs.

(8) Lake County History Archives Services

Museum Photographic Reproduction Services.

Executive Director or designee authorized to negotiate fees for for-profit advertising and editorial reproduction, based on project size and budget, upward from the following minimum prices, based on industry standards.

(A) Publication Use - One-time, one-use, single publication rights.

Editorial use – print or digital format

For-profit

Range per run under 5,000 \$ 85.00

Range per run under 5,001- 50,000 \$150.00

Range per run over 50,000 \$200.00

Not-for-profit, all formats \$ 20.00

Advertising use

For-profit

Book Cover \$300.00

Print \$200.00

Internet \$200.00

Television \$300.00

Sales Catalog – Interior \$150.00

Sales Catalog – Cover \$300.00

Not-for-profit, all formats \$ 50.00

Postcard reproduction

Per image, per 5,000 run

For-profit \$ 85.00

Not-for-profit \$ 20.00

Television, Film, Video, DVD

Local/not-for-profit/educational \$ 50.00

North American distribution \$150.00

Worldwide distribution \$200.00

(B) Internet/WWW

Website (not-for-profit/educational) \$ 50.00

Website (For-profit) \$150.00

Mobile app \$150.00

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 12, 2018)

- (C) Exhibition Use - Digital scans for public display or exhibition only. Does not include publication rights.
- | | | |
|--------------------|-----------|----------|
| Digital scans | | |
| For-profit | (300 dpi) | \$ 85.00 |
| | (600 dpi) | \$ 90.00 |
| Not-for-profit | (300 dpi) | \$ 20.00 |
| | (600 dpi) | \$ 25.00 |
| Color laser copies | | |
| Letter size | | \$ 5.00 |
| Ledger size | | \$ 7.50 |
- (D) Presentation Use
Images for presentation use only.
Does not include publication rights or permission for other uses.
- | | |
|----------------|----------|
| For-profit | \$ 20.00 |
| Not-for-profit | \$ 7.50 |
- (E) Professional Filming
Per image.
- | | |
|---|----------|
| For-profit | \$ 85.00 |
| Not-for-profit | \$ 20.00 |
| After first hour, usage fee plus \$20.00/hour staff assistance fee. | |
- (F) Special set-up fee for photographs or professional filming per three-dimensional, framed or over-sized artifact. \$ 30.00
- (G) Re-use Fees
All requests for re-use or change in use must be applied for in writing to the Museum.
- | | |
|---------------|----------------------|
| Same use | 50 % of current fees |
| Different use | 90 % of current fees |
- (H) Fee Reductions
Lake County residents and businesses receive 10 percent off all usage fees.
- (I) Resending Images
A \$5.00 fee will be charged for requests to resend a lost or expired link to an image within six months of purchase. After six months, standard re-use fees may apply.
- (J) Archival Research Services
- | | |
|-----------------------------------|----------|
| Per hour - For-profit | \$ 40.00 |
| Not-for-profit | \$ 20.00 |
| Photocopies, each | \$ 0.25 |
| Color laser copies | |
| Letter size, each | \$ 3.00 |
| Ledger size, each | \$ 4.50 |
| PDF perusal scans at 200DPI, each | \$ 3.00 |

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 12, 2018)

(9) Additional Program Information

(A) Scholarships

The Executive Director or designee may offer partial fee scholarships for low-income individuals for selected programs according to the approved guidelines.

(B) Gateways Scholarships

Program fees waived and transportation grant for approved school districts in Lake County selecting from District's Field Trip Program.

(C) Refunds

Refunds for programs requiring advance payment will be given upon request if cancellation is made at least one week in advance of program date. Absence from one session of a program series does not entitle participant to a pro-rated refund. Refunds will not be given for summer day camp programs cancelled due to weather after 30 minutes of camp start.

(D) Satisfaction Guarantee

Program participants who are not completely satisfied with the quality of an education program may request credit toward another program or a refund.

ADMINISTRATIVE
(FEES EFFECTIVE JANUARY 1, 2019)

(1) Duplicating	
Photocopying - public	
Per page, up to 25 pages	\$ 0.15
Per page, 26 or more pages	\$ 0.20
(2) Computer plots, individually generated, or aerial photos	
(8.5" x 11")	\$ 8.00
(11" x 17")	\$ 10.00
(24" x 36")	\$ 20.00
(35" x 35")	\$ 25.00
(36" x 48")	\$ 30.00
Special computer generated map per hour (1 hour minimum), plus materials	\$ 50.00
Digital data to be priced at time of request.	
Pre-printed 8.5" x 11" site aerials	\$ 4.00
(3) Purchasing	
Bid packages	\$ 1.00 to \$50.00
Set by Executive Director or designee, based on production costs of packet.	
(4) Ranger Police Reports	
Traffic accident report (paper copy)	\$ 5.00
Traffic accident report of accident investigated by accident reconstruction officer or accident reconstruction team (paper copy).	\$ 20.00
Traffic accident report (electronic)	in accordance with FOIA
Miscellaneous reports and documents	in accordance with FOIA
(5) Vendor Annual Permits*	\$150.00
Single Use Permit	\$100.00

*Includes, but not limited to: Food Vendors/Caterers; Beer Truck; Band/DJ; Tent Vendor; Portable Toilets/Wash Station; Amusement devices.

ADMINISTRATIVE
(FEES EFFECTIVE JANUARY 1, 2019)

(6) Commercial Photography, Film or Video Permit

- | | | |
|-----|--|-------------|
| (A) | Annual Portrait Photography | \$ 150.00 |
| | Single day use permit | \$ 100.00 |
| | Commercial portrait photography permits do not apply to exclusive use areas at Independence Grove. Permits for these areas (plaza, garden, etc.) can be obtained through the staff at the Visitors Center. | |
| (B) | Still Advertising Photography | |
| | Non-refundable application fee | \$ 25.00 |
| | Shooting permit, per day, per site | \$ 250.00 |
| | Refundable deposit, per day, per site | \$ 250.00 |
| (C) | Film or Video | |
| | (i) Small production | |
| | Fewer than 20 people, 5 vehicles in crew | |
| | Non-refundable application fee | \$ 100.00 |
| | Shooting permit, per hour, per site | \$ 100.00 |
| | Preparation/restoration permit, per day, per site | \$ 50.00 |
| | Refundable deposit, per day, per site | \$2,500.00 |
| | up to a maximum of \$5,000.00 per production | |
| | (ii) Limited Production | |
| | 21 to 50 people, up to 10 vehicles in crew | |
| | Non-refundable application fee | \$ 200.00 |
| | Shooting permit, per hour, per site | \$ 150.00 |
| | Preparation/restoration permit, per hour, per site | \$ 75.00 |
| | Refundable deposit, per day, per site | \$5,000.00 |
| | up to a maximum of \$5,000.00 per production | |
| | (iii) Extensive Production | |
| | More than 50 people and/or 10 vehicles in crew | |
| | Non-refundable application fee | \$ 300.00 |
| | Shooting permit, per hour, per site | \$ 400.00 |
| | Preparation/restoration permit, per hour, per site | \$ 150.00 |
| | Refundable deposit, per day, per site | \$15,000.00 |
| | up to a maximum of \$15,000.00 per production | |
| (D) | In addition to the above, the Permittee must provide the District with satisfactory evidence of general liability insurance coverage in minimum limits of \$1,000,000.00 with the District named as additional insured; the Permittee must acquire all required local or other permits and name the Lake County Forest Preserve District and/or display its logo in photography or film/video credits. | |
| (E) | The Permittee also must pay any facility permit or other fees applicable to the permit location. | |
| (F) | As deemed necessary by the District for safety and security of the Permittee, visitors and District assets, the Permittee may be required to reimburse the District for ranger or other staff time. | Hourly rate |

ADMINISTRATIVE
(FEES EFFECTIVE JANUARY 1, 2019)

(7) Fees under Freedom of Information Act

Notwithstanding any other provision of this Ordinance, if a person requests a public record pursuant to the Freedom of Information Act, then the District shall charge to the person only the fee, if any, that is applicable to such request under the Freedom of Information Act and the District's Rules and Regulations for Implementation of the Freedom of Information Act, except when a different fee is fixed by statute, in which case the District shall charge such different rate.

PRESERVE USE
(FEES EFFECTIVE JANUARY 1, 2019)

(1) Picnic Site Permits	<u>Resident</u>	<u>Non-Resident</u>
(A) Per day, per shelter, weekdays and non-holidays		
1 - 50 people	\$ 60.00 <u>80.00</u>	\$ +20.00 <u>160.00</u>
Per additional group of 10 people	\$ 10.00	\$ 10.00
701+	Contract	Contract
Executive Director or designee authorized to negotiate and approve contracts specifying fees and scope of services.		
(B) Per day, per shelter, weekends and holidays, Memorial Day Weekend through Labor Day		
1 - 50 people	\$ 70.00 <u>90.00</u>	\$ +40.00 <u>180.00</u>
Per additional group of 10 people	\$ 10.00	\$ 10.00
(C) Per day, per open area		
25 - 50 people	\$ 50.00	\$ 100.00
Per additional group of 10 people	\$ 10.00	\$ 10.00
701+	Contract	Contract
Executive Director or designee authorized to negotiate and approve contracts specifying fees and scope of services.		
(D) Changes to picnic permit made more than one day after reservation taken		\$ 5.00/change
(E) Field permit administrative fee		\$ 5.00
(F) Per hour, for special staff assistance as determined by District		Hourly rate

(2) Special Use Permit

A special use permit may be granted to individuals or groups that wish to use District land for non-District sponsored events such as, but not limited to, walk-a-thons, races, dog shows, athletic competitions, church services, etc.

- (A) A Non-Refundable Special Use Permit Application Fee of \$100.00 is charged for staff to review a proposed event.
- (B) A base permit fee of \$100.00 is charged for any approved event. The permit fee includes a Post Event Assessment. Additional site visits due to failed Post Event Assessment or multiple event days will be billed at an additional \$65/hr.
- (C) Additional ranger and maintenance services will be charged at the current hourly rate.

PRESERVE USE
(FEES EFFECTIVE JANUARY 1, 2019)

(2) Special Use Permit (cont.)

- (D) The Permittee also must pay any facility permit, vendor, impact or other fees applicable to the permit location.
- (E) In addition to the above, the Permittee must provide the District with satisfactory evidence of general liability insurance coverage in minimum limits of \$1,000,000.00 with the District listed as additional insured, and the Permittee must acquire all required local or other permits and name the Lake County Forest Preserve District.
- (F) Administrative or maintenance staff time will be charged at the current hourly rate.
- (G) Event permits estimated at over \$500.00 will require a pre-payment of \$400.00 in addition to the application fee to be applied to the final permit fee. Cancellation of the event once the permit has been issued will result in forfeiture of the entire \$500.00.
- (H) Late payment/Late agreement: \$10.00/day within 30 days of event. Non-payment or incomplete agreements within 14 days of event will void the agreement.
- (I) Non-compliance penalties will be assessed according to additional staff time at an hourly rate for trash disposal, storage of equipment or excess administrative time.
- (J) An additional ~~\$100.00~~ 200.00 fee for reapplication or reinstatement will be assessed for applications that have been denied, have failed a previous Post Event Assessment, have used non-permitted vendors, or made substantial changes after the preparation of an agreement.
- (K) Penalty for use of a non-permitted vendor \$150.00
- (L) Out of County fee \$250.00
- (M) Use of District Golf Cart \$150.00/day
 District driver (Required with Cart Rental) \$ 20.00/hour
- (N) Preparation and Restoration Fee

 Charged for duration of event including
 Set-up and break-down during preserve hours

1-199 ppl	\$1525.00/hr
200-399 ppl	\$3035.00/hr
400-599 ppl	\$45.00/hr
600 ppl or more	\$60.00/hr
- (O) Open Area Permit Fee

 Charged for all event participants/
 staff/volunteers/sponsors/spectators

25 – 50 ppl	\$50.00
Per add 10 ppl	\$10.00
- (P) Trail Impact Fee

< 250 ppl	\$ 0.00
250-349 ppl	\$ 500.00
350-449 ppl	\$ 750.00
450-750 ppl	\$1,000.00

PRESERVE USE
(FEES EFFECTIVE JANUARY 1, 2019)

(2) Special Use Permit (cont.)		<u>Resident</u>	<u>Non-Resident</u>
(Q) Special Use Permit Damage Deposits		1-199 ppl \$1,000.00 200-400 ppl \$2,000.00 401-599 ppl \$3,000.00 600 or more \$5,000.00-\$15,000.00	
(3) Horse Trail Use Permits			
(A) Private Horse Owner, per horse		<u>Resident</u>	<u>Non-Resident</u>
Annual (calendar year)		\$50.00	\$ 100.00
Annual purchased after August 31		\$25.00	\$ 50.00
Daily		\$ 5.00	\$ 10.00
(B) Livery, per horse			
Annual (calendar year)		\$120.00	\$240.00
Daily Per Rider		\$ 5.00	\$ 10.00
(C) Annual Tag Replacement		\$ 5.00	\$ 5.00
(4) Dog Exercise Areas		<u>Resident</u>	<u>Non-Resident</u>
(A) Annual Permit (calendar year)			
One dog		\$ 50.00	\$150.00
Per additional dog		\$ 20.00	\$ 75.00
(B) Annual Permit reduced (purchased after August 31)			
One dog		\$ 25.00	\$ 75.00
Per additional dog		\$ 15.00	\$ 20.00
(C) Daily Permits per dog		\$ 10.00	\$ 20.00
(D) Annual sticker or tag replacement		\$ 5.00	\$ 5.00
(E) Third vehicle added to permit		\$ 5.00	\$ 5.00
(F) Dog Care Shelter (adopt-a-pet) Annual Permit limited to three dogs at one time.		\$200.00	\$400.00
(5) Dog Sledding/ <u>Horse-drawn Cart</u> Area Permits (calendar year)			
(A) Sled Team (limit of six dogs per team) Skijorer (skier pulled by one or two dogs)		\$ 50.00	\$100.00
(B) Skijorer (skier pulled by one or two dogs)		\$ 50.00	\$100.00
(B) Horse-drawn cart		\$ 50.00	\$100.00
(6) Model Airplane Flying Field			
Annual Permit (calendar year)		\$ 40.00	\$ 80.00
Per person			

PRESERVE USE
(FEES EFFECTIVE JANUARY 1, 2019)

(7) Youth Group Camping

Per night, per site, for organized youth groups with adult supervision. (e.g., scouts, church groups, etc.) Up to 2 sites available per area.

	\$ 60.00	\$120.00
--	----------	----------

(8) Cross Country Meet Permits – Illinois Sanctioned High School and Middle School Cross Country Meet Fee Structure for Events

- (A) For meets with 200 or fewer attendees: \$350.00 with a \$150.00 refundable damage deposit.
- (B) For meets with more than 200 but fewer than 500 attendees: \$850.00 with a \$300.00 refundable damage deposit.
- (C) For meets with more than 500 but less than 800 attendees: \$1,600.00 with a \$500.00 refundable damage deposit.
- (D) For meets with more than 800 attendees, the standard Special Use Permit Application process would be used to determine the fee.

(9) Non-District Led Environmental Outdoor Education Permits – Organized Groups (excluding schools)

Groups of 25 or more, and no more than 50 using a preserve for outdoor or environmental education: \$60.00

(10) Military Use of Fort Sheridan Parade Ground (No Fee)

A No Fee Special Use Permit may be issued to a branch of the United States Military for change of command or similar ceremonies, provided that:

- (A) The duration of the event is no more than one day.
- (B) No public parking will be needed.
- (C) Minimal structures (tent, portable toilet, etc.) will be allowed.
- (D) Event size will be limited to 100 participants.

(11) Go Lake County Programs (No Fee)

A No Fee Special Use Permit may be issued for public programs coordinated by other units of local government (park districts, municipalities) under the Go Lake County initiative, provided that the program is free to the public and creates no cost to the District.

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2019)

(1) Education Locations Facility Permits

Adlai E. Stevenson II Historic Home.	<u>Not-for-profit</u>	<u>Private/ Corporate</u>
Weekdays 9 am to 4:00 pm		
Per day, per group of 1-75	\$750.00	\$1,040.00
Per 4 hours, per group of 1-75	\$550.00	\$ 700.00

Extended hours available until midnight, per hour \$ 65.00
Ranger support Hourly Rate

Ryerson Woods	<u>Not-for-profit</u>	<u>Private/Corporate</u>
Welcome Center Program Room		
<u>Tuesday through Saturday</u> Weekdays 9 am to 4:00 pm		
Per day, per group of 1-75	\$280.00	\$400.00
Per 4 hours, per group of 1-75	\$220.00	\$300.00
 <u>Sunday 11:30 am to 3:00 pm</u>		
Per day, per group of 1-75	\$280.00	\$400.00

Extended hours available until midnight, per hour Hourly Rate \$55.00
~~Ranger Support Hourly Rate~~

(2) Administrative Facility Permits

For government agencies or directly affiliated not-for-profit groups weekdays only

General Offices committee room		
Full day (8:30 am – 4:30 pm)		\$250.00
Four consecutive hours between 8:30 am and 4:30 pm		\$150.00
Additional hours after 4:30 pm until 9 pm		\$ 65.00/hr
 Operations and Public Safety Facility meeting room		
Full day (6:30 am – 3 pm)		\$150.00
Four consecutive hours between 6:30 am and 3 pm		\$ 75.00
Additional hours after 3 pm until 9 pm		\$ 65.00/hr

(3) Brae Loch Facility Permit

In Season: April – October

Bar Events:

Weekday	\$ 75.00 per hour
Weekend	\$100.00 per hour

Non-Bar Events:

Weekday	\$ 65.00 per hour
Weekend	\$ 90.00 per hour

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2019)

(3) Brae Loch Facility Permit (cont.)

Off Season: November – March (Minimum 4 hour permit)

Bar Events:

Weekday	\$100.00 per hour
Weekend	\$125.00 per hour

Non-Bar Events:

Weekday	\$ 90.00 per hour
Weekend	\$115.00 per hour

Dance Floor Permit Non-Golf, Non-Bar Event Flat Fee	\$250.00
---	----------

Fees for post golf outing event are waived if gross revenue of the golf outing exceeds \$1,000.00

(4) Greenbelt Cultural Center Room Rental Rates

Monday thru Thursday 7:00 am – 10:00 pm and
 Friday until 4:00 pm (three hour minimum)

1 Banquet room	\$ 40.00 /50.00/hr
2 Banquet rooms	\$ 75.00/hr
3 Banquet rooms	\$105.00/hr
Meeting room (each)	\$ 40.00/hr

Friday 6:00 pm – 12:00 am, Saturday and
 Sunday 7:00 am – 12:00 am (four hour minimum)

1 Banquet room

Friday	\$160.00/hr
Saturday (until 3:00 pm)	\$160.00/hr
Saturday (after 3:00 pm)	\$180.00/hr
Sunday	\$160.00/hr

2 Banquet rooms

Friday	\$180.00/hr
Saturday (until 3:00 pm)	\$180.00/hr
Saturday (after 3:00 pm)	\$210.00/hr
Sunday	\$180.00/hr

3 Banquet rooms

Friday	\$210.00/hr
Saturday (until 3:00 pm)	\$210.00/hr
Saturday (after 3:00 pm)	\$240.00/hr
Sunday	\$210.00/hr

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2019)

(4) Greenbelt Cultural Center Room Rental Rates (cont.)

With Banquet room rental

Foyer	\$200.00/room rental
North Patio	\$200.00/room rental
Meeting room (each)	\$ 75.00/hr
Amphitheatre	\$750.00/room rental
Security Fee for events scheduled after 10:00 pm	\$ 85.00/hr

Not-For-Profit

Tax-exempt, registered not-for-profit groups are eligible for discounts on room permit fees Monday through Thursday at the following rates:

Lake County groups	40 <u>20</u> % discount
Non-Lake County groups	20 <u>15</u> % discount

Equipment & Services

Dance floor (18 x 18)	\$100.00
Large dance floor (21 x 21)	\$150.00
Stage risers	\$ 25.00/section
Outdoor chairs	\$ 2.00 per chair
Projector/screen use	\$ 50.00
Podium/microphone	\$ 50.00
Wireless microphone	\$ 25.00
Self-catered insurance	\$250.00
Beverage kitchen use	\$100.00
Kitchen use	\$250.00
Corkage fee	\$100.00
Overtime	\$100.00/15 min.
Wireless lavalier microphone	\$ 25.00
Wireless handheld microphone w/ stand	\$ 30.00
Portable indoor/outdoor wireless system	\$250.00
Colored copies	\$ 0.25 <u>.75</u>
Black and white copies	\$ 0.10 <u>.25</u>
In-house labor (additional assistance)	\$ 30.00 <u>65.00</u> /hr

Refundable Damage Deposits

Groups less than ~~100~~150 people,
without alcohol, ~~before 5 pm~~

\$ 500.00

Groups of ~~100~~150 or more people,
Or groups serving alcohol, ~~or after 5 pm~~

\$1,500.00

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2019)

(5) Additional Facility Fees

(A)	Ranger fee (required if liquor served, or after 5 10 pm)	Hourly Rate
(B)	Audio/visual equipment permit (other than video projector)	\$15.00 each
	Video projector rental	
	Not-for-profit groups	\$50.00
	For-profit groups	\$75.00
(C)	Coffee/tea service (10 person minimum)	\$ 1.75/person
(D)	Support group-sponsored The Executive Director or designee may authorize the YCC Advisory Committee, the Preservation Foundation of the Lake County Forest Preserves, and the Lake County Volunteer Stewardship Network to use facilities, as available and within normal hours of operation, at no, or a reduced charge.	

(6) Independence Grove Forest Preserve Rentals

(A) North Bay Pavilion Permits (daytime or early evening)		
	<u>Resident</u>	<u>Non-Resident</u>
Weekdays (Monday – Friday)		
Up to 99 people	\$ 200.00	\$ 300.00
100 to 199 people	\$ 400.00	\$ 600.00
200 to 299 people	\$ 600.00	\$ 900.00
300 to 399 people	\$ 800.00	\$1,200.00
400 to 499 people	\$1,000.00	\$1,500.00
500 or more people	\$1,200.00	\$1,800.00

(A) North Bay Pavilion Permits (Daytime or early evening)		
	<u>Resident</u>	<u>Non-Resident</u>
Weekends (Saturday and Sunday)		
Up to 99 people	\$ 300.00	\$ 450.00
100 to 199 people	\$ 600.00	\$ 900.00
200 to 299 people	\$ 900.00	\$1,350.00
300 to 399 people	\$1,200.00	\$1,800.00
400 to 499 people	\$1,500.00	\$2,250.00
500 more people	\$1,800.00	\$2,700.00

(B) Native Garden	
Without Visitors Center use*	
Monday – Thursday	\$ 100.00/hr
Friday – Sunday & Holidays	\$ 150.00/hr
With Visitors Center use* (3 hour minimum)	\$ 100.00/hr
*Plus setup charges if necessary.	

(C) Observation Deck	\$ 150.00/hr
----------------------	--------------

(D) Plaza Native Garden and Observation Deck (Early evenings only, within regular operating hours of preserve)	\$ 5,000.00
---	-------------

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2019)

(E) Visitors Center Classroom (3 hour minimum) \$ 100.00/hr

(F) Not-for-profit Group Discount - Tax-exempt, registered not-for-profit groups are eligible for discounts on site permit fees Monday through Thursday at the following rates:

Lake County groups ~~40~~20% discount
Non-Lake County groups ~~20~~15% discount

~~(G) I.T. or ranger assistance for all locations~~ ~~Hourly Rate~~

(7) Independence Grove Fees

	<u>Resident</u>	<u>Non-Resident</u>
(A) Beach Fees		
Daily (age 2 & up)	\$ 4.00	\$ 7.00
Twilight (3 pm to closing)	\$ 2.00	\$ 4.00
Punch card (20 visits)	\$ 64.00	\$ 112.00
Beach Season Pass		
Individual	\$ 49.00	N/A
2 Person	\$ 75.00	N/A
3 Person	\$ 105.00	N/A
4 Person	\$ 129.00	N/A
5 Person	\$ 150.00	N/A
Guest	\$ 4.00	N/A
10% discount if paid before May 1st		
(B) Parking Fees		
Daily, non-prime (Mon - Thurs)	\$ N/C	\$ 5.00
Daily, prime (Fri, Sat, Sun & Holidays)	\$ N/C	\$ 10.00
Daily small shuttle bus, non-prime (Mon - Thurs)	\$ N/C	\$ 50.00
Daily small shuttle bus, prime (Fri, Sat, Sun & Hol)	\$ N/C	\$ 75.00
Daily bus, non-prime (Mon - Thurs)	\$ N/C	\$ 100.00
Daily bus, prime (Fri, Sat, Sun & Hol)	\$ N/C	\$ 150.00
Concert night	\$ 6.00 10.00	\$ 6.00 10.00
(C) Boat and Bike Fees		
14 ft. row boat, first 2 hours	\$ 17.00	
each additional hour	\$ 7.00	
12 ft. row boat, first 2 hours	\$ 14.00	
each additional hour	\$ 5.00	
Canoes, first hour	\$ 10.00 11.00	
each additional hour	\$ 5.00	
Kayaks, first hour	\$ 10.00 11.00	
each additional hour	\$ 5.00	
Tandem kayaks, first hour	\$ 12.00 14.00	
each additional hour	\$ 6.00	

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2019)

(7) Independence Grove Fees (cont.)

(C) Boat and Bike Fees (cont.)

Pedal boats, first hour	\$ 11.00 <u>12.00</u>
each additional hour	\$ 6.00
Trolling motor, first 2 hours	\$ 12.00
each additional hour	\$ 6.00
Seat cushion, per permit	\$ 2.00
Dual rider bike, per hour	\$ 25.00
1 passenger bike, per hour	\$ 10.00 <u>12.00</u>
Adaptive use bicycle, per hour	\$ 10.00 <u>12.00</u>
Stand up paddleboard, per hour	\$ 20.00
Pedal pontoon boat, per hour	\$ 50.00
Pedal pontoon boat, per two hours	\$ 90.00

(8) Fox River Forest Preserve

(A) Marina

	<u>Resident</u>	<u>Non-Resident</u>
Boat Slip Permit (May 6 – Oct 15)		
20-foot slip (no water or electric)	\$1,000.00	\$1,100.00
25-foot slip (no water or electric)	\$1,200.00	\$1,320.00
25-foot slip (includes water and electric)	\$1,400.00	\$1,540.00
30-foot slip (includes water and electric)	\$1,650.00	\$1,800.00
Indoor Trailer Storage		
With slip permit	\$ 175.00	\$ 195.00
Without slip permit	\$ 225.00	\$ 250.00
Each removal		\$ 25.00
Indoor Trailered Boat In/Out Service (includes four free removals per month)		
Under 25 ft.	\$ 900.00	\$ 990.00
Over 25 ft.	\$1,070.00	\$1,180.00
Each additional removal		\$ 25.00

(B) Launch Fees

Trailered boats or watercraft		
Daily	\$ 10.00	\$ 15.00
Seasonal	\$ 195.00	\$ 275.00

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2019)

_____ (8) Fox River Forest Preserve (cont.)

(B) Launch Fees (continued)

Non-trailerred boats or watercraft

Daily	\$ 5.00	\$ 5.00
Seasonal	\$ 40.00	\$ 40.00

(C) Winter Indoor Storage Rates*

Storage with trailer**	\$ 21.00/ft.	\$ 23.00/ft.
Storage without trailer**	\$ 26.00/ft.	\$ 28.00/ft.
Personal watercraft storage	\$ 250.00	\$ 275.00

(D) Outdoor Storage \$ 250.00 \$ 300.00

*All boats over 26 ft. must add \$3 per foot to the above rates.

**All slip permit customers receive 10% discount on winter storage.

(E) Dock Box Permit (season) \$125.00

(F) Late Penalty \$ ~~25.00~~ 100.00/week

9. Additional Facilities Information

(A) Additional Staff assistance

i.e. I.T. or ranger assistance for all locations

Hourly Rate

GOLF COURSE
(FEES EFFECTIVE JANUARY 1, 2019)

(1) Golf Course Fees - Brae Loch, Countryside and ThunderHawk

(A) Brae Loch Golf Club

<u>Green Fees</u>	Walk	Ride
Monday – Friday (excludes holidays)		
18 holes	\$25.00	\$32.00 <u>35.00</u>
Senior (ages 62 & up)	\$22.00	\$29.00 <u>32.00</u>
Junior 9 holes (ages 17 & under)	\$15.00	\$25.00
Junior 18 holes (ages 17 & under)	\$20.00	\$30.00
 Saturday, Sunday & Holidays		
18 holes	\$34.00	\$44.00 <u>47.00</u>
 Permanent Tee Times		
Saturday – Sunday, foursomes only		\$ 80.00/golfer

(B) Countryside Golf Club

<u>Green Fees</u>	Walk	Ride
Monday – Friday (excludes holidays)		
18 holes	\$31.00	\$42.00 <u>45.00</u>
Senior (ages 62 & up)	\$25.00	\$36.00 <u>39.00</u>
Junior 18 Holes (ages 17 & under)	\$20.00	\$30.00
Junior 9 Holes (ages 17 & under)	\$15.00	\$25.00
 Saturday, Sunday & Holidays		
18 holes	\$44.00	\$55.00 <u>58.00</u>
 Permanent Tee Times		
Saturday – Sunday, foursomes only		\$120.00/golfer

(C) ThunderHawk Golf Club

<u>Greens Fees</u>	Walk	Ride
Monday – Friday (excludes holidays)		
18 holes	\$55.00	\$70.00 <u>72.00</u>
Senior (ages 62 & up)	\$45.00	\$60.00 <u>62.00</u>
Junior (ages 17 & under)	\$39.00	\$49.00
 Saturday, Sunday & Holidays		
18 holes	\$89.00 <u>92.00</u>	\$89.00 <u>92.00</u>
 Permanent Tee Times		
Saturday – Sunday (foursomes only)		\$ 250.00/golfer

For all golf courses, any off-hour rates (i.e. Twilight, Replay, and 9 Holes), promotional rates, off-season rates or negotiated rates are at the determination and discretion of the golf management team, and will never be higher than the posted/approved 18 hole rate established for that day of the week as listed in the Fee Ordinance.

Season Passes (For use only at Brae Loch and Countryside)

	Early Bird	Regular
Senior individual – limited play (Mon – Fri; ages 62 & up)	\$ 850.00 <u>1,000.00</u>	\$ 935.00 <u>1,100.00</u>
Senior family – limited play (Mon – Fri; any 2 related individuals residing at same address; ages 62 & up)	\$ 1,500.00 <u>1,800.00</u>	\$ 1,650.00 <u>1,980.00</u>

- Season passes will only be sold to players who possess a previous year season pass. No new season passes will be sold to anyone not grandfathered as of September 9, 2005.
- In order to continue their "grandfathered" status, pass holders must purchase a new season pass under their current classification and continue to purchase a season pass each year thereafter or their season pass will be terminated.
- Grandfathered season pass holders cannot transfer their season pass to anyone. Grandfathered season pass holders who request and receive a refund of their season pass will be deemed terminated of their pass holder eligibility.

Section 3: Authority to Establish Fees and Charges. The District President, upon recommendation of the Executive Director, with notification to the appropriate Standing Committee, is hereby authorized to establish fees and charges, in a manner consistent with the Guidelines, for the use of District programs, services and facilities that benefit a limited user group and are not included in the Ordinance until the Annual Fee Ordinance is next reviewed by the Board of Commissioners.

Section 4: Authority to Change Fees and Charges. The District President, upon recommendation of the Executive Director and approval of the Finance Committee and any appropriate Standing Committee, is hereby authorized to establish revised fees and charges prior to adoption of the next Annual Fee Ordinance.

Section 5: Authority to Waive or Reduce Fees. The President or her designee, upon review by the Finance Committee, may waive or reduce fees if such a waiver or reduction is deemed in the best interest of the District.

Section 6: Availability of Annual Fee Ordinance. The Executive Director is hereby authorized and directed to make available to the public the fees and charges established in this Ordinance and such other fees and charges established from time to time pursuant to this Ordinance.

Section 7: Repeal of Prior Fees and Charges. All prior ordinances, resolutions or other actions of the District establishing fees and charges for District programs, services and facilities are hereby repealed. Such repeal shall not be deemed to waive any fee or charge that became due prior to the date of this Ordinance but has not yet been paid in full.

Section 8: Effective Date: This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2018.

AYES:

NAYS:

APPROVED this ____ day of _____, 2018.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____