



DATE: July 6, 2020

MEMO TO: Jessica Vealitzek, Chair
Operations Committee

Terry Wilke, Chair
Finance Committee

FROM: Steve Neaman
Director of Finance

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 Annual Fee Ordinance adjusts fees for permits, educational programs, facility use and golf.

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

Significant adjustments to the Annual Fee Ordinance include:

- Establishment of new fees for virtual education programs.
- Nominal increase in picnic shelter permit fees (\$1 per person).
- Elimination of Dog Sledding Permits.
- Reconfiguration of Food Truck Permit from a daily to an annual permit.

All new and adjusted fees for the Education Programs will go into effect on July 15, 2020. The remainder of the new and adjusted fees will go into effect January 1, 2021.

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 15, 2020**

MISTER 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: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

**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; 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; and

WHEREAS, pursuant to Section 8(a) of the Downstate Forest Preserve District Act, 70 ILCS 805/8a, the District has the power to pass and enforce all necessary ordinances, rules and regulations for the management of the property and conduct of the business of the District;

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
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PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 15, 2020)

	<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	\$ 40.00	\$ 76.00
90 minute program	\$ 50.00	\$ 86.00
Life of the Voyageurs		
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 (15 student minimum)		
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) Gateways Grant Program		
<p>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 <u>as determined (under by the</u> Illinois State Board of Education <u>data standards)</u> (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 the each school year, making such grant available to other eligible schools.</p>		
(D) Scout Programs (8 scout minimum)	\$ 6.00/scout	\$ 8.00/scout

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 15, 2020)

(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) Virtual Field Trips

	<u>Resident</u>	<u>Non-Resident</u>
First program	\$30.00/classroom	\$60.00
Each additional classroom attending same presentation on same date	\$20.00	\$30.00
<i>Gateways Grant</i> eligible schools		
First program	\$20.00/classroom	N/A
Each additional classroom attending same presentation on same date	\$10.00	N/A

(4) Self-guided Education Services at Forest Preserve Facilities

	<u>Resident</u>	<u>Non-Resident</u>
(A) General Environmental Education with materials	\$ 20.00	\$ 40.00
(B) Education Loan Box	\$20.00	\$40.00
Refundable damage deposit/loan box	\$25.00	\$25.00
Late return fee	\$10.00/day	\$10.00/day
(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
(E) Schools conducting self-guided standards based education programming in preserves can obtain a permit, at no cost, through the Environmental Education Department reservation process.		

(45) 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 15, 2020)

(56) General Public Services & Programs

Museum Admission	<u>Resident</u>	<u>Non-Resident</u>
(A) Adults	\$ 6.00	\$ 10.00
Youth (ages 4 - 17) (limit 10 youth per adult)	\$ 3.00	\$ 6.00
Students (18 to 25) with proper I.D.	\$ 3.00	\$ 6.00
Seniors (62 and older), (month of October free)	\$ 3.00	\$ 6.00
Preschool (3 and under)	No fee	No fee
Discount Day (Tuesday)		
Adults	\$ 3.00	\$ 5.00
Students (18 – 25) with proper I.D.	\$ 1.50	\$ 3.00
Senior (62 and older)	\$ 1.50	\$ 3.00
Youth (ages 4 - 17) up to 5/adult	No fee	No fee
Youth (ages 4 – 17) 5- 10/adult	\$ 1.50	\$ 3.00

Customer loyalty program: Each Adult customer will be offered a customer loyalty program that will award the customer one free Adult, Student, Senior, or Youth Museum admission for every four Adult admissions that are purchased by the customer.

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) [In person](#) Guided Walks, Family Programs, Outdoor Adventures, and Other Programs.
- (ii) [Virtual programs, presentations and outreach.](#)

The Executive Director or designee may set fees [for above programs](#) to recover direct staff, supply and service costs for residents and direct costs plus overhead for non-residents.

- (iii) 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.

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 15, 2020)

(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 events with the goal of recovering 25% to 75% of the cost of educational or 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.

(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) (7) Community Group Programs

Per program, per organized group

(A) Speakers Bureau

District or facility general promotion
or District selected priority topics

Resident

Non-Resident

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~~
\$12.00/person

(C) Museum, gallery tour.

Includes Museum admission. 8 minimum

\$8.00/person

~~\$10.00/person~~
\$12.00/person

(D) Guided programs for community groups at
Fort Sheridan, Adlai E. Stevenson Historic Home
and Bonner Heritage Farm.
(10 person minimum)

\$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

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 15, 2020)

(F)	Special Request Programs	<u>Resident</u>	<u>Non-Resident</u>
	<u>In person presentations</u>	<u>\$80.00</u>	<u>\$120.00</u>
	At District sites and all off site education department special request programs.	\$ 40.00	\$ 60.00
	Per hour, per leader, 2-hour minimum, supplies extra		
	<u>Developed virtual presentations</u>	<u>\$ 40.00</u>	<u>\$ 60.00</u>
	<u>Program topics chosen from an established list.</u>		

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.

~~(7)~~**(8) Exhibit Permit Fees**

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

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 15, 2020)

(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 2,500	\$ 45.00
Range per run under 5,000	\$ 90.00
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

Print Cover	\$300.00
Print	\$200.00
Internet	\$200.00
Television	\$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

(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

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 15, 2020)

(8) Lake County History Archives Services (cont.)

- | | | |
|-----|--|----------------------|
| (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 |
| | PDF perusal scans at 200DPI, each | \$ 3.00 |
| (K) | Minimum Research Fees
(with staff assistance) | \$ 10.00 |

PROGRAMS / EDUCATION
(FEES EFFECTIVE JULY 15, 2020)

(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, 2021)

(1) Duplicating	
Photocopying	
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, 2021)

(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 <u>hour</u> 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 | \$ 40.00 |
| | 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 | \$ 55.00 |
| | 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 | \$ 70.00 |
| | 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

(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, 2021)

(1) Picnic Site Permits*

	<u>Resident</u>	<u>Non-Resident</u>
(A) Per day, per shelter, weekdays and non-holidays*		
1 - 50 people	\$ 80.00	\$160.00
Per additional group of 10 people	\$ 10.00 <u>\$20.00</u>	\$10.00 <u>\$20.00</u>
(B) Per day, per shelter, weekends and holidays, Memorial Day Weekend through Labor Day		
<u>*Holidays as Observed: Memorial Day; Independence Day; Labor Day</u>		
1 – 50 people	\$ 90.00	\$ 180.00
Per additional group of 10 people	\$ 10.00 <u>20.00</u>	\$ 10.00 <u>20.00</u>
(C) Per day, per open area		
25 - 50 people	\$ 50.00	\$100.00
Per additional group of 10 people	\$ 10.00	\$10.00
(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
(G) Senior Group Permits. Senior citizen groups organized by either senior centers in Lake County or Lake County units of local government (including library districts, park districts, townships, and municipalities) may reserve a picnic shelter at no fee <u>with the exceptions of ; Independence Grove North Bay Pavilion. W</u> weekends and holidays, <u>as listed above, are</u> excluded.		

* Picnics with an anticipated attendance of 500 or more people require a Special Use Permit.

(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 police and maintenance services will be charged at the current hourly rate.

PRESERVE USE
(FEES EFFECTIVE JANUARY 1, 2021)

(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 \$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, or voided agreements as in (2) (H) above.
- (K) Penalty for use of a non-permitted vendor \$250.00
- (L) Out of County fee \$250.00
- (M) Use of District Golf Cart \$150.00/day
~~District driver (Required with Cart Fee) \$ 20.00/hour~~

(N) Additional fee for applications not completed within 30 days of event date.
\$250.00

~~(N)~~(O) Preparation and Restoration Fee

Charged for duration of event including		
Set-up and break-down during preserve hours	1-199 ppl	\$25.00/hr
	200-399 ppl	\$40.00/hr
	400-599 ppl	\$55.00/hr
	600 ppl or more	\$70.00/hr

~~(O)~~(P) Open Area Permit Fee

Charged for all event participants/ staff/volunteers/sponsors/spectators	25 – 50 ppl	\$50.00
	Per add 10 ppl	\$20.00

PRESERVE USE
(FEES EFFECTIVE JANUARY 1, 2021)

(P) <u>(Q)</u>	Trail Impact Fee	< 250 ppl 250-349 ppl 350-449 ppl 450-750 ppl	\$ 0.00 \$ 500.00 \$ 750.00 \$1,000.00
		<u>Resident</u>	<u>Non-Resident</u>
(Q) <u>(R)</u>	Special Use Permit Damage Deposits	1-199 ppl 200-400 ppl 401-599 ppl 600 or more	\$1,000.00 \$2,000.00 \$3,000.00 \$5,000.00-\$15,000.00
(3) Horse Trail Use Permits			
(A)	Private Horse Owner, per horse Annual (calendar year) Annual purchased after August 31 Daily	<u>Resident</u> \$50.00 \$25.00 \$ 5.00	<u>Non-Resident</u> \$ 100.00 \$ 50.00 \$ 10.00
(B)	Livery, per horse Annual (calendar year) Daily Per Rider	\$120.00 \$ 5.00	\$240.00 \$ 10.00
(C)	Annual Tag Replacement	\$ 5.00	\$ 5.00
(4) Dog Exercise Areas			
(A)	Annual Permit (calendar year) One dog Per additional dog	<u>Resident</u> \$ 50.00 \$ 20.00	<u>Non-Resident</u> \$150.00 \$ 75.00
(B)	Annual Permit reduced (purchased after August 31) One dog Per additional dog	\$ 25.00 \$ 15.00	\$ 75.00 \$ 20.00
(C)	Daily Permits per dog	\$ 10.00 <u>15.00</u>	\$ 20.00 <u>30.00</u>
(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
(G)	Commercial dog walkers, dog sitters, dog day cares, and any entity that supervises the dogs of others for a fee. Annual Permit is limited to three dogs at one time.	\$250.00	\$500.00

~~(5) Dog Sledding/Horse-drawn Cart Area Permits (calendar year)~~

~~Resident~~

~~Non-Resident~~

~~(A) Sled Team (limit of six dogs per team) \$ 50.00 \$100.00
Skijorer (skier pulled by one or two dogs)~~

~~(B) Horse drawn cart \$ 50.00 \$100.00~~

PRESERVE USE

(FEES EFFECTIVE JANUARY 1, 2021)

(56) Model Airplane Flying Field	<u>Resident</u>	<u>Non-Resident</u>
Annual Permit (calendar year) Per person	\$ 40.00	\$ 80.00

(67) 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
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(78) 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.

(89) 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

(910) 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.

(1011) 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.

PRESERVE USE
(FEES EFFECTIVE JANUARY 1, 2021)

(1112) ~~Food Trucks~~ ~~———— \$50.00 per day~~

~~This permit applies to Food Trucks with a valid vendor permit that are doing business on District property not in association with any other permitted event.~~

<u>Food Trucks (annually)</u>	<u>In County</u>	<u>Out of County</u>
	<u>\$250.00</u>	<u>\$500.00</u>

This permit allows the permittee access to all preserves, except Independence Grove and District Golf Clubs. Permittee must apply annually and provide all food service licenses and proof of insurance. Permit will be required to be displayed on the passenger front window of each food truck.

FACILITIES

(FEES EFFECTIVE JANUARY 1, 2021)

(1) Education Locations Facility Permits

	<u>Not-for-profit</u>	<u>Private/ Corporate</u>
Adlai E. Stevenson II Historic Home.		
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

	<u>Not-for-profit</u>	<u>Private/Corporate</u>
Ryerson Woods		
Welcome Center Program Room		
Tuesday through Saturday 9:00 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
Sunday 11:30 am to 3:00 pm		
Per day, per group of 1-75	\$280.00	\$400.00
Extended hours available until midnight, per hour		Hourly Rate

Bess Bower Dunn Museum of Lake County
For Lake County businesses, government agencies, or directly affiliated not-for-profit groups

Tuesday to Thursday, 6:00 to 10:00 pm	\$1,450.00
Friday, 6:00 to 10:00 pm	\$2,050.00
Saturday, 6:00 to 10:00 pm	\$2,650.00

Not for Profit (Friday and Saturday only) 20% Discount
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 9:00 pm		\$ 65.00/hr

Operations and Public Safety Facility meeting room		
Full day (6:30 am – 3:00 pm)		\$150.00
Four consecutive hours between 6:30 am and 3:00 pm		\$ 75.00
Additional hours after 3:00 pm until 9:00 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, 2021)

(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 Rates

(A) General Room Rates

Monday thru Thursday 5:30 am – 11 pm and
 Friday until 4 pm (three hour minimum)

1 Banquet Room \$75.00/hr.

2 Banquet Rooms \$100.00/hr.

3 Banquet Rooms \$120.00/hr.

~~Meeting Room (Sun.-Sat.) \$75.00/ea.~~

Friday 6 pm – 12 am, Saturday and
 Sunday 7 am – 12 am, Holidays (four hr. minimum)

1 Banquet Room

Friday \$120.00/hr.

Saturday (until 3 pm) \$120.00/hr.

Saturday (after 3 pm) \$180.00/hr.

Sunday \$120.00/hr.

Holidays* \$240.00/hr.

2 Banquet Rooms

Friday \$140.00/hr.

Saturday (until 3 pm) \$140.00/hr.

Saturday (after 3 pm) \$210.00/hr.

Sunday \$140.00/hr.

Holidays* \$260.00/hr.

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2021)

(4) **Greenbelt Cultural Center Room Rates**
(A) General Room Rates (cont.)

3 Banquet Rooms	
Friday	\$180.00/hr.
Saturday (until 3 pm)	\$180.00/hr.
Saturday (after 3 pm)	\$240.00/hr.
Sunday	\$180.00/hr.
Holidays*	\$280.00/hr.

Evening Event Packages (Woodland Hall/Patio/Foyer/6 hr. event/ 3 hr. set-up/1 hr. clean up/room set-up/break-down/dance floor/kitchens/microphone/46 hr. security).

Fri./Sun./NFP	\$2,250.00
Add/Subtract Hour (event time)	\$ 225.00 <u>150.00</u>
Add/Subtract Hour (w/security)	\$ 300.00
Saturday- Off-Season (Jan.-March)	\$2,250.00 <u>2,000.00</u>
Additional Hour (event time)	\$ 225.00 <u>150.00</u>
Additional Hour (w/security)	\$ 300.00
Saturday- In-Season (April-Dec.)	\$2,750.00 <u>3,000.00</u>
Additional Hour (event time)	\$ 225.00 <u>150.00</u>
Additional Hour (w/security)	\$ 300.00
Holiday Rate*	\$4,500.00
Additional Hour (event time)	\$ 225.00 <u>150.00</u>
Additional Hour (w/security)	\$ 300.00

Morning/Afternoon Event Packages (1/3-2/3 Woodland Hall/3 hr. event/1.5 hr. Set-up/1 hr. clean-up/room set-up/ break-down/Kitchens/microphone, security not included)

Saturday -Sun. — All Months (before 3pm)	\$ 750.00
<u>Sunday (before 3pm)</u>	<u>\$ 500.00</u>
Add/Subtract Hour (event time)	\$ 150.00
Add/Subtract Hour (w/security)	\$ 200.00

Meeting Room/Class Room (3 hour minimum)

<u>Monday – Sunday</u>	<u>\$ 50.00/hr.</u>
<u>Holidays*</u>	<u>\$ 100.00/hr.</u>

*Greenbelt Cultural Center Holidays: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, President's Day, Good Friday, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day.

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2021)

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

(B) Not-For-Profit Rates

Registered 501 (c) (3) organizations and governmental agencies
eligible for discounts on room fees Monday through Thursday:
Lake County organizations and agencies 20% discount
Non-Lake County organizations and agencies 10% discount

(C) Equipment Fees

Dance floor	\$100.00
Stage Risers	\$25.00/section
Outdoor Chairs	\$2.00/chair
Projector/Screen	\$50.00/ea.
Wireless Microphone	\$25.00/ea.
Kitchen use	\$100.00
Color copies	\$ 0.75
B/W copies	\$ 0.25
Easel w/pad and markers	\$30.00/ea.
In-house labor	\$65.00/hr.
Ranger labor (w/liquor or after 10 pm.)	Current Rate
Late Payment (w/in 30 days of event)	\$25.00
Unscheduled Vendor delivery	\$50.00
Unclaimed item storage	\$100.00
Outdoor Ceremony only	\$500.00
Rehearsal (1.5 hrs.)	\$225.00
Outdoor Ceremony/White Chairs	\$300.00
Self-Catered/Liquor Liability Insurance	\$250.00

(D) Refundable Damage Deposits (social events only)

Groups under 200 ppl. or no alcohol	\$100.00
Morning/Afternoon package under 200 ppl. with alcohol	\$100.00
Groups over 200 or w/ alcohol	\$500.00

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2021)

(5) Independence Grove Forest Preserve Fees

(A) North Bay Pavilion Permits ~~(daytime or early evening)~~

	<u>Resident</u>	<u>Non-Resident</u>
Weekdays (Monday – Friday)		
Up to 99 people	\$ 240.00	\$ 360.00
100 to 199 people	\$ 480.00	\$ 720.00
200 to 299 people	\$ 720.00	\$1,080.00
300 to 399 people	\$ 960.00	\$1,440.00
400 to 499 people	\$1,200.00	\$1,800.00
500 or more people	\$1,440.00	\$2,160.00

(A) North Bay Pavilion Permits (Daytime or early evening)

	<u>Resident</u>	<u>Non-Resident</u>
Weekends (Saturday and Sunday)		
Up to 99 people	\$ 360.00	\$ 540.00
100 to 199 people	\$ 720.00	\$1,080.00
200 to 299 people	\$1,080.00	\$1,620.00
300 to 399 people	\$1,440.00	\$2,160.00
400 to 499 people	\$1,800.00	\$2,700.00
500 more people	\$2,160.00	\$3,240.00

(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

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

(F) Not-For-Profit Rates - Registered 501 (c) (3) organizations and governmental agencies eligible for discounts on site permit fees Monday through Thursday:

Lake County organizations and agencies 20% discount

Non-Lake County organizations and agencies 15% discount

FACILITIES
(FEES EFFECTIVE JANUARY 1, 2021)

(6) Independence Grove Fees

	<u>Resident</u>	<u>Non-Resident</u>
(A) Beach Fees		
Daily (age 2 & up)	\$ 5.00	\$ 8.00
Twilight (3 pm to closing)	\$ 3.00	\$ 5.00
Punch card (20 visits)	\$ 80.00	\$ 128.00
10% discount if paid before May 1st		
(B) Parking Fees		
Daily, non-prime (Mon - Thurs)	\$ N/C	\$ 6.00
Daily, prime (Fri, Sat, Sun & Holidays)	\$ N/C	\$ 12.00
Concert night	\$ 10.00	\$ 10.00
(C) Boat and Bike Fees		
14 ft. row boat, first 2 hours	\$ 19.00	
each additional hour	\$ 8.00	
12 ft. row boat, first 2 hours	\$15.00	
each additional hour	\$ 6.00	
Canoes, first hour	\$12.00	
each additional hour	\$ 6.00	
Kayaks, first hour	\$ 12.00	
each additional hour	\$ 6.00	
Tandem kayaks, first hour	\$ 16.00	
each additional hour	\$ 6.00	
Pedal boats, first hour	\$ 14.00	
each additional hour	\$ 6.00	
Trolling motor, first 2 hours	\$ 15.00	
each additional hour	\$ 6.00	
Seat cushion, per permit	\$ 2.00	
Dual rider bike, per hour	\$ 30.00	
1 passenger bike, per hour	\$ 14.00	
Adaptive use bicycle, per hour	\$ 14.00	
Stand up paddleboard, per hour	\$ 22.00	
Pedal pontoon boat, per hour	\$ 55.00	
Pedal pontoon boat, per two hours	\$ 100.00	

(7) 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)	\$1,050.00	\$1,155.00
25-foot slip (no water or electric)	\$1,260.00	\$1,385.00
25-foot slip (includes water and electric)	\$1,470.00	\$1,620.00
30-foot slip (includes water and electric)	\$1,730.00	\$1,890.00
Indoor Trailer Storage		
With slip permit	\$ 180.00	\$ 200.00
Without slip permit	\$ 235.00	\$ 270.00
Each removal		\$ 25.00
Indoor Trailered Boat In/Out Service (includes four free removals per month)		
Under 25 ft.	\$1,000.00	\$1,100.00
Over 25 ft.	\$1,200.00	\$1,320.00
Each additional removal		\$ 25.00

(B) Launch Fees (continued)

Trailered boats or watercraft		
Daily	\$ 15.00	\$ 20.00
Seasonal	\$ 225.00	\$ 300.00
Non-trailered boats or watercraft		
Daily	\$ 5.00	\$ 5.00
Seasonal	\$ 40.00	\$ 40.00

(C) Winter Indoor Storage Rates*

Storage with trailer**	\$ 22.00/ft.	\$ 24.00/ft.
Storage without trailer**	\$ 27.00/ft.	\$ 29.00/ft.
Personal watercraft storage	\$ 275.00	\$ 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.

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

(E) Late Penalty for late removal of boat
(as provided in boat slip agreement) \$ 100.00/week

8. 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, 2021)

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

(A) Brae Loch Golf Club

<u>Green Fees</u>	<u>Walk</u>	<u>Ride</u>
Monday – Friday (excludes holidays)		
18 holes	\$28.00	\$37.00
Senior (ages 62 & up)	\$26.00	\$42.00
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	\$35.00 <u>37.00</u>	\$49.00

Golf Car Rental: 9 holes \$12.00, 18 holes \$18.00

Permanent Tee Times

 Saturday – Sunday, foursomes only \$ 80.00/golfer

(B) Countryside Golf Club

<u>Green Fees</u>	<u>Walk</u>	<u>Ride</u>
Monday – Friday (excludes holidays)		
18 holes	\$33.00 <u>34.00</u>	\$47.00
Senior (ages 62 & up)	\$28.00 <u>29.00</u>	\$42.00
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	\$46.00 <u>47.00</u>	\$60.00

Golf Car Rental: 9 holes \$12.00, 18 holes \$18.00

Permanent Tee Times

 Saturday – Sunday, foursomes only \$120.00/golfer

(C) <u>ThunderHawk Golf Club</u>	Walk	Ride
<u>Greens Fees</u>		
Monday – Friday (excludes holidays)		
18 holes	\$59.00 <u>60.00</u>	\$75.00
Senior (ages 62 & up)	\$49.00 <u>50.00</u>	\$65.00
Junior (ages 17 & under)	\$39.00	\$49.00
Saturday, Sunday & Holidays		
18 holes	\$75.00	\$95.00

Golf Car Rental: 9 holes \$15.00, 18 holes \$20.00

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)	\$ 1,100.00	\$ 1,210.00
Senior family – limited play (Mon – Fri; any 2 related individuals residing at same address; ages 62 & up)	\$1,980.00	\$ 2,180.00

- 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 this Ordinance until this Ordinance is next amended, or a new Annual Fee Ordinance is approved, 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 Establish Hourly Rates. Whenever this Ordinance includes, as a fee, time spent by District rangers, administrative staff, maintenance staff, and other staff at “hourly rates,” the District Executive Director, upon recommendation of the District Finance Director, is hereby authorized to establish, from time to time, the hourly rates necessary to compute such fees, taking into account the average salary, hourly rate, and employment benefits of the relevant class or classes of District employees.

Section 6: Authority to Waive or Reduce Fees. The President or his designee, with notification to the Finance Committee, may waive or reduce fees if such a waiver or reduction is deemed in the best interest of the District.

Section 7: 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 8: 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 9: 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 _____, 2020.

AYES:

NAYS:

APPROVED this ____ day of _____, 2020.

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____