



## Kendall County Forest Preserve District SHELTER LICENSE AGREEMENT REQUEST FORM

**\*\*For Reservations Taking Place Beginning 12/1/25\*\***

### Instructions

- **Please create an online account:**  
<https://apps.daysmartrecreation.com/dash/x/#/online/kendallcounty/register>
- Please complete and submit the first page of this form and email it to: [kcforest@kendallcountyiil.gov](mailto:kcforest@kendallcountyiil.gov) or fax to 630-553-4023.
- **A refundable security deposit of \$25.00 is required for shelter reservations. This is a separate fee from the License Fee. The security deposit will be refunded approximately 2 weeks after the event, pending damage or excessive cleaning after the event.**

### Licensee Information *(Licensee must be 21 or older to enter into a License Agreement)*

Name \_\_\_\_\_  
Organization Name (if applicable) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Kendall Resident? Yes ☐ No ☐  
Phone # *(two numbers are required)* Cell: \_\_\_\_\_ Other: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Requested Site

Harris Forest Preserve: Shelter 1\* ☐ Capacity 100    Shelter 2 ☐ Capacity 60    Shelter 7 ☐ Capacity 60

Shelter 4\* ☐ Capacity 50

**\*\*Reservations at Shelter 4 will include use of Shelter 1\*\***

\*Fireplace available at Shelters 1 and 4

Richard Young\*: ☐ 56 people    \*Fire pit available  
Jay Woods: ☐ 80 people  
Pickerill-Pigott: ☐ 80 people

### Requested Date

Event Date: \_\_\_\_\_ Preserves are available at 9:00 am until 30 minutes prior to sunset

Time Requested: \_\_\_\_\_ Gates are closed at sunset; departure time required at least 30 minutes prior

Number of People: \_\_\_\_\_ \$25.00 fee applied for 100+ people

### Type of Event *(Scout troops: please indicate Pack or Troop Number & Council)*

**Firewood:** *Must be purchased from the Forest Preserve. (Collection from grounds or brought from outside is prohibited. Bundles contain approximately 30 pieces)*

Number of bundles requested: \_\_\_\_\_ Firewood: \$25.00 / bundle



## Kendall County Forest Preserve District

### License Fees - Shelters – Effective for Reservations taking place beginning 12/1/25

	Kendall County Resident	Non-County Resident
Shelters:	\$65.00/shelter	\$90.00/shelter
Shelter 4:	\$100.00 (Shelter 1 included)	\$125.00 (Shelter 1 included)
Firewood:	\$25.00/bundle (30 pieces)	
Horse Arena:	\$100.00/day - Shelter 7 included	

**A refundable security deposit of \$25.00 is required for shelter reservations. This is a separate fee from the License Fee. The security deposit will be refunded approximately 2 weeks after the event, pending damage or excessive cleaning after the event.**

### Cancellation Policy

- **Notice of cancellation must be received no less than 30 calendar days prior to the event in order to receive a refund. If the rental is cancelled within less than 30 days, the District will retain the total license fee.**
- The District allows a one-time rescheduling of any reservation with the paid license fee applied to the rescheduled event. All rescheduled events must occur within one calendar year of the date of the original event. **There will be a \$25.00 rescheduling fee applied to these reservations. Rescheduled Event date must be communicated within 30 days of the original booked date. Payment is due in full and is non-refundable if event is cancelled.**

### Rules and Regulations

- **Alcohol** is strictly prohibited in all Forest Preserves.
- Forest Preserves are open from **9:00 am to sunset**. Please exit the preserve 30 minutes prior.
- Speed limit is **10 mph** throughout the preserves.
- **Motor Vehicles and Bicycles** are restricted to roadways and designated parking areas only. Parking on the grass is prohibited.
- **Fires** are allowed only in designated fireplaces and fire rings. It is prohibited to bring in or collect firewood from the Forest Preserve. Firewood must be purchased from Kendall County Forest Preserve.
- **Dogs** are welcome, but must be held on a leash no longer than 10 feet at all times for their safety, that of other visitors, and wildlife. Pets are not allowed in any buildings, except for service animals. Please clean-up after your animal.
- Hunting, collecting or damaging plants, animal or fungus is prohibited.
- **Fishing** is permitted on Forest Preserve property in accordance with Illinois Department of Natural Resources regulations. Limits are posted. Worms and wax worms are the only live bait allowed. Collecting bait from the preserves is prohibited. Contact Silver Springs State Park at (630) 553-6297 for information on State fishing regulations or visit the IDNR website at [www.dnr.illinois.gov](http://www.dnr.illinois.gov)
- Leave area clean by placing all garbage in the trash and recycling receptacles. Do not move tables out of enclosed buildings or shelters.
- Swimming, boating, ice fishing and ice skating are not allowed.
- **Horses** are permitted at Hoover & Harris Forest Preserve on **designated trails only**. Please keep horses off of the sled hill at Harris Forest Preserve. No horse trailers are allowed in the main parking lot from December 1<sup>st</sup> thru April 1<sup>st</sup>.
- **DECORATIONS:** Leave no holes or adhesives. No thumb tacks or tape can be used on the walls. Water balloons, piñatas, rice, birdseed, flower petals, streamers, sparklers, any type of pyrotechnical devices, open flamed candles, sidewalk chalk, sequins, glitter, and, confetti are prohibited.
- The use of Amplified Sound or other loud or unusual activities is prohibited. Be respectful of nature and other preserve visitors.
- Inflatables are prohibited in Preserves. **TENTS** up to 20x40x15 may be allowed with advanced notice only and only at Shelter 1 in Harris Forest Preserve.