



Stone Lodge Information Form

Available for rent year-round (except for holidays observed by the city)

Address: 401 Bellevue Park Dr, Belleville, IL 62226 Email: parksrec@belleville.net

Lodge Reservation Requirements:

- Reservations are accepted on a first come first serve basis.
- No reservations made over the phone.
- Reservations are to be made at least 5 days in advance.
- Renter is 21 years old or older and will remain on-site for the duration of the rental.
- Valid picture ID required.

PERMIT RULES AND REGULATIONS

The City of Belleville Parks and Recreation Department reserves the right to deny any permit application if, in our sole judgment, such application is not consistent with the location or such is not consistent with the location or equipment available, the granting of a permit would cause damage to persons or property within the parks, or such is not consistent with the park area requested.

Cancellations/Refunds of Permit:

- All cancellations must be submitted in writing by the renter and will be eligible for a 100% refund of the rental fee if the cancellation is made within **72 hours from the day the reservation is made.**
- Failure to notify Parks and Recreation staff of a cancellation will not release the renter from their rental obligations.

Renter Responsibilities:

- The Lodge must be cleaned and vacated by the stated time. The Lodge and attached pavilions must be free of litter.
- The tables/chairs must be taken down and placed back in the area found.
- Parking is permitted only in parking lots or other designated areas. No vehicles are permitted in the grass areas.
- Park rules and applicable city ordinances are posted on signs throughout the Parks. Violation of these rules or city ordinances will cause denial of future use.
- No open fires. Barbecue pits are available for food preparation.
- The use of staples, tacks, nails, tape, etc. is not permitted. All signs/banners/decorations are to be removed completely following the event.
- Large spills are to be cleaned up by the renter.
- Restrooms are to be left in a tidy manner at the end of the reservation.
- All garbage is to be placed in the outside trash containers before leaving.
- Remove and clean all food from sinks, stove/oven, refrigerator, and counter areas before leaving.
- **All doors and windows must to be locked and secured when exiting the Lodge at the end of the reservation. Turn off all lights prior to locking doors.**

Emergency:

- In the event of an emergency call 911. For non-emergency police assistance or for Parks staff to be dispatched during your reservation, call 618-234-1212 opt. 1.

Rental Times:

- The rental times of 9:00 a.m. until 10:00 p.m. are the allowed time into the Lodge and the required time out of the Lodge – *earlier arrival and/or later departure are prohibited.* Set-up, event clean-up and restoration of facility are to be done within the reserved timeframe. Outside tables are not to be moved. Failure to leave the Lodge and/or attached pavilions clean and orderly will result in denial of any future use. Additional cleaning fees may result.



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Damages:

- Permit holders are responsible for any damage caused to the facility and/or its contents during their rental time. This applies to cleaning as well as physical damage. Permit holders will be held financially responsible for damage or abuse to the building, tables, or other equipment that appear to be beyond normal wear. Please report any damage, vandalism or dangerous conditions to the Parks and Recreation Department immediately.

Supervision:

- Children are expected to be supervised before, during and after your event.

Strictly Prohibited:

- Alcohol is permitted inside the Lodge and under the attached pavilions but not in the park or parking lot area.
- Solicitation or sale of items is not permitted without specific authorization from the city.
- Tents, canopies, inflatables/bounce houses, dunk tanks, petting zoos are not permitted.
- DJ's, live music and/or amplified music (commercial speakers) are not permitted.
- Absolutely **NO** glitter or items containing confetti are to be in the Lodge or outside on the attached pavilions.
- No more than sixty (60) persons are to be inside/outside the Lodge.
- Smoking inside the Lodge is strictly prohibited. There is to be ***NO smoking within 15 feet of the doors or windows.***