

# PORTER PARK CABIN RENTAL

## Permit

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address) (city & zip)

Date cabin is reserved for: \_\_\_\_\_

From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

~ PLEASE NOTE that hours are from 8:00AM to 10:00PM ~

### RENTAL FEE

\$175 per day for RESIDENTS of the Village of Roscoe  
(\$250 includes the \$75 refundable deposit)

\$350 per day for NON-RESIDENTS of the Village of Roscoe  
(\$425 includes the \$75 refundable deposit)

### METHOD OF PAYMENT

Check # \_\_\_\_\_

Credit Card \_\_\_\_ Cash \_\_\_\_

Receipt # \_\_\_\_\_

Both the rental fee and the \$75.00 deposit are required to reserve the cabin. After your event an inspection of the cabin will be done. If it's clean and undamaged and you've returned the key to the Village Hall, your \$75 deposit will be returned to you in the mail.

Porter Park Key # \_\_\_\_\_ Date Key Returned \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Village Employee: \_\_\_\_\_

MISC. COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject to the Village of Roscoe Park Ordinances, you will be financially responsible for any damages.

Porter Park Cabin  
**CLEANING CHECK LIST**

**This form MUST be completed to receive your deposit back. Please leave in the Porter Park Cabin.**

- Tables Cleaned
- Chairs Stacked
- Microwave Cleaned
- Kitchen Floor Clean
- Kitchen Clean
- Bathroom Clean
- Trash Emptied and Placed in Dumpster (please close the lid)
- Windows Closed & Locked
- Doors Locked

Was Porter Park clean when you arrived: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any suggestions or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any problems on the day of the rental please contact Rick at 815-543-9097  
For emergency call the Roscoe Police Department at 815-623-7338**

Renter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Rented: \_\_\_\_\_

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**OFFICE USE ONLY**

**PUBLIC WORKS – Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# *RULES - Porter Park Cabin Rental*

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- Capacity shall not exceed 50 people
- Cabin cannot be rented for commercial or for profit events
- No smoking
- No alcohol
- Clean up (see attached check list)
- The round table upstairs should remain upstairs
- Please do NOT decorate with HELIUM BALLOONS
- Do not staple, tape or tack to the walls or logs of the cabin
- Ensure that children using crayons are under supervision and not coloring on the walls or logs of the cabin
- Close windows and leave bathroom doors open and lights off
- Make sure both the front and back doors are locked when you are finished using the facility
- Keys must be returned to the Village Hall the next business day following your event
- Park rental payments are non-refundable
- Deposits will be returned after inspection of the facility - if left in good condition
- Charges will apply for any damages and/or cleaning that must be done
- Hours are from 8am – 10pm