



Naperville

(Received stamp)

APPLICATION/USER AGREEMENT THE VON OVEN SCOUT RESERVATION

**** ORGANIZED EDUCATIONAL AND YOUTH GROUPS ONLY ****

NAME: _____

ORGANIZATION AFFILIATION (IF APPLICABLE): _____

CONTACT PERSON WHO WILL BE PRESENT AT THE EVENT: _____

ADDRESS: _____ CITY: _____ ZIP: _____

Fax: _____ Day Phone/Cell: _____ E-mail: _____

EVENT INFORMATION

Overnight Use (11:00 a.m. check out)

Non-overnight Use (8:00 a.m. – 10:00 p.m.)

Requested Date(s):

First choice _____

Second choice _____

Requested Time(s):

First choice _____

Second choice _____

Description of Event:

Fire pits will be used

Estimated Number in Attendance: _____

*** Events in excess of 100 participants will require City Manager approval.**

Committed Number of Adults in Attendance: _____

FEES

Overnight Use: \$220.00

Security deposit - refundable: \$100
Made payable to the City of Naperville

Processing – non-refundable: \$120
Made payable to the City of Naperville

Non-overnight Use: \$110.00

Security deposit - refundable: \$50
Made payable to the City of Naperville

Processing – non-refundable: \$60
Made payable to the City of Naperville

Guidelines for Use

The property is to be used for tent camping only.

The permit and the contact person identified on the Application/User Agreement must be present at the event.

The User is solely responsible for providing any and all supervision and/or security services during the Agreement period. Children must be supervised at all times during the Agreement period.

There will be a \$5.00 fee for reservation changes made within 14 days of the event.

Alcoholic beverages are prohibited.

No refunds for events that are cancelled less than 30 days before a scheduled/approved event.

The City of Naperville and the Von Oven Organization are not responsible for cancellations due to weather conditions.

The City of Naperville does not assume any liability for property lost or stolen or for personal injuries sustained on the premises during the User's event.

The Von Oven property is not available for commercial purposes.

The event will have minimal or no adverse effect on the surrounding community, including vehicular and pedestrian traffic flow and parking.

When using amplification, the User must be considerate of the neighbors and maintain amplification in accordance with Chapter 9 of the Municipal Code.

THE PARTIES TO THIS AGREEMENT by their signatures acknowledge that they have read and understand this Agreement and the Von Oven Procedures Form, received a copy of the Von Oven Procedures Form, and intend to be bound by their terms.

Signature: _____ Title: _____ Date: _____

CITY OF NAPERVILLE CONTACT INFORMATION

Pam LaFeber, Ph.D.
City Clerk's Office
lafeberp@naperville.il.us
(630) 305-5300

VON OVEN ORGANIZATION CONTACT INFORMATION

Diane Charles
NSVonOven@gmail.com
(630) 983-9129

FOR OFFICE USE ONLY

- Certificate of Insurance naming the City of Naperville and Von Oven Scout Organization as additional insured
- Security Deposit
- Processing Fee for Overnight Use
- Overnight Use approved by the City Manager (if applicable)
- Processing Fee for Non-overnight Use
- Non-overnight Use approved by the City Manager (if applicable)
- Forwarded to the Naperville Fire Department (acknowledge of fire pit usage)
- Forwarded to the Von Oven Organization
Date: _____

CITY OF NAPERVILLE REVIEW

Name

___/___/___
Date

Von Oven Property **Rules and Guidelines of Use**

Users of the Von Oven property are expected to follow a form of the Outdoor Code of Leave No Trace which is a nationally recognized outdoor skills and ethics education program and other City of Naperville rules applicable to the Von Oven property, including the following:

- Be clean in your outdoor manners: treat the outdoors as a heritage; take care of it for yourself and for others; keep trash & garbage out of the woods, grassland, water areas, and roadway.

Be careful with fire: prevent wildfire; build fires only in a fire pit; when finished with using fire, make sure it is cold out (See #11 below)

- Be considerate of the outdoors: treat the property with respect; use low-impact methods of camping and hiking.
- Be conservation-minded: practice good conservation of soil, waters, woods, minerals, grassland, wildlife, and energy.
- Leave the property in a better condition than you found it.

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- 1) You will need to bring: toilet paper (there are 5 latrine compartments, one of which is handicapped accessible); garbage bags for you to collect and take your trash, etc., with you when you leave; hand cleaner or soap. **DO NOT BRING IN FIREWOOD** to reduce the possibility of bring in harmful tree beetles. There is plenty of firewood on site that you may use.
 - 2) Our latrines use a contained underground vault. Only human waste and the necessary toilet paper should go into the toilet. Feminine necessities and other items need to be put in the trash that you remove when you leave. There is a broom hanging up in the handicapped compartment for sweeping out the latrines before you leave. There are motion detector lights in the latrines. After 5 minutes they go off. If you need more time, raise your arms and give them a wave.
 - 3) There is only one source of water on the property. It is city water (Lake Michigan). If your event is in the winter, please bring bottled water with you since the faucet sometimes freezes up.
 - 4) The front gate lock must NOT be locked when people are inside the property. The gate may be closed, but for safety reasons, the Naperville Fire Department requires that the gate not be locked.
 - 5) Only those using the property may use the parking lot at the entrance to the Von Oven Property. Cars are not to be driven beyond the parking lot and into the Von Oven property without advance permission from a City or Von Oven Board representative.
 - 6) Amplified sound can only be used by permission of the City Clerk or the Von Oven Board contact person, or in compliance with a permit obtained from the City of Naperville
 - 7) Alcohol and tobacco are not allowed on the property.
 - 8) No pets allowed. Service animals are welcome. Please respect the wildlife that make the property their home. However, you may zap flies and mosquitoes at will. Do not pet or try to

tame the wildlife. If you are lucky enough to see a deer, please do not scream or holler. Enjoy the gift of this viewing.

- 9) Standing trees, alive or dead, are not to be cut or defaced. Nothing on the property should be defaced in any manner. There is no tree climbing.
- 10) Stay on the trails in the wooded areas so as to protect the woodland area.
- 11) Fires are to be built only in existing fire rings. Cold ashes are to be left in the fire rings. A bucket to bring water to the fire ring is located on a hook near the water faucet. Instructions for putting out your fire are located in the kiosk.
- 12) No cooking except at fire ring sites. There are no grills available.
- 13) There is no trash pick up at Von Oven, so you must bring garbage bags and take your refuse with you when you leave. If you will be there until after dark, do a general clean up while trash can be seen.
- 14) Your group will be assessed the cost of any repairs for damage done to the property, including lost locks or keys.

When leaving remember to use your check-out sheet and return it with your keys at the end of your event to the City Clerk's Office or, if it is closed, drop it in the City mailbox located in the underground parking area.

All funds collected by Von Oven Scout Reservation Inc. are used for general upkeep, utilities, insurance, and improvements and are the only available source of operating revenue. Von Oven Scout Reservation Inc. is an all volunteer non-profit organization.

Location of Von Oven Property: 701 S. West Street, Naperville (on the west side of the street between Sportsman's Park to the south and the soccer fields on the north, kitty corner to Naperville Central H.S.; and is between Hillside and Martin Avenue. Look for the chain link fence.)

Overnight Use of the Von Oven Property

1. For overnight use check-in time is 6:00 p.m. or later and check-out time is 11:00 a.m. unless other arrangements have been made with the Von Oven contact person.
2. The gate must be closed at night; however, for participant safety it cannot be locked at any time.
3. There is only tent camping. No RV's, pop-ups, etc.
4. Quiet is to be observed from 10:00 p.m. to 6:00 a.m. Sunday through Thursday. On Friday and Saturday nights from 10:30 p.m. to 6:00 a.m.
5. There is nocturnal wildlife. Make sure you do not put food, or anything like a candy wrapper that smells like food, in your tents (the animals consider it free goodies). Make sure that the animals don't have an

opportunity to rummage through your trash. If for some reason the animals do make free, please do not be angry. They're just doing what comes naturally. The good news is that we don't have bears (except the Cub Scout kind and the football fan type) on the property.

6. Please be sure to use your check-out sheet and return it with your keys to the City Clerk's Office or, if it is closed, then to the City mailbox located in underground parking.