



Naperville

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

<p>Overnight Use: \$220.00</p> <p><input type="checkbox"/> Security deposit - refundable: \$100 <i>Made payable to the City of Naperville</i></p> <p><input type="checkbox"/> Processing – non-refundable: \$120 <i>Made payable to the City of Naperville</i></p>	<p>Non-overnight Use: \$110.00</p> <p><input type="checkbox"/> Security deposit - refundable: \$50 <i>Made payable to the City of Naperville</i></p> <p><input type="checkbox"/> Processing – non-refundable: \$60 <i>Made payable to the City of Naperville</i></p>
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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 – Non-Scouting Events

Pam Gallahue, Ph.D.

City Clerk's Office

Pam.Gallahue@naperville.il.us

(630) 305-5300

VON OVEN ORGANIZATION CONTACT INFORMATION – Scouting Events

Jean Evans

jean@vonoven.org

630-983-1508

Von Oven Scout Reservation, PO Box 4596 Naperville, IL 60567

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

(Received stamp)

