

**Information and Application for Renting the Larsen Conference Room  
at the Lowe-Volk Park Nature Center:**

**Room rental fee: \$50.00 deposit plus \$35 per hour** Please include set-up and clean-up time.

Extra \$50.00 for up to a one hour naturalist program.

Make checks payable to: **Crawford Park District.**

No rentals will be scheduled until deposit is received. (The deposit refund will be mailed within 21 days after the event if no undo damage is discovered or cleaning needed. )

If the room reservation is cancelled 7 days or less before the event, the Park District will retain \$25.00 of the prepaid deposit.

**Room Policy**

Set-up and clean-up is the responsibility of the renter.

The room is available between 8am and 9pm.

Users are renting the conference room not the display area. All food and drinks must remain in the conference room. The Crawford Park District will have a person of authority on location at all times.

This price includes use of coffee makers (10, 30 or 42 cup), vacuum and some cleaning supplies. Please make arrangements for these items in advance.

Reservations must be made by an adult 21years of age or older.

An adult must be present at all times.

Smoking, alcohol and gambling are prohibited.

The Crawford Park District reserves the right to limit or deny use.

The Crawford Park District will be reimbursed for any damage to facility, not covered by the deposit.

The room must be left in at least the same condition as it was found.

The Crawford Park District reserves the right to alter or make exceptions to these policies.

I understand and agree with the above policies:      Sign Here: \_\_\_\_\_

Contact Information :

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_ Number of Hours & Time Slot: \_\_\_\_\_

Type of Event \_\_\_\_\_ Naturalist Program:    YES        NO    ( circle one )

Total Amount Paid \_\_\_\_\_ Check. # \_\_\_\_\_ Estimated # of attendance \_\_\_\_\_