

Cedar Lake Clubhouse Rental Information

- 📞 **Questions?** Cedar Lake Parks Dept: (219) 374-7400 x7
- 🕒 **Office Hours:** Monday–Friday, 8:00 AM–4:30 PM (Closed daily from 12:00 PM–1:00 PM for lunch)
- 📍 **Cedar Lake Park Office:** 7408 Constitution Ave., Cedar Lake, IN 46307
- 📍 **Clubhouse Address:** 9800 W. 129th Ave., Cedar Lake, IN 46307

📞 **After-Hours and Weekend Rental Assistance:**

Call the Parks Dept at **(219) 374-7400 x 7** and leave a voicemail. You must leave a voicemail for the department so that we can be notified! Once received, the on-call person, will return your call promptly. If you are experiencing an emergency, call 911 not the Park Office.

☑ **Access Information – KISI App**



Rental Hours: 9:00 AM – 10:00 PM (*Includes a 15-minute grace period before and after*)

Before Your Event-Please check your email and begin this process as soon as possible!

- After payment, a confirmation email from RecDesk (our registration system) was sent to the email listed on your rental contract.
- That email confirms your booking and grants access through the **KISI** app (used to unlock the facility).
- **Download the KISI** app on your smartphone.
- When prompted, enter the domain: **cedarlakeparks**.
- Sign in to **KISI**.
- **KISI** will email you a link to complete your registration.
- You won't see the Clubhouse facility listed right away in the **KISI** app. You'll receive another email from **KISI** at **8:45 AM on your rental day**, notifying you that access has been granted.

On the Day of Your Event

- At 8:45 AM, **KISI** will send an email notifying you that door access has been granted.
- When you arrive at the main doors of the facility, open the **KISI** app and tap the lock icon under **Cedar Lake Parks**, or wave your phone near the door sensor to unlock (based on your app permissions).

If you continue to have access issues after following these prompts, contact the park office for after hours assistance as noted above.

Clubhouse Amenities

- 1 Dual-Temp Refrigerator-Freezer
- 1 Stove, 2 Microwaves
- 32 6' Folding Tables
- 5 Wooden Picnic Tables
- 168 Padded Folding Chairs
- Restroom Supplies (soap, paper towel and toilet paper)

Note: No coffee pot is provided, but you may bring your own.

Doors – Locking and Unlocking

To keep both main doors unlocked during your event:

- Engage the interior frame locks (where the two doors meet) to the unlock position. Both doors will open when you pull on the main door.
 - After your event, re-engage the frame locks to the lock position.
 - Check all exterior doors before leaving.
 - Before leaving for the night, pull both access doors to confirm they are locked.
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Thermostat

- Thermostat: Smart touchscreen (outside the middle room); tap to adjust

Note: The building is large, so temperature changes may take time.

Kitchen Appliances

- The stove may feel warm when not in use.
- Leave kitchen doors open for ventilation—minimal natural gas odor may be present.
- A gas sensor is located by the stainless-steel serving tables right outside the kitchen.

If the sensor is alarming or conditions seem abnormal, evacuate and call **911**.

Decorating Rules

- Use **only painter's tape** on walls
- **Prohibited:** Duct tape, staples, tacks, glitter, or sequins

Security deposit will be withheld if these are found

- Remove all table covers and tape after use
 - Do not move or remove seasonal decorations placed by staff
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Cleaning Responsibilities & Supplies Provided

Provided Cleaning Supplies:

Broom(s), Vacuum, Spray Mop, Disinfecting Wipes, Dish Soap, Stainless Steel Cleaner

Suggested Additional Items to Bring:

Paper towels, dish sponge, kitchen towels, serving spoons/spatulas, dishes, pans, oven mitts.

Tasks:

- **Tables/Chairs:**
 - Clean before storing
 - Return to storage carts (4 tables per side, 6 chairs per rack, evenly distributed)
 - Return carts to the designated storage area
 - **Garbage:**
 - Place all bagged trash in the outdoor dumpster (located in the far corner of the parking lot)
 - Replace liners (extras provided)
 - **General Cleaning:**
 - Wipe down all surfaces and sinks
 - Sweep and spot-clean all areas used
 - Remove all food and beverages from the fridge/freezer
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Rules & Restrictions

Maximum Capacity: 166 people

Alcohol Policy (Alcohol is Prohibited Unless ALL Steps Below Are Completed 30 days before your event date):

1. Permit & Security Deposit:

- Payment is received for an alcohol permit and additional security deposits at least **90 days before** your event.

2. Licensing:

- Obtain a valid state liquor license.
- Hire a licensed bartender.

3. Document Submission:

- Submit both the liquor license and bartender license to the Cedar Lake Police Department at least 30 days in advance of your event for review.

4. Security:

- Hire security through the Cedar Lake Police Department.
- Must be scheduled **90 days prior** to the event.
- Contact: (219) 374-5416 to schedule security.

Not Permitted

- Food Trucks
- Bounce houses or inflatables
- Tents
- Grills
- Animals

Security Deposits

Security deposits are returned via check to the address listed on your rental agreement. Deposits are processed and mailed within six (6) to eight (8) weeks after your event date.

If any portion of the deposit is to be withheld, you will be notified within five (5) business days, (excluding holidays) following your scheduled event.

Rental Date:_____ **Event Type:**_____ **Expected Total Guests:**_____

Anticipated Arrival Time:_____ am/pm **Anticipated Exit Time:**_____ am/pm



Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to comply with all the rules and responsibilities outlined above. I confirm that any questions regarding these rules have been addressed to my satisfaction. My signature also certifies my understanding of, and agreement with, the policies stated herein and in the accompanying rental agreement.

Renter Signature: _____

Printed Name: _____

Date: _____

Staff Signature: _____ **Date:** _____