



Lake Shelbyville Visitor Center Facilities Use Information and Application



About the Facility

The Lake Shelbyville Visitor Center is located east of Shelbyville, IL in Central Illinois. It is operated and managed by the U.S. Army Corps of Engineers with support from the Lake Volunteers Association (LVA). The LVA is a non-profit organization whose goal is to support the U.S. Army Corps of Engineer's efforts of interpretation, education and recreation by funding projects and materials. The Visitor Center is located in the Dam East Recreation Area off Highway IL Route 16, east of Lake Shelbyville Dam, twenty four miles west of Mattoon, IL and twenty three miles south of Sullivan, IL. The Visitor Center is open November – March, Monday – Friday 9:30 a.m. – 4:30 p.m., April & October, Monday – Sunday 9:30 a.m. – 4:30 p.m., May – September, Sunday – Thursday 9:30 a.m. – 4:30 p.m. & Friday and Saturday 9:30 a.m. – 6:30 p.m. Admission is free. The Visitor Center is closed on Thanksgiving, Christmas, New Years Day and other winter Federal Holidays.

The Lake Volunteers Association invites all interested parties to consider the Lake Shelbyville Visitor Center for your next social or business function. This information is provided as a helpful guide in your planning efforts.

Reservations for private events can be made no sooner than six months in advance and no later than three days in advance.

Types of Events

- Holiday Gatherings
- Business Meetings
- Social Functions
- Birthday Parties
- Weddings
- Rehearsal Dinners
- Bridal and Baby Showers
- Conferences and Seminars
- Suggestions for other events will be considered

Any individual, group, society or organization willing to assume responsibility for the activity may apply for use of the facility. Federal, state and local government agencies, 501c3 non-for-profit organizations and any group or organization that partners with the U.S. Army Corps of Engineers at Lake Shelbyville can apply for use of the facility free of charge based on availability and value of partnership.

Who to Contact

Please contact the Lake Shelbyville Interpretive Services and Outreach Department at 217-774-3951 ext 2. Keep in mind that the U.S. Army Corps of Engineers must review all applications and that an application is not accepted without their approval. If the application is accepted, a copy of the signed application will be returned to you. You will also be notified if your request is not accepted.

Spaces Available

The Lake Shelbyville Visitor Center auditorium, library and outdoor classroom may be reserved as follows:

Auditorium: (1544 square feet) Meeting and gathering space with wireless internet, including use of overhead LCD projectors, dropdown screens, wall mounted TV/DVD players and small kitchenette with refrigerator, sink and microwave.

Availability: 8 a.m. until 10 p.m.

Capacity: 90 guests theater style; 50 guests classroom style

Minimum Donation: \$300/day

East Half of Auditorium: (705 square feet) Meeting and gathering space with wireless internet, including use of overhead LCD projector, dropdown screen, wall mounted TV/DVD player and small kitchenette with refrigerator, sink and microwave.

Availability: 8 a.m. until 10 p.m.

Capacity: 45 guests theater style; 25 guests classroom style

Minimum Donation: \$125/day

Library: (263 square feet) Meeting space with wireless internet.

Availability: 8 a.m. until 4 p.m.

Capacity: 6-10 guests

Minimum Donation: \$25/day

Outdoor Classroom: Shelter (900 square feet) with fire ring. Renter must provide tables, chairs and firewood if needed. Fire ring use will require an additional permit.

Availability: 8 a.m. until 10 p.m.

Capacity: 30 – 50 guests

Minimum Donation: \$75/day

Grand Lobby: The lobby can only be rented in conjunction with the visitor center auditorium. The lobby cannot be rented by itself. The lobby can only be rented when the Lake Shelbyville Visitor Center is closed to the public during the months November through March.

Availability: November through March 4:30 p.m. until 10 p.m. Monday – Friday and 8 a.m. until 10 p.m. on Saturday and Sunday

Minimum Donation: \$100/day

Setup and takedown time will be included in rental time.

You may be subject to an additional donation of \$100 per hour or fraction thereof for occupancy exceeding

Equipment Use

A limited number of tables and chairs are available for use in the auditorium. Any additional equipment and supplies are the responsibility of the renter.

- 12 – 18" x 72" folding tables
- 12 – 30" x 94" folding tables
- 90 stackable chairs

Restrictions

The following restrictions apply to the use of the facility and its grounds. This list is not intended to be all-inclusive, other restrictions may apply. In addition, specific conditions may be enforced on a case-by-case basis.

- No smoking
- No alcohol during hours that the visitor center is open to the public
- Kegs containing alcoholic beverages are not allowed.
- No candles or open flames
- No animals (except assistance dogs)
- No confetti
- No tape, tack or nails on walls or any surface.
- All decorations must be approved in advance

Important Information

- **Period of Use.** Use of the facilities is limited to the times specified. Setup and cleanup must take place during those times, and is the sole responsibility of the applicant. Entrance to the facility will not be permitted prior to the specified arrival time, and the premises must be vacated by the specified departure time. **You may be subject to an additional donation of \$100 per hour or fraction thereof for occupancy exceeding the designated timeframes.**
- **Receipt of Donations.** Donations and deposits must be received by the LVA no later than ten (10) working days prior to the event date. **NO REMINDERS WILL BE SENT.** If deadlines are not met, access to the facility will be denied. Make check out to LVA. No credit cards are accepted. Cash only accepted in person at the Lake Shelbyville Visitor Center.
- **Damage Deposit.** A damage/cleaning deposit of \$100 will be required regardless of the size of event. The deposit may be increased based on the scope of the event. Damage to public property by the applicant and their guests is the responsibility of the applicant. Cost of repair or replacement of damaged items or facilities shall be deducted from the applicant's damage deposit or billed directly to the applicant if costs exceed the damage deposit. **A walk-through damage assessment will occur the next working day following the scheduled event. The renter is welcome to participate in the walk-through.** If no damage has occurred and the facility has been cleaned sufficiently then the damage/cleaning deposit will be returned to the applicant.
- **Food and Beverage Restrictions. All alcoholic beverages must be approved by the U.S. Army Corps of Engineers.** Alcoholic beverages are limited to beer and wine, must not be sold on the premises and may only be served after visitor center operation hours. Kegs containing alcoholic beverages are not allowed. Strict compliance with all federal, state and local laws and regulations with respect to the serving of alcoholic beverages must be observed. Under no circumstances will minors be served alcoholic beverages while on the premises. The applicant must comply with all applicable health and sanitation standard and codes. **On-site food preparation must be approved by the U.S. Army Corps of Engineers.**
- **Cancellation.** If the event is cancelled, the entire donation will be refunded if the cancellation is received by the Lake Volunteer Association. 48 hours or more in advance of the reservation date. Any false information given by the applicant on the application form or non-compliance to the conditions of the application is grounds for cancellation.

- **Parking.** Parking at the visitor center is free; however, parking is strictly limited to the parking spaces in the lot at the visitor center and within Dam East Recreation Area picnic area. There are a total of 50 parking spaces in the visitor center parking lot and an additional 81 parking spaces in the adjacent Dam East picnic area. No parking is allowed along the roadways or on the grass. If parking does take place outside the parking spaces then the owners of those vehicles may receive a citation from the U.S. Army Corps of Engineers.
- **Security arrangements.** There will **not** be a LVA or U.S. Army Corps of Engineers representative available on site during the event, so access to the auditorium has to be arranged during Lake Shelbyville Visitor Center operational hours by the applicant with the U.S. Army Corps of Engineers prior to the event. The applicant can make arrangements with the U.S. Army Corps of Engineers five (5) days prior to the event but not later than the day before the event. If the event is on Saturday or Sunday then the applicant must make arrangements with the U.S. Army Corps of Engineers no later than the Friday prior to the event. Applicant will be issued a security building key card and will do a security walk-through with a U.S. Army Corps of Engineers staff member.
- **Loss of Security Building Card.** If security building card is lost or not returned to the U.S. Army Corps of Engineers in the drop box provided at the end of the event then \$50 of the deposit will be kept to replace the card.
- **Transference.** The permission for the use of the facilities may not be transferred or assigned to any other party without the consent of the Lake Volunteer Association, in writing.
- **Liability.** Neither LVA nor the U.S. Army Corps of Engineers are responsible for any personal injuries or damage to personal property and equipment brought onto the premises by the applicant or their guests. Proof of liability insurance may be required.
- **Music.** Music will only be permitted at events held during times when the Lake Shelbyville Visitor Center is not open to the public. If music is to be provided by the applicant, it must be approved in advance of the event. LVA and the U.S. Army Corps of Engineers reserve the right to regulate the volume of music during the event.
- **Emergency Operations.** The Lake Shelbyville Visitor Center is a federal facility. Immediate complete or partial closure of the grounds may be required in the event of an emergency, threat to public safety or due to a heightened alert required to safeguard federal security. This may require cancellation of an event at the sole discretion of the Lake Shelbyville Operations Manager. In the case of cancellation due to emergency, the U.S. Army Corps of Engineers shall notify the permittee immediately that the facility will not be available and a full refund of any facility donations or deposits that the applicant has advanced will be made. This information is provided to you as a courtesy for your consideration in choosing between this venue and other alternatives.