



**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING
November 16, 2020
7:00 P.M.**

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a regular scheduled meeting on November 16, 2020 at 7:00 PM via phone conference. Conference call # (312) 757-3121, Participant Access Code: 211-341-093. Public comments are welcome via email bpattermann@genevaparks.com or voicemail 630-262-2202 until 6:45 PM on November 16, 2020 and will be shared at the meeting. Submitted by Sheavoun Lambillotte, Geneva Park District Board Secretary.

AGENDA

Call to Order

Roll Call

Adopt Temporary Public Comment Rule

Hearing of Guests

Reading of Minutes Regular Scheduled Board Meeting – October 19, 2020
 Special Meeting – November 5, 2020
 Recreation Committee Meeting – November 9, 2020

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

CORRESPONDENCE

OLD BUSINESS

Tax Levy Ordinance #2020-07 (2nd Draft)

Sunset Racquetball & Fitness Center Renovation

COMMUNICATIONS

STAFF REPORTS

Superintendent of Recreation

Superintendent of Parks and Properties

NEW BUSINESS

Recreation Committee Meeting Report

Non-Resident Track Pass Rates

Smoking - Tobacco Free Policy

Policy Manual Update: Operations Procedures, Park Ordinance, Bloodborne Pathogens, SPRC, SCC

EXECUTIVE SESSION

Review Executive Session Minutes- Section 2.06 (5ILCS 120/2 (c) (21))

Litigation – (5ILCS 120/2 © (11)) (*Not anticipated*)

Land Acquisition – (5ILCS 120/2 (c) (5)) (*Not anticipated*)

Personnel – (5ILCS 120/2 (c) (1))

ADJOURN

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
October 19, 2020
7:00 p.m.**

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:05 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp and Supt. of Finance & Personnel Christy Powell.

Guests: Red Ribbon Week teacher sponsor Ashley Andreuccetti and Geneva High School students Julia Thompson and Tori Cornelson.

Press: None

HEARING OF GUESTS

Executive Director Lambillotte welcomed the members from Geneva High School that were present to share information about Red Ribbon Week. Geneva High School SADD Club members Julia Thompson and Tori Cornelson spoke to the Board about the purpose of the Red Ribbon Week program and thanked the Board for their continued support.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the September 21, 2020 Regular Meeting Minutes and the October 14, 2020 Capital Improvement Planning Meeting Minutes as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Lenski made a motion to approve the claims and accounts as presented. Commissioner Moffat seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the September financial reports and updated the board on the receipt of the 2nd real estate tax installment. Ms. Powell noted that revenue and expenditures are where we expected to be due to COVID-19. The quarterly debt service report was also included in the packet. The District anticipates hearing about funding from the Kane County Cares Act soon. We are also waiting to hear about the funding from FEMA. Executive Director Lambillotte stated that a Special Meeting may need to be scheduled if we receive word from Kane County in regards to the Cares Act Funding. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

None

OLD BUSINESS

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the board and staff. President VanderVeen read aloud the Red Ribbon Week Resolution. Commissioner Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2020-2021 as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

GROUND WATER MONITORING WELLS

Supt. of Parks & Properties Culp reviewed details of Waste Management of Illinois (WMIL) requesting to install ground water monitoring wells in Esping and Jaycee Parks. WMIL is starting Phase 3 of a groundwater investigation requested and approved by the Illinois EPA. The monitoring wells will help determine if any runoff from the landfill is leaching into the groundwater. After some discussion, Commissioner Moffat made a motion to approve the installation of the monitoring wells at Stanley A. Esping Park and Jaycee Park to allow WMIL to monitor the groundwater for possible runoff from Settler's Hill Landfill. Commissioner Lenski seconded. All ayes. Motion carried. President VanderVeen wanted to make mention that this project will not cost the Park District anything, all costs associated with the ground water monitoring wells will be absorbed by WMIL.

SUNSET PARKING LOT UPDATE

Supt. of Parks & Properties Culp reviewed the status of the Sunset Parking Lot. The project is moving right along on schedule. Sidewalks are scheduled to be poured by the end of the week along with curb and concrete work. The light pole should be installed tomorrow. Paving is scheduled to start next week. The front entrance should be complete and reopened for the upcoming Election as we are a polling place. Executive Director Lambillotte noted that the contractors are diligently working all day. Staff is working on signage and sending out correspondence via email to keep residents informed of the construction going on and where access and parking is located around the building.

COMMUNICATIONS

The Capital Planning Meeting with the Board was held on October 14th. Staff and Board worked together to prioritize many capital projects, refine our 10 year Capital Plan and discuss the financial implications of COVID-19 for the Geneva Park District. After the meeting a resident came in and expressed a desire for more pickleball courts to be added around the District as part of a Capital Project. Executive Director Lambillotte stated that prior to the pandemic the District had planned to expand pickleball, however, plans to add more courts have been pushed off. The resident made note that he appreciated the additional pickleball lines that have been added to some of our outdoor tennis courts and also happy that it remains on the radar as a future project.

While we have suspended Park Foundation operations due to the pandemic, we have gone ahead with our Annual Giving Tree Letter. This fundraiser typically brings in approximately \$10,000 in funding for the Foundation. The Foundation has already received \$7,000. Residents have really shown the appreciation of our parks through this pandemic.

The District has made the decision to cancel our Holiday Party this year due to the pandemic. The leadership team is looking for a safe and economical way to celebrate the Holiday with staff and the Board.

Supt. of Finance & Personnel Powell will be attending the Legal Symposium virtually on November 5th and will share information obtained with staff and the Board.

The IAPD/IPRA Soaring to New Heights Conference will be January 28-30, 2021. Due to the current pandemic, the conference will be held virtually this year. Additional details such as registration and pricing will be shared as information is released.

A Recreation Committee meeting was scheduled for November 9th. Commissioner Lenski and Commissioner Moffat are on the committee and will be in attendance.

The Annual Chamber of Commerce dinner and awards banquet will be held virtually this year and is scheduled for November 12th. More details will be shared with the Board as they become available.

FUTURE MEETINGS

Recreation Committee Meeting (Pat Lenski & Jay Moffat)	November 9, 2020	4:00 PM
Regular Scheduled Meeting	November 16, 2020	7:00 PM
Foundation Regular Scheduled Meeting	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Staff is busy mowing, tree trimming and prepping for fall events. Annual beds are cleaned up for the fall. Stone Creek Mini Golf is closed and has been winterized. Staff is approximately 1/3 of the way through aerating, topdressing and over seeding parks. Fall maintenance has begun on all vehicles. Staff is preparing for ice rink setup. Several staff attended a virtual parking lot and sidewalk de-icing seminar in hopes of minimizing salt usage. Vice President Frankenthal asked if the District uses beet juice. Supt. Culp stated that a couple of different liquid applications are used. Both pools have been closed. Sunset pool has been winterized and Mill Creel pool is scheduled to be winterized this week. Staff has installed lighting in the 3 sided barn at Peck Farm, this should help with evening programming and rentals. Burn breaks have been mowed and staff is preparing for the upcoming burn season. The contractor is finalizing the finishing details on several elements for the Peck North OSLAD project and is working on the installation of the crossing beacons for the crosswalk between Peck Farm North and South. The interpretive signs need to be completed and installed. The Wheeler operations roof coping installation is complete. Staff installed ducts for fiber optic installation to SPRC and Sunset and is waiting for Metronet to schedule the installation.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 9, 2020 at 4:00 p.m. The winter brochure is underway. Pizza Palooza is scheduled for October 26th to kick off Red Ribbon Week and staff is busy preparing for Halloween events. The Halloween Hayday and the Dog parade is scheduled to take place this weekend out at Peck Farm Park. Harvest Hustle 5k race looked different this year with the introduction of waves and additional safety procedures which allowed over 200 runners to participate. Escape the Mansion was held at SPRC this year and allowed for adequate social distancing. The event required pre-registration and was hosted as a touchless event with QR codes used to figure out clues. Escape the Mansion was successful with 50 more participants that the previous year. Playhouse 38 has an upcoming children's production of "Beauty and the Beast Jr" that is slated to take place on October 22-25 at Sunset Community Center. The audience will be limited to 50 people and masks will be required. SPRC & SRFC memberships & revenues were also reviewed. There has been a decrease in revenue and foot traffic at both SPRC and SRFC due to COVID. Stone Creek Mini Golf is closed. In total for the season, 13,034 people were able to enjoy a round of mini golf which equated to a revenue of nearly \$69,000. In June the board was presented with an estimated net loss of \$220,000 for operating both Sunset and Mill Creek pools. Considering additional expenses that will be incurred this fiscal year while fall shutdown is still underway, we anticipate a total combined loss to be less than \$75,000. Executive Director Lambillotte noted that the SPARK enrichment day camp started this week with 12 kids. Staff is hopeful that more participants will enroll. Staff is also reassessing how we can offer and run the program if the School District moves to all E-Learning. Commissioner Moffat asked if discussing staffing as it relates to a possible shutdown from COVID should be discussed in Executive Session. Executive Director Lambillotte stated that can be discussed if the Board so chooses in Executive Session.

NEW BUSINESS

FVSRA MEMBER CONTRIBUTION REQUEST

Executive Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 2%. Staff feels this is fair and reasonable. Commissioner Moffat made a motion to approve the proposed FVSRA member contribution increase of 2% for the 2021/22 budget year. Vice President Frankenthal seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2020-07 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. The levy will be available for public review and will be reviewed again by the Board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

The Board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 30, 2021 which will be held virtually this year due to COVID-19. Vice President Frankenthal made a motion to approve the IAPD Credentials Certificate with Commissioner Moffat to be the District's delegate and Executive Director Lambillotte as our 1st alternate. Commissioner Lenski seconded. All ayes. Motion carried.

POLICY MANUAL UPDATE

Executive Director Lambillotte stated that as a matter of housekeeping, department heads & staff have all reviewed the following to include more accurate information of current procedures: Financial Procedures Policy, Investment Policy and Job Descriptions. After some discussion, Vice President Frankenthal made a motion to approve the Financial Procedures Policy, Investment Policy and Job Descriptions as presented. Commissioner Moffat seconded. All ayes. Motion passed.

EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session for the purpose of discussing Personnel at 7:56 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:24 p.m.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:24 p.m. Commissioner Moffat seconded. All ayes. Motion carried

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

**GENEVA PARK DISTRICT
SPECIAL BOARD MEETING MINUTES
November 5th, 2020
7:00 p.m.**

CALL TO ORDER

President Vanderveen called the meeting to order at 7:13 p.m.

ROLL CALL

President Susan Vanderveen called for the roll. Commissioner Bre Cullen (remote), Commissioner Pat Lenski (remote), Commissioner Jay Moffat (remote) & President Susan VanderVeen (remote) all answered present. Vice President John Frankenthal was absent.

Staff members present were Executive Director Sheavoun Lambillotte (remote), Supt. of Recreation Nicole Vickers (remote), and Supt. of Finance & Personnel Christy Powell.

Press: None

Guests: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Cullen made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. All ayes. Motion carried.

HEARING OF GUESTS

None.

INTERGOVERNMENTAL RECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS

Executive Director Lambillotte and Superintendent of Finance & Personnel Powell reviewed the IGA with Kane County for Cares Funding. Ms. Powell stated that the District applied for funds to cover current and future eligible COVID-19 expenses in the amount of \$102,918.10 (March 1, 2020- December 30, 2020). The County has provided the District with an Intergovernmental Agreement (IGA) with an award allocation of \$102,918.10. The Geneva Park District must return the executed IGA along with an authorizing resolution before the District's application is further reviewed and any award is disbursed. Ms. Lambillotte stated that the District's attorney had reviewed. Commissioner Moffat made a motion to approve the Intergovernmental Recipient Agreement for Coronavirus Relief Funds as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

#2020-08 RESOLUTION TO APPROVE AN INTERGOVERNMENTAL AGREEMENT WITH KANE COUNTY REGARDING CARES ACT SUB-RECIPIENT FUNDS

Ms. Powell reviewed resolution #2020-08 to approve an intergovernmental agreement with Kane County regarding Cares Act sub-recipient funds. The County requested this resolution to be approved by the Board in addition to the IGA provided by Kane County. Commissioner Moffat made a motion to approve the #2020-08 Resolution to Approve an Intergovernmental Agreement with Kane County regarding Cares Act sub-recipient funds as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 7:18 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte/Christy Powell

Recreation Committee Meeting Minutes

3:00 pm

November 9, 2020

Present: Commissioner Moffat and Commissioner Lenski (remote)

Staff: Nicole Vickers, Beth Keen, Mike Hay, Jim Huetson, Elliott Bortner, Joey Kalwat, Francesca Borman and Ryan Coffland

Supt. of Recreation Nicole Vickers welcomed Commissioner Lenski and Commissioner Moffat. She explained that the meeting typically covers **Spring 2020** and **Summer 2020** participation, revenue & expenses. However, due to COVID-19, no programs ran in the Spring. Ms. Vickers then asked the supervisors to present their reports and to discuss their accomplishments during COVID-19.

SPRC Customer Service Manager Mike Hay: Mr. Hay oversees the Birthday Party program, as well as the Parent's Night Out program. Parent's Night Out was on hiatus during July and August. Birthday Parties ceased operations during the shutdown of facilities but were immediately offered once facilities re-opened. During the shutdown, over 350 personalized virtual e-cards were sent out to kids turning 3-8 years old on their birthday. The e-cards contained a coupon for booking a future party with us. This is a marketing campaign that we will continue in hopes of expanding our Birthday Party program.

Aquatic & Recreation Supervisor Joey Kalwat: Mr. Kalwat oversees the operation of both Sunset & Mill Creek Pool, Playhouse 38 and several special events. Concerts and Movies in the Parks were the events that ran this summer. Concerts in the Park were moved to the Stephen Persinger Recreation Center on the soccer fields to allow for social distancing. In place of beer sales, the District obtained a BYOB permit from the City. Staff received many positive comments for the opportunity to attend live music during these unusual times. Movies in the Park took place at Moore Park to allow for social distancing and to follow all COVID guidelines. The overall participation was slightly down this year, however, the events were successful with many happy participants and great weather.

Recreation Supervisor Beth Keen: Ms. Keen is responsible for Preschool, Dance, Cheer, General Athletics, Early Childhood, Youth, Family and Senior Programs/Trips. All-Star Sports had a few classes run. Tennis did really well and seemed to be untouched by the pandemic. The District was able to offer some additional recreational classes including indoor Dance and Cheer. Some of the contracted athletic classes that did run include: Challenger Sports soccer class, fencing, golf and volleyball. Toddler was able to run a Kid Rock Class and Youth was able to run a Horsemanship Class. Adult had a Swedish Language class run and also a Dungeons and Dragons class run. No trips were able to be offered this summer due to COVID-19.

Assistant Superintendent of Recreation Elliott Bortner: Mr. Bortner was responsible for fitness centers, cultural arts programming, as well as some of the special events. General athletics including pickleball had 101 open gym/punch swipes and sold a total of 7 punch cards. The cultural arts program successfully ran a Lion King Jr. production and also a Showcase mini-camp. Rehearsals for both programs were almost exclusively held outdoors. There were 50 tickets sold for each performance and close to \$5,000 brought in for revenue.

Sunset Facility Manager and Fitness Supervisor Jim Huetson: Mr. Huetson oversees facility operations at Sunset Community Center and Fitness programming. The District was able to run 13 indoor fitness programs which included 102 participants. Outdoor fitness offered many programs and was able to accommodate 751 participants. The classes were structured as a pay-per-class to allow flexibility for participants. As a result of this format, many more classes were offered, yet resulted in less revenue compared to last year. The outdoor fitness classes were more popular at the start of the summer, however the numbers went down as temperatures increased and indoor fitness classes were offered.

Athletic Supervisor Ryan Coffland: Mr. Coffland is responsible for Youth & Adult Softball, Middle School Volleyball, Mini Golf and Special Events. Cosmic Golf was the special event that Mr. Coffland oversaw. Unfortunately, this event lost money due to weather. Participants were excited that Cosmic Golf was still offered even though Swedish Days was cancelled. Middle School Volleyball was supposed to run in April and May, but due to COVID it was pushed back to mid-June. The volleyball league was held at Sunset pool in the sand volleyball courts. Numbers were lower than in the past, but participants enjoyed playing in the sand volleyball courts. Youth softball was offered and teams only practiced and played scrimmage games against other Geneva teams due to COVID guidelines. Adult Softball ran with a total of 8 teams.

2020 Summer Camp Report by Recreation Supervisor Kelly Wales: Ms. Vickers stated that Mr. Bortner will review Ms. Wales' report in her absence. Ms. Vickers noted that we were one of few Districts to start a camp program as was scheduled and managed to run a fun and safe camp without any COVID interruption. Some of the changes that were made due to COVID included all participants were required to wear face masks, implementation of additional cleaning and sanitizing, participants spent as much time outdoors as possible, temp checks were performed at drop off and virtual field trips were offered. Mr. Bortner added that there were over 1,400 participants for Summer Camp with a profit of over \$18,000. He added that evaluations included many encouraging comments and positive feedback from participants. A weekly newsletter was sent out electronically to families. Mr. Bortner shared recommendations for 2021 including: Staff to work with Peck Farm in streamlining camp offerings, research methods to improve online registrations, increase staff development as it relates to technology and continue to follow Illinois Department of Public Health and Center for Disease Control guidelines as it relates to COVID for another successful year.

Mr. Bortner shared some highlights and accomplishments from the Spring. Some of these included creating a COVID update webpage which has had over 7,000 views, launching the Live Your Best Life at Home Webpage which includes 150 games/activities for families and has had over 4,000 visits, E-sports were offered with a great response from the community and over 200 participants, Playhouse 38 held 2 virtual radio shows with over 150 viewers, Virtual 5k was offered, Virtual Butterfly House release party and many video contents were created with over 20,000 video views. Mr. Bortner concluded by sharing how proud the Recreation Department is looking back on all the successes and accomplishments we have had during these hard times.

Commissioner Lenski shared that he is very proud of staff and thanked them for all their hard and dedicated work.

Commissioner Moffat stated that every Board member is happy with all of the staff accomplishments and impressed with the innovation that went into planning and offering so much to the community during these times. He thanked staff for their dedication and passion.

Ms. Vickers thanked everyone for participating and thanked Commission Lenski and Commissioner Moffat for taking the time out to come and listen to the staff reports.

DATE: 11/10/20
TIME: 12:14:13
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GENEVA PARK DISTRICT
WARRANT NUMBER 110920

CONSTRUCTION PAID

PAGE: 1

FROM CHECK # 115316 TO CHECK # 115320

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115316	CHASE CARD SERVICES	FIBEROPTIC LINE INSTALL	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	876.58
		ADOBE SOFTWARE CREDIT	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	-74.98
			CHECK TOTAL	801.60
115317	ENGINEERING RESOURCE ASSOC.INC	SCC PARKING LOT PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	400.00
			CHECK TOTAL	400.00
115318	GENEVA SCHOOL DISTRICT #304	PTAB FEE AUGUST-OCTOBER,2020	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	125.07
			CHECK TOTAL	125.07
115319	MIDWEST SPORT SURFACES, L.L.C.	WHEELER TENNIS RENOVATIONS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	100,815.00
			CHECK TOTAL	100,815.00
115320	NOVA COMMUNICATIONS, INC.	UPDATED PHONE EXTENSIONS	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	312.00
			CHECK TOTAL	312.00
			WARRANT TOTAL	102,453.67

DATE: 11/12/20
TIME: 10:15:55
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GENEVA PARK DISTRICT
WARRANT NUMBER 111120

CONSTRUCTION UNPAID

FROM CHECK # 115321 TO CHECK # 115325

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115321	ANCEL GLINK DIAMOND BUSH &	MISC MATTERS-OCTOBER	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	461.25
			CHECK TOTAL	461.25
115322	BLACK LINE FOX VALLEY LLC	BLACKLINE BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	615.50
		LAPTOP, SOFTWARE-SPRC MGR	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	2,099.45
			CHECK TOTAL	2,714.95
115323	ENGINEERING RESOURCE ASSOC.INC	BENNETT PK NORTH WETLAND PROJ	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	73.00
			CHECK TOTAL	73.00
115324	MENARDS	PAINT, STAIN & SPLYS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	497.96
			CHECK TOTAL	497.96
115325	MECHANICAL, INC./HELM SERVICE	SCC POOL FILTER PIPE REPAIR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	19,303.22
			CHECK TOTAL	19,303.22
			WARRANT TOTAL	23,050.38

DATE: 11/10/20
TIME: 12:10:48
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GENEVA PARK DISTRICT
WARRANT NUMBER 111020

GENERAL PAID

PAGE: 1

FROM CHECK # 74855 TO CHECK # 74894

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74855	ABLE PEST CONTROL, INC.	REPLACED CHECK #74372 5/31/20	CORPORATE / PECK FARM	85.00
			CHECK TOTAL	85.00
74856	ABLE PEST CONTROL, INC.	PEST CONTROL-OCTOBER	CORPORATE / PECK FARM	85.00
			CHECK TOTAL	85.00
74857	ACCURATE EDGE LANDSCAPE INC	MOWING SERVICE-SEPTEMBER	CORPORATE / PARKS ADMINISTRATION	8,760.67
			CHECK TOTAL	8,760.67
74858	AT&T	AT&T-MINI GOLF INTERNET	RECREATION / MINIATURE GOLF	115.17
			CHECK TOTAL	115.17
74859	BANNER UP SIGNS	COMMUNITY GARDEN SIGNAGE	CORPORATE / PARKS ADMINISTRATION	86.00
			CHECK TOTAL	86.00
74860	BLACK GOLD SEPTIC	PUMP SANITARY BASIN	CORPORATE / PARKS ADMINISTRATION	200.00
			CHECK TOTAL	200.00
74861	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	65.00
74862	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	97.57
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	520.36
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	170.03
		CALL ONE MONTHLY SVC	RECREATION / SPRC	832.29
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	154.50
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	38.63
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	131.32
			CHECK TOTAL	1,944.70
74863	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	155.31
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	362.39
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	55.40
		CITY WATER/SEWER-MINI GOLF	CORPORATE / PARKS ADMINISTRATION	72.11
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	168.85
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	66.77
		CITY WATER/SEWER-STH STR FIELD	CORPORATE / PARKS ADMINISTRATION	101.51

DATE: 11/10/20
TIME: 12:10:49
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GENEVA PARK DISTRICT
WARRANT NUMBER 111020

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FROM CHECK # 74855 TO CHECK # 74894

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74863	CITY OF GENEVA	CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	158.14
		CITY WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL	942.80
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	376.74
		CITY WATER/SEWER-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	102.33
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	59.31
		CITY ELECTRIC-HARRISON CRTS	CORPORATE / PARKS ADMINISTRATION	72.75
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION	52.54
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	671.23
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	160.16
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	449.71
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	20.35
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,103.03
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	226.36
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	322.44
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	2,426.56
		CITY ELECTRIC-SUNSET BALLFIELD	RECREATION / ADULT SOFTBALL	133.15
		CITY ELECTRIC-SPRC	RECREATION / SPRC	4,870.52
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	45.33
			CHECK TOTAL	13,194.09
74864	RYAN COFFLAND	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
74865	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MAINT AGREEMENT	RECREATION / PARK DISTRICT PRESCHOOL	131.00
		GORDON FLESCH MAINT AGREEMENT	RECREATION / SPRC	134.85
		GORDON FLESCH MAINT AGREEMENT	RECREATION / REC ADMINISTRATION	249.66
		GORDON FLESCH MAINT AGREEMENT	CORPORATE / PARKS ADMINISTRATION	166.44
			CHECK TOTAL	681.95
74866	GOVERNMENT FINANCE OFFICERS	CAFR APP-GFOA AWARD	CORPORATE / PARKS ADMINISTRATION	460.00
			CHECK TOTAL	460.00
74867	W.W. GRAINGER CORP.	TOILET REPLACEMENT	CORPORATE / PARKS ADMINISTRATION	183.81
		O-RINGS	RECREATION / SUNSET POOL	12.96
		BURN GEAR-GLOVES	CORPORATE / PARKS ADMINISTRATION	100.80
			CHECK TOTAL	297.57

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74868	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74869	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	1.66
		IGS-SPRC	RECREATION / SPRC	425.59
		IGS-SUNSET POOL	RECREATION / SUNSET POOL	334.50
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	177.18
		IGS-PFP HOUSE	CORPORATE / PECK FARM	18.22
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	23.19
		IGS-SCC	RECREATION / REC ADMINISTRATION	38.07
			CHECK TOTAL	1,018.41
74870	JOEY KALWAT	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	20.00
			CHECK TOTAL	60.00
74871	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
74872	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
74873	LIFTWORKS, INC.	SKYJACK RENTAL-CHANGE LIGHTS	CORPORATE / PARKS ADMINISTRATION	277.50
		LIFT RENTAL-PFP	CORPORATE / PECK FARM	355.00
			CHECK TOTAL	632.50
74874	MENARDS	SNAPS-TENNIS NETS	CORPORATE / PARKS ADMINISTRATION	41.94
		ANTIFREEZE-BATHROOMS	CORPORATE / PARKS ADMINISTRATION	29.88
		ANTIFREEZE-HAWKS HOLLOW	CORPORATE / PECK FARM	2.49
			CHECK TOTAL	74.31
74875	MENDEL PLUMBING & HEATING, INC	DRAIN REPAIR-ISLAND PARK	CORPORATE / PARKS ADMINISTRATION	1,090.00
			CHECK TOTAL	1,090.00
74876	METRO FIBERNET LLC	METRONET-PH38 INTERNET	RECREATION / PLAYHOUSE 38	82.15
			CHECK TOTAL	82.15
74877	METRO FIBERNET LLC	METRONET-MC POOL INTERNET	RECREATION / MILL CREEK POOL	72.15
			CHECK TOTAL	72.15

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74878	METRO FIBERNET LLC	METRONET-WHLR MAINT INTERNET	CORPORATE / PARKS ADMINISTRATION	102.20
			CHECK TOTAL	102.20
74879	MIDWEST GROUNDCOVERS CORP	TREES-RIVER PARK	CORPORATE / PARKS ADMINISTRATION	254.70
			CHECK TOTAL	254.70
74880	MILL CREEK WRD	WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	99.82
		WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	8.00
			CHECK TOTAL	107.82
74881	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74882	RALPH HELM INC.	SCAG MOWER GASKETS	CORPORATE / PARKS ADMINISTRATION	12.18
		CARB KITS & GASKETS	CORPORATE / PARKS ADMINISTRATION	270.37
			CHECK TOTAL	282.55
74883	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
74884	RENTAL MAX, L.L.C.	CONCRETE VIBRATOR RENTAL	CORPORATE / PARKS ADMINISTRATION	47.00
		DRILL RENTAL-FIBER CONDUIT PFP	CORPORATE / PARKS ADMINISTRATION	113.00
		AUGER RENTAL-SUNSET FLAGPOLE	CORPORATE / PARKS ADMINISTRATION	106.00
			CHECK TOTAL	266.00
74885	CHRISTINE SHIEL	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	40.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	65.00
74886	STEVE SLIVKA	REIMB CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74887	STEVENS STREET PROPERTIES	PH38 RENTAL FEE-NOVEMBER	RECREATION / PLAYHOUSE 38	1,800.00
		PH38 STORAGE FEE-NOVEMBER	RECREATION / PLAYHOUSE 38	318.00
			CHECK TOTAL	2,118.00
74888	SUPREME SPORTS CHICAGO CORP	ICE RINK LINERS-20/21 SEASON	CORPORATE / PARKS ADMINISTRATION	2,165.00
			CHECK TOTAL	2,165.00

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74889	BUMPER TO BUMPER	SCAG MOWER BELTS	CORPORATE / PARKS ADMINISTRATION	249.76
		STRUTS,EXHAUST,OIL PAN-REC VAN	CORPORATE / PARKS ADMINISTRATION	569.73
		SILICONE SEALANT	CORPORATE / PARKS ADMINISTRATION	20.19
		AIR FILTERS	CORPORATE / PARKS ADMINISTRATION	100.58
		WIPERS FOR DODGE VAN	CORPORATE / PARKS ADMINISTRATION	12.88
		WIPER BLADES	CORPORATE / PARKS ADMINISTRATION	6.19
		DODGE VAN TUNE UP PARTS	CORPORATE / PARKS ADMINISTRATION	75.58
		FILTERS	CORPORATE / PARKS ADMINISTRATION	131.62
		BRAKE CLEANER	CORPORATE / PARKS ADMINISTRATION	36.72
		COTTER PINS	CORPORATE / PARKS ADMINISTRATION	11.49
			CHECK TOTAL	1,214.74
74890	TRIANGLE MECHANICAL SVC., INC.	AIR CONDITIONER REPAIR-WHLR PK	CORPORATE / PARKS ADMINISTRATION	542.25
			CHECK TOTAL	542.25
74891	VERIZON WIRELESS	VERIZON CELL PHONE SVC	RECREATION / REC ADMINISTRATION	1.78
		VERIZON CELL PHONE SVC	CORPORATE / PECK FARM	49.53
		VERIZON CELL PHONE SVC	CORPORATE / PARKS ADMINISTRATION	148.59
		VERIZON CELL PHONE SVC	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	125.38
			CHECK TOTAL	325.28
74892	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	70.00
			CHECK TOTAL	70.00
74893	CHASE CARD SERVICES	WOW AWARD-LINK	CORPORATE / PARKS ADMINISTRATION	45.00
		WOW AWARD-KALWAT	RECREATION / REC ADMINISTRATION	45.00
		AUTUMN FAIR SPLYs	CORPORATE / PECK FARM GENERAL PROGRAMS	36.71
		GO TO MTG SVC FEE	CORPORATE / PARKS ADMINISTRATION	9.89
		GO TO MTG SVC FEE	RECREATION / REC ADMINISTRATION	9.89
		STAFF APPRECIATION OUTING	CORPORATE / PARKS ADMINISTRATION	228.55
		STAFF APPRECIATION OUTING	RECREATION / REC ADMINISTRATION	250.09
		FILE DIVIDERS	RECREATION / SUNSET RACQUETBALL & FITNESS	7.83
		INK CARTRIDGES	RECREATION / SPRC	137.42
		IPRA MEMBERSHIP DUES	RECREATION / REC ADMINISTRATION	3,462.00
		IPRA MEMBERSHIP DUES	CORPORATE / PARKS ADMINISTRATION	1,056.00
		KZN MILL CREEK-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	214.05
		KZN FABYAN-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	120.68
		KZN WILLIAMSBURG-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	59.01

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74893	CHASE CARD SERVICES	FACEBOOK EVENT POSTING	RECREATION / PUBLIC INFORMATION	35.59
		COMPUTER SIT/STAND CONVERTER	CORPORATE / PECK FARM	296.10
		VET CHARGES-SNAKE	CORPORATE / PECK FARM	147.00
		VOLUNTEER APPRECIATION SPLYS	CORPORATE / PECK FARM	310.25
		PROGRAM SPLYS	CORPORATE / PECK FARM GENERAL PROGRAMS	63.52
		CLEANING SPLYS	CORPORATE / PECK FARM	7.48
		KEYBOARD COVERS,THERMOMETERS	RECREATION / REC ADMINISTRATION	109.96
		ESCAPE THE MANSION SPLYS	RECREATION / HALLOWEEN HIKES	29.55
		HUSTLES SMORE SPLYS	RECREATION / HARVEST HUSTLE	116.12
		ETHERNET & PHONE CORDS	RECREATION / SUNSET RACQUETBALL & FITNESS	16.51
		EYE WASH STATION	RECREATION / SUNSET RACQUETBALL & FITNESS	52.79
		RADIO	RECREATION / MINIATURE GOLF	15.29
		VACUUM BAGS	RECREATION / SPRC	10.45
		EYE WASH REFILL	RECREATION / SPRC	38.21
		EMPLOYEE RECOGNITION	RECREATION / REC ADMINISTRATION	21.19
		WATER & POP	RECREATION / REC ADMINISTRATION	23.94
		CLEANING SPLYS	RECREATION / GYMNASTICS	31.91
		SOFTBALLS-ADULT LEAGUE	RECREATION / ADULT SOFTBALL	363.55
		SOFTBALLS-YOUTH LEAGUE	RECREATION / GIRLS SOFTBALL	20.00
		ARCHERY EQUIPMENT	RECREATION / SPRC GENERAL ATHLETICS	86.89
		IPRA FACILITY MGMNT WKSHP	RECREATION / REC ADMINISTRATION	30.00
		IPRA MEMBERSHIP DUES-KALWAT	RECREATION / REC ADMINISTRATION	264.00
		SPLYS-HALLOWEEN EVENT	RECREATION / HALLOWEEN EVENT	178.98
		AIR HORNS,WATER-5K RACE	RECREATION / HARVEST HUSTLE	61.80
		CPR CERTIFICATION	RECREATION / REC ADMINISTRATION	237.60
		PRESCHOOL BOOKS	RECREATION / PARK DISTRICT PRESCHOOL	22.96
		PRESCHOOL CRAFT SPLYS	RECREATION / PARK DISTRICT PRESCHOOL	1,370.02
		COVID-CLEANING SPLYS & WATER	RECREATION / REC ADMINISTRATION	19.32
		GMAIL MNTHLY FEE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		KZN PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	144.76
		LED LIGHTS-WHLR/MARQUEE SIGN	CORPORATE / PARKS ADMINISTRATION	327.12
		PLAYGROUND MAINT TRAINING CRSE	CORPORATE / PARKS ADMINISTRATION	380.00
		BIRTHDAY PARTY SPLYS	RECREATION / MINI GOLF BIRTHDAY PARTIES	81.16
		VENDING MACHINE SPLYS	RECREATION / SPRC	28.33
		VENDING MACHINE SPLYS	RECREATION / SUNSET RACQUETBALL & FITNESS	14.28
		BATTERIES, DOOR STOP	RECREATION / REC ADMINISTRATION	75.43
		SPLYS-ESCAPE FROM MANSION	RECREATION / HALLOWEEN HIKES	304.75
		CPR/FIRST AID CERTIFICATION	RECREATION / REC ADMINISTRATION	396.00

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74893	CHASE CARD SERVICES	LEGAL SYMPOSIUM	CORPORATE / PARKS ADMINISTRATION	102.50
		LEGAL SYMPOSIUM	RECREATION / REC ADMINISTRATION	102.50
		10/8 WEBINAR-PKNG LOT/SIDEWALK	CORPORATE / PARKS ADMINISTRATION	40.00
		AUTO CAD RENEWAL FEE	CORPORATE / PARKS ADMINISTRATION	1,710.63
		CHRISTMAS GREENS	CORPORATE / PARKS ADMINISTRATION	762.00
		MARQUEE SIGN MAINT AGREEMENT	CORPORATE / PARKS ADMINISTRATION	999.10
		AUTUMN FAIR SPLYS	CORPORATE / PECK FARM GENERAL PROGRAMS	34.82
			CHECK TOTAL	15,172.48
74894	BALD MOUND FIREWOOD	FIREWOOD FOR EVENTS	CORPORATE / PECK FARM	125.00
			CHECK TOTAL	125.00
			WARRANT TOTAL	52,170.69

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74895	ACE HARDWARE GENEVA	TOGGLE BOLTS	CORPORATE / PARKS ADMINISTRATION	2.99
		ESCAPE THE MANSION SPLYS	RECREATION / HALLOWEEN HIKES	10.69
		MISC FASTENERS	CORPORATE / PARKS ADMINISTRATION	3.16
		STAINLESS SUPPLY LINE	CORPORATE / PARKS ADMINISTRATION	41.74
		PAINT ROLLERS,ELECTRICAL PARTS	RECREATION / SUNSET RACQUETBALL & FITNESS	35.77
			CHECK TOTAL	94.35
74896	AQUA PURE ENTERPRISES, INC.	SCC POOL WINTERIZING & CLOSING	RECREATION / SUNSET POOL	3,080.00
			CHECK TOTAL	3,080.00
74897	AHW LLC -ELBURN	CHAINSAW FUEL	CORPORATE / PARKS ADMINISTRATION	127.50
		CHAINSAW FUEL	CORPORATE / PARKS ADMINISTRATION	127.96
			CHECK TOTAL	255.46
74898	AT&T	AT&T-PFP MAINT INTERNET	CORPORATE / PECK FARM	68.06
			CHECK TOTAL	68.06
74899	ATHLETIC EQUIPMENT SOURCE INC	GYMNASTIC CHALK	RECREATION / GYMNASTICS	219.00
			CHECK TOTAL	219.00
74900	POWER UP BATTERIES LLC	OUTSIDE BUILDING LIGHT BULB	RECREATION / SUNSET RACQUETBALL & FITNESS	20.95
			CHECK TOTAL	20.95
74901	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC FEE	CORPORATE / PECK FARM	98.00
			CHECK TOTAL	98.00
74902	BLOOMING COLOR	BUSINESS CARDS	RECREATION / REC ADMINISTRATION	70.75
			CHECK TOTAL	70.75
74903	BLACK LINE FOX VALLEY LLC	BLACKLINE EMAIL SVC	RECREATION / REC ADMINISTRATION	185.60
		BLACKLINE ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	90.75
		BLACKLINE ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	90.75
		BLACKLINE COMPUTER MAINT	RECREATION / REC ADMINISTRATION	1,138.70
		BLACKLINE SERVER MAINT	RECREATION / REC ADMINISTRATION	819.20
			CHECK TOTAL	2,325.00
74904	BILL CHO, INC.	TAEKWONDO INSTR FEE-FALL	RECREATION / MARTIAL ARTS	378.00
			CHECK TOTAL	378.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74905	CHICAGO CONTRACTOR'S SUPPLY	FLAG POLE FOOTING-SUNSET	RECREATION / SUNSET RACQUETBALL & FITNESS	50.40
		LIGHT POLE FOOTING-WHEELER	CORPORATE / PARKS ADMINISTRATION	26.85
			CHECK TOTAL	77.25
74906	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	42.16
			CHECK TOTAL	42.16
74907	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	78.61
		COMED-MC COMM PK	CORPORATE / PARKS ADMINISTRATION	19.39
		COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	439.33
			CHECK TOTAL	537.33
74908	CONSERV FS, INC.	HYDRAULIC OIL	CORPORATE / PARKS ADMINISTRATION	199.95
		MOTOR OIL	CORPORATE / PARKS ADMINISTRATION	483.84
			CHECK TOTAL	683.79
74909	COMCAST CABLE	COMCAST-SCC INTERNET/CABLE	RECREATION / REC ADMINISTRATION	283.92
		COMCAST-SRFC INTERNET/CABLE	RECREATION / SUNSET RACQUETBALL & FITNESS	553.61
			CHECK TOTAL	837.53
74910	AMY COTTER	COACHING SESSIONS-AMY COTTER	RECREATION / REC ADMINISTRATION	600.00
			CHECK TOTAL	600.00
74911	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE CC SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE CC SVC	RECREATION / SPRC	17.90
			CHECK TOTAL	26.85
74912	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN WATER SVC	RECREATION / REC ADMINISTRATION	41.00
		CULLIGAN WATER SVC	RECREATION / SPRC	25.00
		CULLIGAN WATER SVC	CORPORATE / PECK FARM	25.00
			CHECK TOTAL	91.00
74913	EM&J RENTAL INC.	SNOWPLOW WIRING HARNESS	CORPORATE / PARKS ADMINISTRATION	63.00
			CHECK TOTAL	63.00
74914	EVP ACADEMIES, LLC	YTH VOLLEYBALL INST FEE-SEPT	RECREATION / YOUTH VOLLEYBALL-INDOOR	655.20
			CHECK TOTAL	655.20

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74915	FARGO SKATEBOARDING	SKATEBOARDING LESSON INSTR FEE	RECREATION / NEW GENERAL ATHLETIC PROGRAMS	436.80
			CHECK TOTAL	436.80
74916	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-OCTOBER	SPECIAL RECREATION / SPECIAL RECREATION	1,062.99
			CHECK TOTAL	1,062.99
74917	GLOBAL EQUIPMENT COMPANY INC.	SUNSET VESTIBULE HEATER RPL	RECREATION / SUNSET RACQUETBALL & FITNESS	340.66
			CHECK TOTAL	340.66
74918	GOODMARK NURSERIES LLC	REPLACEMENT TREES	CORPORATE / PARKS ADMINISTRATION	912.75
			CHECK TOTAL	912.75
74919	GROOT, INC.	REFUSE DISPOSAL-SCC	RECREATION / REC ADMINISTRATION	111.15
		REFUSE DISPOSAL-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	323.00
		REFUSE DISPOSAL-OCTOBER	CORPORATE / PECK FARM	240.00
		REFUSE DISPOSAL-NOVEMBER	CORPORATE / PECK FARM	240.00
		REFUSE DISPOSAL-SPRC	RECREATION / SPRC	125.00
		REFUSE DISPOSAL-WHLR PK	CORPORATE / PARKS ADMINISTRATION	359.95
			CHECK TOTAL	1,399.10
74920	MIKE HAY	CPRP EXAM & COURSE FEE	RECREATION / REC ADMINISTRATION	300.00
			CHECK TOTAL	300.00
74921	KEN HARRIS	INSTR FEE-PICKLEBALL CLS-OCT.	RECREATION / FITNESS CENTER PROG- NEW BLDG	182.00
			CHECK TOTAL	182.00
74922	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-WHLR PK	RECREATION / REC ADMINISTRATION	80.36
		PORTOLET SVC-SKATE PK	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-DRYDEN PK	RECREATION / REC ADMINISTRATION	80.36
		PORTOLET SVC-HARRISON	RECREATION / REC ADMINISTRATION	70.71
		PORTOLET SVC-WESTERN AVE SCHL	RECREATION / REC ADMINISTRATION	70.71
		PORTOLET SVC-FORNI PK	RECREATION / REC ADMINISTRATION	80.36
		PORTOLET SVC-EAGLE BROOK PK	RECREATION / REC ADMINISTRATION	140.36
		PORTOLET SVC-MC COMM PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-DRYDEN	RECREATION / REC ADMINISTRATION	80.36
		PORTOLET SVC-MOORE PK	RECREATION / REC ADMINISTRATION	180.00
		PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-SCC/BALLFIELDS	RECREATION / REC ADMINISTRATION	25.71

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74922	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	90.00
		PORTOLET SVC-SPRC	RECREATION / REC ADMINISTRATION	70.71
		PORTOLET SVC-ESPING PK	RECREATION / REC ADMINISTRATION	80.36
		PORTOLET SVC-ESPING PK	RECREATION / REC ADMINISTRATION	80.36
			CHECK TOTAL	1,540.36
74923	JACKSON-HIRSH, INC.	11X17 & 8X11 LAMINATING SHEETS	CORPORATE / PARKS ADMINISTRATION	101.01
		11X17 & 8X11 LAMINATING SHEETS	RECREATION / REC ADMINISTRATION	101.02
			CHECK TOTAL	202.03
74924	FIRST STUDENT	WINTER BREAK TRIP 12/30	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	195.00
		DAY OFF TRIP 2/28	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	520.00
			CHECK TOTAL	715.00
74925	LAKE COUNTY CORPORATION	PARK SIGNS	CORPORATE / PARKS ADMINISTRATION	9,667.11
			CHECK TOTAL	9,667.11
74926	LIFE FITNESS CORP.	FITNESS EQUIPMENT PARTS	RECREATION / SUNSET RACQUETBALL & FITNESS	115.76
			CHECK TOTAL	115.76
74927	LINTFIGHTERS OF CENTRAL	DRYER VENT CLEANING	RECREATION / SUNSET RACQUETBALL & FITNESS	250.00
			CHECK TOTAL	250.00
74928	MAGIC OF GARY KANTOR	MAGIC CLASS INSTR FEE-OCTOBER	RECREATION / YOUTH	49.50
			CHECK TOTAL	49.50
74929	MANDY PRINTING	STAFF UNIFORMS	CORPORATE / PARKS ADMINISTRATION	1,049.05
			CHECK TOTAL	1,049.05
74930	MENARDS	PARTS-IRRIGATION LINE	CORPORATE / PARKS ADMINISTRATION	42.67
		CONCRETE & SPLYS-PLAQUES	CORPORATE / PARKS ADMINISTRATION	38.70
		VEHICLE CLEANING SPLYS	CORPORATE / PARKS ADMINISTRATION	101.09
		REBAR FOR FLAG POLE	CORPORATE / PARKS ADMINISTRATION	10.47
		CONCETE MIX-FLAG POLE	CORPORATE / PARKS ADMINISTRATION	188.16
		FLAG POLE REPAIR PARTS/TOOLS	RECREATION / SUNSET RACQUETBALL & FITNESS	47.00
		REINFORCING MESH	RECREATION / FIELD MAINTENANCE	55.76
		BOARDS FOR CONCRETE PAD	RECREATION / FIELD MAINTENANCE	9.42
		SPRAY PAINT,DIMMER SWITCH	RECREATION / SUNSET RACQUETBALL & FITNESS	20.44

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GENEVA PARK DISTRICT
WARRANT NUMBER 111220

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FROM CHECK # 74895 TO CHECK # 74950

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74930	MENARDS	BATTERIES	RECREATION / SPRC	41.94
		CONCRETE MATERIAL-BENCH PADS	CORPORATE / PARKS ADMINISTRATION	273.38
		SOLAR BATTERIES	CORPORATE / PARKS ADMINISTRATION	219.99
		CONCRETE MIX-BENCH PADS	CORPORATE / PARKS ADMINISTRATION	17.64
		DRYER VENT	CORPORATE / PECK FARM	6.49
		REPLACEMENT CORD	RECREATION / SPRC	6.79
			CHECK TOTAL	1,079.94
74931	MIDWEST GROUNDCOVERS CORP	SHRUBS-GARDEN CLUB PK	CORPORATE / PARKS ADMINISTRATION	292.14
			CHECK TOTAL	292.14
74932	MILL CREEK WRD	WATER/SEWER MC POOL	RECREATION / MILL CREEK POOL	100.99
		WATER/SEWER MC POOL	RECREATION / MILL CREEK POOL	8.00
			CHECK TOTAL	108.99
74933	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	155.47
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	172.82
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	50.52
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	53.78
		NICOR-PFP MAINT	CORPORATE / PECK FARM	57.66
		NICOR-SCC	RECREATION / REC ADMINISTRATION	209.73
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	80.75
		NICOR-SPRC	RECREATION / SPRC	276.56
		NICOR-MC POOL	RECREATION / SUNSET POOL	444.04
		NICOR-PH38	RECREATION / PLAYHOUSE 38	40.64
		NICOR-MC POOL	RECREATION / MILL CREEK POOL	39.38
		NICOR-PFP BARN	CORPORATE / PECK FARM	52.71
			CHECK TOTAL	1,634.06
74934	NORTH AMERICAN CORP	GARBAGE BAGS & HAND TOWELS	RECREATION / SPRC	152.28
		GARBAGE BAGS & HAND TOWELS	RECREATION / SUNSET RACQUETBALL & FITNESS	112.74
		GARBAGE BAGS & HAND TOWELS	RECREATION / REC ADMINISTRATION	112.73
		HAND SANITIZER-24 BOTTLES	RECREATION / REC ADMINISTRATION	253.62
			CHECK TOTAL	631.37
74935	PDRMA	PDRMA HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	29,056.27
		PDRMA HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	25,574.42
		PDRMA LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	191.40
			CHECK TOTAL	54,822.09

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GENEVA PARK DISTRICT
WARRANT NUMBER 111220

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FROM CHECK # 74895 TO CHECK # 74950

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74936	PARKINK	2,000 DISPOSABLE MASKS	RECREATION / REC ADMINISTRATION	534.50
			CHECK TOTAL	534.50
74937	PERSONALIZED AWARDS, LLC	ADULT SOFTBALL AWARDS	RECREATION / ADULT SOFTBALL	116.90
			CHECK TOTAL	116.90
74938	RANDALL PRESSURE SYSTEMS, INC.	HYDRAULIC HOSE-KUBOTA TRACTOR	CORPORATE / PARKS ADMINISTRATION	34.24
		HYDRAULIC HOSE-SKIDSTEER AUGER	CORPORATE / PARKS ADMINISTRATION	277.54
			CHECK TOTAL	311.78
74939	RALPH HELM INC.	BACK PACK BLOWER	CORPORATE / PARKS ADMINISTRATION	484.95
		CHAINSAW & AUGER PARTS	CORPORATE / PARKS ADMINISTRATION	113.90
		CHAINSAW & AUGER PARTS	CORPORATE / PARKS ADMINISTRATION	159.34
			CHECK TOTAL	758.19
74940	SAFEGUARD INC.	ACCOUNT PAYABLE CHECKS	CORPORATE / PECK FARM	51.13
		ACCOUNT PAYABLE CHECKS	RECREATION / SPRC	51.13
		ACCOUNT PAYABLE CHECKS	RECREATION / SUNSET RACQUETBALL & FITNESS	51.13
		ACCOUNT PAYABLE CHECKS	CORPORATE / PARKS ADMINISTRATION	143.18
		ACCOUNT PAYABLE CHECKS	RECREATION / REC ADMINISTRATION	214.78
			CHECK TOTAL	511.35
74941	SOUNDS LIKE MUSIC LLC	MUSIC CLASS INSTR FEE-FALL	RECREATION / YOUTH	420.00
			CHECK TOTAL	420.00
74942	SUBURBAN TIRE AUTO CARE CENTER	MACHINE CUT ROTORS	CORPORATE / PARKS ADMINISTRATION	86.40
		TIRES FOR TRUCK #204	CORPORATE / PARKS ADMINISTRATION	763.48
			CHECK TOTAL	849.88
74943	THE BANK OF NEW YORK MELLON	SERIES 2014 PAYING AGENT FEE	CORPORATE / PARKS ADMINISTRATION	750.00
			CHECK TOTAL	750.00
74944	BUMPER TO BUMPER	BRAKE PADS	CORPORATE / PARKS ADMINISTRATION	37.80
		TIE ROD	CORPORATE / PARKS ADMINISTRATION	99.29
		AIR FILTERS	CORPORATE / PARKS ADMINISTRATION	85.85
		LIGHTS FOR KUBOTA TRACTOR	CORPORATE / PARKS ADMINISTRATION	7.58
		HYDRO FILTER	CORPORATE / PARKS ADMINISTRATION	25.00
		BRAKE PADS & FILTERS	CORPORATE / PARKS ADMINISTRATION	105.23

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GENEVA PARK DISTRICT
WARRANT NUMBER 111220

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FROM CHECK # 74895 TO CHECK # 74950

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74944	BUMPER TO BUMPER	RTV FILTERS	CORPORATE / PARKS ADMINISTRATION	220.86
		OIL FILTER-CHEVY VOLT	CORPORATE / PARKS ADMINISTRATION	4.00
			CHECK TOTAL	585.61
74945	T.J. OFFICIAL FINDERS	OFFICIALS 9/22-10/3	RECREATION / GIRLS SOFTBALL	306.00
		OFFICIALS 9/22-10/3	RECREATION / ADULT SOFTBALL	577.50
		OFFICIALS 10/5-10/18	RECREATION / GIRLS SOFTBALL	375.00
		OFFICIALS 10/5-10/18	RECREATION / ADULT SOFTBALL	735.00
		OFFICIALS 10/19-11/9	RECREATION / ADULT SOFTBALL	350.00
			CHECK TOTAL	2,343.50
74946	TONY & FRIENDS ART STUDIO	CARTOONING INSTR FEE-FALL	RECREATION / YOUTH	206.40
			CHECK TOTAL	206.40
74947	U.S. POSTAL SERVICE	POSTAGE-WINTER BROCHURE	RECREATION / PUBLIC INFORMATION	3,000.00
			CHECK TOTAL	3,000.00
74948	FRANK VAN AELST & ASSOC INC	ACCOUNTING SVC-OCTOBER	RECREATION / REC ADMINISTRATION	425.00
		ACCOUNTING SVC-OCTOBER	CORPORATE / PARKS ADMINISTRATION	425.00
			CHECK TOTAL	850.00
74949	WEE HEART MUSIC, INC.	MUSIC TOGETHER INSTR FEE-FALL	RECREATION / TODDLERS	883.80
			CHECK TOTAL	883.80
74950	WEST SUBURBAN LIVING	UNPLUG & PLAY AD-WEST SUBURBAN	RECREATION / PUBLIC INFORMATION	350.00
			CHECK TOTAL	350.00
			WARRANT TOTAL	99,487.29

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

November 16, 2020

Monthly Reports

Attached is the October Investment Report, and Revenue & Expenditure Reports for your review.

2nd Draft of 2020 Tax Levy Ordinance (#2020-7)

The second draft of the 2020 Tax Levy Ordinance is included in your packets for review. There were no changes made to the ordinance since the first draft.

Upcoming 2021 Limited Bond Issuance Timeline

Below is a timeline that shows the various steps for the issuance of limited bonds. Also in my report is additional planning material concerning the issuance of the limited bonds from Aaron Gold at Speer Financial.

1. Bond Hearing Notice, Kane County Chronicle, Thursday December 31, 2020
2. BINA Hearing- at Regular Board Meeting, January 18, 2021
3. BINA Resolution- approved at Regular Board Meeting, January 18, 2021
3. Self-Purchase Pricing approximately \$1.6 million, February 11, 2021
4. Passage of Bond Ordinance, at Regular Board Meeting, February 15, 2021

GENEVA PARK DISTRICT
INVESTMENTS
October 31, 2020

Blended Rate

0.68%

General Account

Checking Account	Harris Bank Checking	\$	273,260.69	0.20%	Upcoming Bond Payments:			
MM Acct.	Harris Bank Money Market	\$	6,142,457.79	0.20%	Rec 2014	12/15/20	\$	1,157,570
		\$	6,415,718.48		Ltd B&I 2019	12/15/20	\$	825,133
Total								\$ 1,982,703
MBS CD	8 mos	Goldman Sachs	\$	25,000.00	1.42%	11/25/20		
MBS CD	8 mos	Synchrony Bk	\$	50,000.00	1.49%	11/27/20		
MBS CD	9 mos	American Express	\$	100,000.00	1.47%	12/16/20		
MBS CD	12 mos	Morgan Stanley Bank	\$	100,000.00	1.70%	01/15/21		
MBS CD	11 mos	Kessler Fed Cr Un	\$	100,000.00	1.49%	02/26/21		
CD	12 mos	State Bank of Geneva	\$	70,648.38	0.75%	06/09/21		
IPDLAF		IPDLAF	\$	10,367.70	0.02%			
IMET		Convenience Fund		2,190,270.58	0.30%			
IMET		1-3 Year Fund		590,898.24	3.45%			
		TOTAL	\$	3,237,184.90				
		Grand Total General	\$	9,652,903.38				

Construction Account

Harris Checking	Harris Bank Checking	\$	313,190.97	0.20%				
Harris MM	Harris Money Market	\$	863,383.71	0.20%				
		\$	1,176,574.68					
CBA	Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account			
GPD Bonds	S2019 Limited Bonds	\$	813,340.00	2.89%	12/15/20			
CD	State Bank of Geneva	\$	10,721.31	0.75%	06/09/20			
IPDLAF	IPDLAF	\$	4,367.52	0.02%				
IMET	Convenience Fund		6,459.23	0.30%				
IMET	1-3 Year Fund		223,696.10	3.45%				
	SUBTOTAL	\$	1,912,584.16					
	Grand Total Construction	\$	3,089,158.84					

GPD/GSD304 Western Ave. Gym

CD	21 mo	U.S. Bank	\$	141,338.62	1.55%	11/14/20
		GPD Portion of CD	\$	70,669.31		

GPD/GSD304 Harrison St. Gym

CD	21 mo	U.S. Bank	\$	91,114.72	1.55%	11/14/20
		GPD Portion of CD	\$	45,557.36		

Notes: All investments are fully collateralized (>110%) and/or covered by FDIC and/or invested in fully guaranteed US Back Government Securities per the Park District's Investment Policy.

**Geneva Park District
Revenue and Expenditure Report
For October 31, 2020**

Monthly % of Annual Budget

50%

	Oct Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ 29,496	\$ 3,938,729	\$ 3,890,000	101%	(a)
Replacement Taxes	5,099	19,803	30,000	66%	
Investment Income	460	9,436	6,500	145%	
Reimbursements	-	3,763	8,500	44%	
Rentals & Leases	100	975	5,000	20%	
Peck Farm Receipts	1,399	14,661	26,000	56%	
Camp Coyote- Peck Farm Camp	-	-	35,000	0%	(b)
Camp Adventure - Peck Farm Camp	-	-	18,000	0%	(b)
Birthday Parties- Peck Farm	150	150	9,000	2%	
Learn from the Experts- Peck Farm	100	480	9,000	5%	
Peck Farm General Programs	1,085	5,367	16,000	34%	
Community Garden	-	4,650	5,000	93%	
Peck Farm School/Scout Groups	-	72	7,500	1%	
Total Revenues	\$ 37,888	\$ 3,998,087	\$ 4,065,500	98%	
GENERAL FUND EXPENDITURES					
Administration	\$ 224,127	\$ 1,102,091	\$ 3,885,050	28%	
Peck Farm	9,662	45,658	115,750	39%	
Camp Coyote- Peck Farm Camp	-	-	22,500	0%	
Camp Adventure- Peck Farm Camp	-	-	11,350	0%	
Birthday Parties- Peck Farm	90	90	3,800	2%	
Learn from the Experts- Peck Farm	-	50	7,000	1%	
Peck Farm General Programs	135	2,414	5,000	48%	
Community Garden	425	3,107	4,400	71%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	1,548	4,196	10,050	42%	
Total Expenditures	\$ 235,987	\$ 1,157,605	\$ 4,065,500	28%	
Total General Fund Net Surplus (Deficit)	\$ (198,099)	\$ 2,840,481	\$ -	n/a	

**Geneva Park District
Revenue and Expenditure Report
For October 31, 2020**

Monthly % of Annual Budget

50%

	Oct Actual	YTD Actual	Annual Budget	% of Budget	
RECREATION FUND REVENUES					
Real Estate Taxes	\$ 11,970	\$ 1,598,366	\$ 1,575,000	101%	(a)
Replacement Taxes	5,099	19,803	30,000	66%	
Investment Income	460	9,436	6,500	145%	
Public Information- Advertising & Sponsorships	1,317	6,967	14,000	50%	
Community Center Rentals	60	3,320	9,000	37%	
General Recreation	439	35,837	234,500	15%	
Playhouse 38	4,055	15,729	83,700	19%	
Preschool/ Toddler	33,516	104,226	385,000	27%	(c)
Active Older Adults	(9)	(818)	28,000	-3%	
Dance	445	21,626	132,850	16%	
Camps	-	157,401	355,000	44%	(b)
Contracted & Co-op	870	2,782	15,200	18%	
Special Events	4,204	27,739	75,100	37%	
Tennis	550	20,524	16,500	124%	
Tumbling/ Gymnastics/Cheerleading	4,608	14,043	166,700	8%	
Baseball/ Softball	5,234	33,630	64,000	53%	
General Athletics	23,340	87,541	369,900	24%	
Sunset Racquetball & Fitness	7,769	26,271	212,750	12%	
Pool	7	170,467	602,300	28%	(d)
Mini Golf	937	72,082	98,500	73%	
After School Programs	40,796	97,891	870,000	11%	(e)
Scholarships	-	295	7,000	4%	(f)
SPRC	26,744	89,402	685,750	13%	
Total Revenues	\$ 172,409	\$ 2,614,560	\$ 6,037,250	43%	
RECREATION FUND EXPENDITURES					
Administration	\$ 135,210	\$ 669,729	\$ 2,386,190	28%	
Public Information	36	17,303	144,500	12%	
Community Center Rentals	-	248	1,500	17%	
General Recreation	5,657	14,782	116,500	13%	
Playhouse 38	5,023	25,532	75,050	34%	
Preschool/ Toddler	29,476	86,337	351,400	25%	
Active Older Adults	60	160	19,000	1%	
Dance	2,365	3,967	67,450	6%	
Camps	781	132,505	273,600	48%	
Contracted & Co-op	-	-	11,100	0%	
Special Events	2,702	10,997	52,875	21%	
Tennis	-	10,653	11,000	97%	
Tumbling/ Gymnastics/Cheerleading	3,066	6,132	107,500	6%	
Baseball/ Softball	6,455	13,339	26,450	50%	
General Athletics	2,715	10,687	236,425	5%	
Ice Rinks	-	-	-	0%	
Gymnasiums	4,034	13,680	52,500	26%	
Sunset Racquetball & Fitness	11,330	43,977	139,560	32%	
Pool	5,744	236,203	575,900	41%	
Mini Golf	2,264	34,714	37,500	93%	
After School Programs	43,379	119,877	810,650	15%	
Scholarships	-	(193)	7,000	-3%	(f)
SPRC	48,741	171,570	533,600	32%	
Total Expenditures	\$ 309,039	\$ 1,622,199	\$ 6,037,250	27%	
Total Recreation Fund Net Surplus (Deficit)	\$ (136,629)	\$ 992,361	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For October 31, 2020

Monthly % of Annual Budget

50%

	Oct Actual	YTD Actual	Annual Budget	% of Budget	
LIABILITY FUND REVENUES					
Real Estate Taxes	\$ 1,254	\$ 167,387	\$ 167,000	100%	(a)
Replacement Taxes	850	3,301	5,000	66%	
Investment Income	21	125	250	50%	
PDRMA Reimbursements	-	-	1,500	0%	
Transfers	-	-	71,250	0%	
Total Revenues	\$ 2,124	\$ 170,813	\$ 245,000	70%	
LIABILITY FUND EXPENDITURES					
Liability Insurance	\$ 40,062	\$ 80,124	\$ 165,000	49%	(g)
State Unemployment	-	-	80,000	0%	
Total Expenditures	\$ 40,062	\$ 80,124	\$ 245,000	33%	
Total Liability Fund Net Surplus (Deficit)	\$ (37,938)	\$ 90,688	\$ -	n/a	

IMRF FUND REVENUES					
Real Estate Taxes	\$ 1,355	\$ 180,960	\$ 180,000	101%	(a)
Replacement Taxes	3,059	11,882	18,000	66%	
Investment Income	125	750	1,500	50%	
Transfer from Recreation Programs & Fund Balance	-	-	130,500	0%	
Total Revenues	\$ 4,540	\$ 193,592	\$ 330,000	59%	
IMRF FUND EXPENDITURES					
IMRF Expense	\$ 31,855	\$ 143,280	\$ 330,000	43%	
Total Expenditures	\$ 31,855	\$ 143,280	\$ 330,000	43%	
Total IMRF Fund Net Surplus (Deficit)	\$ (27,315)	\$ 50,312	\$ -	n/a	

AUDIT FUND REVENUES					
Real Estate Taxes	\$ 80	\$ 10,642	\$ 10,100	105%	(a)
Replacement Taxes	\$ 510	\$ 1,980	\$ 3,000	66%	
Transfer from Fund Balance	-	-	-	n/a	
Total Revenues	\$ 590	\$ 12,623	\$ 13,100	96%	
AUDIT FUND EXPENDITURES					
Audit Expense	\$ 2,000	\$ 13,100	\$ 13,100	100%	
Total Expenditures	\$ 2,000	\$ 13,100	\$ 13,100	100%	
Total Audit Fund Net Surplus (Deficit)	\$ (1,410)	\$ (477)	\$ -	n/a	

SOCIAL SECURITY FUND REVENUES					
Real Estate Taxes	\$ 2,631	\$ 351,293	\$ 323,500	109%	(a)
Replacement Taxes	2,210	8,581	13,000	66%	
Investment Income	208	1,250	2,500	50%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
Total Revenues	\$ 5,049	\$ 361,124	\$ 364,000	99%	
SOCIAL SECURITY FUND EXPENDITURES					
FICA/ Medicare	\$ 29,808	\$ 151,555	\$ 364,000	42%	
Total Expenditures	\$ 29,808	\$ 151,555	\$ 364,000	42%	
Total Social Security Fund Net Surplus (Deficit)	\$ (24,760)	\$ 209,569	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For October 31, 2020

Monthly % of Annual Budget

50%

	Oct Actual	YTD Actual	Annual Budget	% of Budget
FVSRA FUND REVENUES				
Real Estate Taxes	\$ 4,233	\$ 565,282	\$ 560,000	101%
Transfer from Fund Balance	-	-	200,000	0% (a)
Total Revenues	\$ 4,233	\$ 565,282	\$ 760,000	74%
FVSRA FUND EXPENDITURES				
Contractual Services	\$ 666	\$ 11,440	\$ 55,000	21%
ADA Structural Improvements	-	100	442,547	0%
FVSRA- Program Payments	-	131,226	262,453	50% (h)
Total Expenditures	\$ 666	\$ 142,766	\$ 760,000	19%
Total FVSRA Fund Net Surplus (Deficit)	\$ 3,567	\$ 422,517	\$ -	n/a
BOND & INTEREST FUND REVENUES				
Real Estate Taxes	\$ 6,278	\$ 838,283	\$ 836,927	100% (a)
Total Revenues	\$ 6,278	\$ 838,283	\$ 836,927	100%
BOND & INTEREST FUND EXPENDITURES				
Bond Payments	\$ -	\$ 11,793	\$ 836,927	1% (i)
Total Expenditures	\$ -	\$ 11,793	\$ 836,927	1%
Total Bond & Interest Fund Net Surplus (Deficit)	\$ 6,278	\$ 826,490	\$ -	n/a
CONSTRUCTION FUND REVENUES				
Reimbursements	\$ -	\$ 7,364	\$ 75,000	10%
Bond Issue	-	-	1,647,098	0%
Farming Revenue	-	-	1,000	0%
Grant Revenue	-	168,994	200,000	84%
Donations	-	8,000	10,000	80%
Land Cash Revenue	-	46,135	50,000	92%
Investment Income	(15)	13,971	10,000	140%
Audit Transfer	-	-	1,400,000	0%
Total Revenues	\$ (15)	\$ 244,464	\$ 3,393,098	7%
CONSTRUCTION FUND EXPENDITURES				
Planning/ Architect/ Engineering	\$ 4,751	\$ 34,328	\$ 342,000	10%
Buildings & Improvements	114,557	201,150	795,000	25%
Parks/ Playground Improvements/ Acquisitions	182,935	1,162,267	2,613,139	44%
Landscaping & Groundskeeping	-	13,379	50,000	27%
Operating Equipment & Vehicles	1,782	117,734	220,021	54%
Recreation Equipment/ Repairs	-	-	3,000	0%
Emergency Repairs/ Replacements	-	10,479	81,090	13%
Total Expenditures	\$ 304,025	\$ 1,539,336	\$ 4,104,250	38%
Total Construction Fund Net Surplus (Deficit)	\$ (304,040)	\$ (1,294,873)	\$ (711,152)	n/a

(a) Majority of real estate taxes are received in the months of June and September.

(b) All camp revenue collected in Mar & Apr of 2020, the prior fiscal year, for camps held in the Summer of 2020 have been accrued and recognized as revenue in May 2020. Likewise, revenue collected in Mar & Apr 2021 will be deferred until FY2021-22.

(c) Program revenue for the Preschool program is received during the school year Sep - May. Whereas expenditures remain level throughout the year.

(d) Pool Membership Pass revenue collected in Mar & Apr of 2020, the prior fiscal year, for Summer 2020 have been accrued and recognized as revenue. Likewise, membership pass revenue collected in Mar & Apr of 2021 will be deferred until FY2021-22.

(e) Revenue for the before and after school program is received during the school year Sep thru Apr.

(f) A large majority of this revenue is received from proceeds from the Harvest Hustle. Expenditures are recorded thru out the year to reflect program expense whereby scholarship participants have participated throughout the year.

(g) Payments for liability insurance are made on a quarterly basis in the months of July, October, January and April

(h) FVSRA payments are scheduled to be made in the months of June and November.

Geneva Park District
Revenue and Expenditure Report
For October 31, 2020

Monthly % of Annual Budget 50%

	Oct Actual	YTD Actual	Annual Budget	% of Budget
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(i) Bond payments are made in the months of June and December.

GENEVA PARK DISTRICT
DETAILED REVENUE & EXPENSE REPORT
MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING

FUND: RECREATION					
FOR 6 PERIODS ENDING OCTOBER 31, 2020					
ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	2,735.00	12,704.25	46,000.00	33,295.75
02-2313-4-0000-23	TICKET SALES	1,320.00	2,812.60	33,500.00	30,687.40
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	1,000.00	1,000.00
02-2313-4-0000-77	CONCESSIONS	0.00	212.00	3,200.00	2,988.00

TOTAL RECEIPTS		4,055.00	15,728.85	83,700.00	67,971.15
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	2,642.00	6,921.49	28,000.00	21,078.51

TOTAL SALARIES & WAGES		2,642.00	6,921.49	28,000.00	21,078.51
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	0.00	204.73	700.00	495.27
02-2313-6-0000-07	ELECTRIC	45.33	484.43	1,500.00	1,015.57
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	250.00	250.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	82.15	2,278.15	11,000.00	8,721.85
02-2313-6-0000-12	RENTAL FEES	2,118.00	14,826.00	25,500.00	10,674.00

TOTAL CONTRACTUAL SERVICES		2,245.48	17,793.31	38,950.00	21,156.69
COMMODITIES					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
02-2313-7-0000-18	CLOTHING	0.00	0.00	100.00	100.00
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	135.72	800.98	6,500.00	5,699.02
02-2313-7-0000-28	CONCESSION SUPPLIES	0.00	16.67	1,500.00	1,483.33

TOTAL COMMODITIES		135.72	817.65	8,100.00	7,282.35
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00

TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
TOTAL REVENUES: PLAYHOUSE 38		4,055.00	15,728.85	83,700.00	67,971.15
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		4,055.00	15,728.85	83,700.00	67,971.15
TOTAL EXPENSE		5,023.20	25,532.45	75,050.00	49,517.55
NET SURPLUS (DEFICIT)		(968.20)	(9,803.60)	8,650.00	18,453.60

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GENEVA PARK DISTRICT
DETAILED REVENUE & EXPENSE REPORT
MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING

		FUND: RECREATION			
		FOR 6 PERIODS ENDING OCTOBER 31, 2020			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	OCTOBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

TOTAL FUND REVENUES		4,055.00	15,728.85	83,700.00	67,971.15
TOTAL FUND EXPENSES		5,023.20	25,532.45	75,050.00	49,517.55
FUND SURPLUS (DEFICIT)		(968.20)	(9,803.60)	8,650.00	18,453.60

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FUND: CORPORATE
FOR 6 PERIODS ENDING 31, 2020

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
PARKS ADMINISTRATION					
REVENUES					
RECEIPTS					
		37,887	3,998,086	2,032,749	(1,965,336)
EXPENSES					
SALARIES / WAGES					
		166,992	769,811	794,499	24,688
CONTRACTUAL SERVICES					
		42,368	183,554	259,124	75,570
COMMODITIES					
		6,878	47,575	56,299	8,724
MAINTENANCE / CAPITAL INVEST.					
		19,747	156,663	478,184	321,520
TRANSFERS					
		0	0	444,639	0
TOTAL EXPENSES: PARKS ADMINISTRATION					
		235,987	1,157,605	2,032,748	875,143
NET SURPLUS (DEFICIT)					
		(198,099)	2,840,481	1	(2,840,480)
TOTAL FUND REVENUES					
		37,887	3,998,086	2,032,749	(1,965,336)
TOTAL FUND EXPENSES					
		235,987	1,157,605	2,032,748	875,143
SURPLUS (DEFICIT)					
		(198,099)	2,840,481	1	(2,840,480)
FUND: CORPORATE					
ADMINISTRATIVE/OPERATIONS					
REVENUES					
RECEIPTS					
		18,845	1,634,572	812,749	(821,822)
EXPENSES					
SALARIES / WAGES					
		91,875	369,926	439,749	69,823
CONTRACTUAL SERVICES					
		38,021	204,848	338,849	134,000
COMMODITIES					
		3,314	32,174	11,899	(20,274)
MAINTENANCE / CAPITAL INVEST.					
		2,034	80,081	383,284	303,203
TRANSFERS					
		0	0	91,560	0
TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS					
		135,245	687,031	1,265,344	578,312
NET SURPLUS (DEFICIT)					
		(116,400)	947,540	(452,594)	(1,400,134)
COMMUNITY CENTER RENTALS					
REVENUES					
RECEIPTS					
		60	3,320	4,500	1,180
EXPENSES					
SALARIES / WAGES					
		0	248	750	501
CONTRACTUAL SERVICES					
		0	0	0	0
TOTAL EXPENSES: COMMUNITY CENTER RENTALS					
		0	248	750	501
NET SURPLUS (DEFICIT)					
		60	3,071	3,750	678
GENERAL RECREATION					
REVENUES					
RECEIPTS					
		4,493	51,566	159,099	107,533
EXPENSES					

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 6 PERIODS ENDING			
ACCOUNT		OCTOBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	
GENERAL RECREATION					
	SALARIES / WAGES	8,263	20,786	57,099	36,313
	CONTRACTUAL SERVICES	2,281	18,564	32,649	14,085
	COMMODITIES	135	963	6,024	5,061
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	10,680	40,314	95,774	55,460
	NET SURPLUS (DEFICIT)	(6,187)	11,251	63,325	52,073
PRESCHOOL					
	REVENUES				
	RECEIPTS	33,516	104,225	192,499	88,274
	EXPENSES				
	SALARIES / WAGES	27,052	81,452	153,999	72,546
	CONTRACTUAL SERVICES	900	1,298	17,999	16,701
	COMMODITIES	1,501	3,562	3,399	(162)
	MAINTENANCE / CAPITAL INVEST.	22	22	299	277
	TOTAL EXPENSES: PRESCHOOL	29,476	86,336	175,699	89,362
	NET SURPLUS (DEFICIT)	4,039	17,888	16,800	(1,088)
ACTIVE OLDER ADULTS					
	REVENUES				
	RECEIPTS	(9)	(818)	13,999	14,817
	EXPENSES				
	SALARIES / WAGES	60	60	3,499	3,439
	CONTRACTUAL SERVICES	0	100	5,999	5,899
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	60	160	9,499	9,339
	NET SURPLUS (DEFICIT)	(69)	(978)	4,500	5,478
DANCE					
	REVENUES				
	RECEIPTS	445	21,626	66,424	44,798
	EXPENSES				
	SALARIES / WAGES	2,364	4,092	16,849	12,757
	CONTRACTUAL SERVICES	0	0	3,599	0
	COMMODITIES	0	(124)	13,274	13,399
	TOTAL EXPENSES: DANCE	2,364	3,967	33,724	29,757
	NET SURPLUS (DEFICIT)	(1,919)	17,659	32,700	15,040
CAMPS					
	REVENUES				
	RECEIPTS	0	157,401	177,499	20,098
	EXPENSES				

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	FISCAL
OCTOBER	YEAR-TO-DATE
ACTUAL	ACTUAL

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
CAMPUS					
	SALARIES / WAGES	781	129,219	104,999	(24,220)
	CONTRACTUAL SERVICES	0	0	25,674	0
	COMMODITIES	0	3,284	6,124	2,839
	TOTAL EXPENSES: CAMPUS	781	132,504	136,799	4,294
NET SURPLUS (DEFICIT)		(781)	24,896	40,700	15,804
CONTRACTED					
	REVENUES				
	RECEIPTS	770	2,145	6,099	3,954
	EXPENSES				
	CONTRACTUAL SERVICES	0	0	4,099	0
NET SURPLUS (DEFICIT)		770	2,145	2,000	(144)
CO-OPS					
	REVENUES				
	RECEIPTS	100	637	1,500	863
	RECEIPTS	100	637	1,500	863
	EXPENSES				
	CONTRACTUAL SERVICES	0	0	1,449	0
	TOTAL EXPENSES: CO-OPS	0	0	1,449	0
NET SURPLUS (DEFICIT)		100	637	50	(586)
SPECIAL EVENTS					
	REVENUES				
	RECEIPTS	4,204	27,739	37,549	9,810
	RECEIPTS	4,204	27,739	37,549	9,810
	SALARIES / WAGES	0	0	749	0
	CONTRACTUAL SERVICES	1,253	4,528	9,074	4,546
	COMMODITIES	1,448	6,468	16,012	9,543
	--- UNDEFINED CODE ---	0	0	600	0
NET SURPLUS (DEFICIT)		1,502	16,742	11,112	(5,629)
TENNIS					
	REVENUES				
	RECEIPTS	550	20,523	8,250	(12,273)
	RECEIPTS	550	20,523	8,250	(12,273)
	EXPENSES				

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 6 PERIODS ENDING			
ACCOUNT		OCTOBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	

TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	0	10,652	5,499	(5,152)
	TOTAL EXPENSES: TENNIS	0	10,652	5,499	(5,152)

NET SURPLUS (DEFICIT)		550	9,870	2,750	(7,120)

GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	4,607	14,042	83,349	69,307
	RECEIPTS	4,607	14,042	83,349	69,307

EXPENSES					
	SALARIES / WAGES	3,033	6,100	45,999	39,899
	CONTRACTUAL SERVICES	0	0	4,899	0
	COMMODITIES	31	31	2,599	2,568
	MAINTENANCE / CAPITAL INVEST.	0	0	249	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	3,065	6,132	53,749	47,617

NET SURPLUS (DEFICIT)		1,541	7,910	29,600	21,689

BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	5,234	33,630	31,999	(1,630)
	RECEIPTS	5,234	33,630	31,999	(1,630)

EXPENSES					
	SALARIES / WAGES	715	1,749	1,999	250
	CONTRACTUAL SERVICES	883	3,750	4,549	799
	COMMODITIES	4,855	7,838	6,674	(1,164)
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	6,454	13,339	13,224	(114)

NET SURPLUS (DEFICIT)		(1,220)	20,290	18,775	(1,515)

GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	23,340	87,541	184,949	97,408
	RECEIPTS	23,340	87,541	184,949	97,408

EXPENSES					
	SALARIES / WAGES	608	1,340	26,649	25,308
	CONTRACTUAL SERVICES	2,107	9,289	87,824	78,535

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 6 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	OCTOBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

GENERAL ATHLETICS					
	COMMODITIES	0	57	3,737	3,680
	TOTAL EXPENSES: GENERAL ATHLETICS	2,715	10,686	118,211	107,524
	NET SURPLUS (DEFICIT)	20,625	76,854	66,737	(10,116)

ICE RINKS					
	EXPENSES				
	SALARIES / WAGES	0	0	0	0
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ICE RINKS	0	0	0	0
	NET SURPLUS (DEFICIT)	0	0	0	0

GYMNASIUMS					
	EXPENSES				
	SALARIES / WAGES	4,033	13,680	14,499	819
	CONTRACTUAL SERVICES	0	0	11,749	0
	TOTAL EXPENSES: GYMNASIUMS	4,033	13,680	26,249	12,569
	NET SURPLUS (DEFICIT)	(4,033)	(13,680)	(26,249)	(12,569)

FITNESS CENTER					
	REVENUES				
	RECEIPTS	7,768	26,270	106,374	80,103
	RECEIPTS	7,768	26,270	106,374	80,103
	EXPENSES				
	SALARIES / WAGES	9,311	30,807	42,249	11,442
	CONTRACTUAL SERVICES	1,884	12,042	18,307	6,264
	COMMODITIES	102	1,013	5,472	4,458
	MAINTENANCE / CAPITAL INVEST.	30	113	3,749	3,636
	TOTAL EXPENSES: FITNESS CENTER	11,329	43,976	69,779	25,803
	NET SURPLUS (DEFICIT)	(3,561)	(17,705)	36,594	54,300

POOL					
	REVENUES				
	RECEIPTS	7	170,467	301,149	130,682
	RECEIPTS	7	170,467	301,149	130,682
	EXPENSES				
	SALARIES / WAGES	0	157,529	200,099	42,570
	CONTRACTUAL SERVICES	4,493	56,422	50,724	(5,698)

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 6 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	OCTOBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

POOL					
	COMMODITIES	1,042	18,848	33,174	14,326
	MAINTENANCE / CAPITAL INVEST.	208	3,402	3,949	546
	TOTAL EXPENSES: POOL	5,744	236,203	287,948	51,745
	NET SURPLUS (DEFICIT)	(5,737)	(65,736)	13,200	78,936

MINI GOLF					
REVENUES					
	RECEIPTS	936	72,082	49,249	(22,832)
	RECEIPTS	936	72,082	49,249	(22,832)
EXPENSES					
	SALARIES / WAGES	1,923	30,734	13,174	(17,559)
	CONTRACTUAL SERVICES	231	2,520	1,524	(995)
	COMMODITIES	109	1,362	3,924	2,561
	MAINTENANCE / CAPITAL INVEST.	0	96	124	28
	TOTAL EXPENSES: MINI GOLF	2,264	34,713	18,749	(15,963)
	NET SURPLUS (DEFICIT)	(1,327)	37,368	30,500	(6,868)

AFTER SCHOOL PROGRAMS					
REVENUES					
	RECEIPTS	40,796	98,185	438,500	340,314
	RECEIPTS	40,796	98,185	438,500	340,314
EXPENSES					
	SALARIES/WAGES	30,891	64,772	205,749	140,977
	CONTRACTUAL SERVICES	11,949	51,781	174,999	123,218
	COMMODITIES	538	3,322	23,374	20,052
	MAINTENANCE/CAPITAL INVESTMTS	0	(193)	4,699	4,893
	TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	43,379	119,683	408,824	289,141
	NET SURPLUS (DEFICIT)	(2,582)	(21,497)	29,675	51,173

UNDEFINED GROUP					
REVENUES					
	RECEIPTS	26,744	89,401	342,874	253,473
	RECEIPTS	26,744	89,401	342,874	253,473
EXPENSES					
	SALARIES/ WAGES	32,080	103,680	164,649	60,969
	CONTRACTUAL SERVICES	9,359	57,139	80,049	22,910

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
FOR 6 PERIODS ENDING					
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	OCTOBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

UNDEFINED GROUP					
	COMMODITIES	358	3,230	14,349	11,119
	MAINTENANCE/ CAPITAL INVEST.	6,943	7,519	7,749	230
	TOTAL EXPENSES: UNDEFINED GROUP	48,741	171,569	266,799	95,229

	NET SURPLUS (DEFICIT)	(21,997)	(82,168)	76,075	158,243

	TOTAL FUND REVENUES	172,409	2,614,559	3,018,622	404,063
	TOTAL FUND EXPENSES	309,038	1,622,198	3,018,618	1,396,420
	SURPLUS (DEFICIT)	(136,629)	992,360	3	(992,357)

FUND: CORPORATE					
LIABILITY INSURANCE					
REVENUES					
	RECEIPTS	2,124	170,812	122,499	(48,312)
	RECEIPTS	2,124	170,812	122,499	(48,312)
EXPENSES					
	SPECIAL FUND EXPENSE	40,062	80,124	122,499	42,375
	TOTAL EXPENSES: LIABILITY INSURANCE	40,062	80,124	122,499	42,375

	NET SURPLUS (DEFICIT)	(37,938)	90,688	(0)	(90,688)

	TOTAL FUND REVENUES	2,124	170,812	122,499	(48,312)
	TOTAL FUND EXPENSES	40,062	80,124	122,499	42,375
	SURPLUS (DEFICIT)	(37,938)	90,688	(0)	(90,688)

FUND: CORPORATE					
IMRF					
REVENUES					
	RECEIPTS	4,539	193,591	164,999	(28,592)
	RECEIPTS	4,539	193,591	164,999	(28,592)
EXPENSES					
	SPECIAL FUND EXPENSE	31,854	143,279	165,000	21,720
	TOTAL EXPENSES: IMRF	31,854	143,279	165,000	21,720

	NET SURPLUS (DEFICIT)	(27,315)	50,312	(0)	(50,312)

	TOTAL FUND REVENUES	4,539	193,591	164,999	(28,592)

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2020

 $(50, 312)$

FUND: CORPORATE

FUND: CORPORATE

FUND: CORPORATE

REVENUES

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 6 PERIODS ENDING			
ACCOUNT		OCTOBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	

SPECIAL RECREATION					
	RECEIPTS	4,233	565,282	379,999	(185,282)
	RECEIPTS	4,233	565,282	379,999	(185,282)
EXPENSES					
	CONTRACTUAL SERVICES	665	11,439	27,499	16,060
	CAPITAL IMPROVEMENTS	0	100	221,273	221,173
	SPECIAL FUND EXPENSE	0	131,226	131,226	0
TOTAL EXPENSES: SPECIAL RECREATION		665	142,765	379,999	237,234
NET SURPLUS (DEFICIT)		3,567	422,516	0	(422,516)
TOTAL FUND REVENUES		4,233	565,282	379,999	(185,282)
TOTAL FUND EXPENSES		665	142,765	379,999	237,234
SURPLUS (DEFICIT)		3,567	422,516	0	(422,516)
FUND: CORPORATE					
BOND AND INTEREST					
REVENUES					
	RECEIPTS	6,277	838,283	418,463	(419,819)
	RECEIPTS	6,277	838,283	418,463	(419,819)
EXPENSES					
	CONTRACTUAL SERVICES	0	11,793	418,463	406,670
TOTAL EXPENSES: BOND AND INTEREST		0	11,793	418,463	406,670
NET SURPLUS (DEFICIT)		6,277	826,489	0	(826,489)
TOTAL FUND REVENUES		6,277	838,283	418,463	(419,819)
TOTAL FUND EXPENSES		0	11,793	418,463	406,670
SURPLUS (DEFICIT)		6,277	826,489	0	(826,489)
FUND: CORPORATE					
PROJECT REVENUE					
REVENUES					
	PROJECT REVENUE	(14)	244,463	1,696,548	1,452,085
	PROJECT REVENUE	(14)	244,463	1,696,548	1,452,085
NET SURPLUS (DEFICIT)		(14)	244,463	1,696,548	1,452,085

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 6 PERIODS ENDING 31, 2020

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	4,750	34,328	170,999	136,671
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		4,750	34,328	170,999	136,671
NET SURPLUS (DEFICIT)		(4,750)	(34,328)	(170,999)	(136,671)
BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	114,557	201,149	397,499	196,350
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		114,557	201,149	397,499	196,350
NET SURPLUS (DEFICIT)		(114,557)	(201,149)	(397,499)	(196,350)
PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	182,935	1,162,266	1,306,569	144,302
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		182,935	1,162,266	1,306,569	144,302
NET SURPLUS (DEFICIT)		(182,935)	(1,162,266)	(1,306,569)	(144,302)
LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	0	13,378	24,999	11,621
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		0	13,378	24,999	11,621
NET SURPLUS (DEFICIT)		0	(13,378)	(24,999)	(11,621)
OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	1,782	117,733	110,010	(7,723)
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		1,782	117,733	110,010	(7,723)
NET SURPLUS (DEFICIT)		(1,782)	(117,733)	(110,010)	7,723
RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	1,500	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	1,500	0
NET SURPLUS (DEFICIT)		0	0	(1,500)	0
EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	0	10,478	40,544	30,066
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		0	10,478	40,544	30,066

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 6 PERIODS ENDING 31, 2020

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
NET SURPLUS (DEFICIT)		0	(10,478)	(40,544)	(30,066)
TOTAL FUND REVENUES		(14)	244,463	1,696,548	1,452,085
TOTAL FUND EXPENSES		304,025	1,539,336	2,052,124	512,788
SURPLUS (DEFICIT)		(304,040)	(1,294,872)	(355,575)	939,296



Geneva Park District, Kane County, Illinois

Taxable General Obligation Limited Tax Park Bonds, Series 2021
(the “Rollover Bonds”)

PLANNING PACKET – NOVEMBER 11, 2020

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Speer Financial, Inc.

- Independent municipal advisor to the District since 1989
- Financial planning, refunding analysis and debt modeling services
- Continuing disclosure services
- Serving over 80 Park and Forest Preserve District Clients*
- #1 Municipal Advisor in Illinois, for 2019, based on volume of sales**

230 West Monroe Street, Suite 2630

Chicago, IL 60606

(312) 346-3700

www.speerfinancial.com

**Based on Speer Financial, Inc. Records*

*** Source: Thomson Reuters*

Ms. Christy Powell
Superintendent of Finance & Personnel
Geneva Park District
710 Western Avenue
Geneva, Illinois 60134

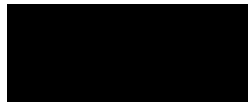
Dear Christy:

Taxable Obligation Limited Tax Park Bonds, or the Rollover Bonds, are payable from a direct property tax that is limited by the District's debt service extension base. The District has bi-annually issued rollover bonds to fully utilize this levying capacity and has used the proceeds from these bonds to generate additional working capital for the District.

This planning packet is structured to provide you with the preliminary details of the proposed issuance and is designed to aid the decision making process. Current and future market conditions and interest rates are subject to change and any information based on such market conditions and interest rates are not guaranteed.

Speer Financial, Inc. is not affiliated with any broker-dealer nor do we serve in any capacity other than municipal advisor. This enables Speer to offer unbiased advice solely in the District's best interests and avoid any conflicts of interest. Should you have any questions regarding any information presented in this planning packet please don't hesitate to reach out to me. I look forward to assisting you through this process.

Sincerely,



Aaron Gold
Assistant Vice President
Speer Financial, Inc.
(847) 533-2154
agold@speerfinancial.com

Distribution List

CONTACT	ROLE/TITLE	ORGANIZATION	EMAIL	PHONE
Christy Powell	Superintendent of Finance & Personnel	Geneva Park District	cpowell@genevaparks.com	(630) 262-2219
Sheavoun Lambillotte	Executive Director	Geneva Park District	slambillotte@genevaparks.com	(630) 262-2216
Darryl Davidson	Bond Counsel	Miller, Canfield, Paddock and Stone, P.L.C.	davidson@millercanfield.com	(312) 460-4210
Katrina Desmond	Bond Counsel	Miller, Canfield, Paddock and Stone, P.L.C.	desmond@millercanfield.com	(313) 496-7665
Catherine Evans	Bond Counsel	Miller, Canfield, Paddock and Stone, P.L.C.	evansc@millercanfield.com	(312) 460-4237
Dan Forbes	Municipal Advisor	Speer Financial, Inc.	dforbes@speerfinancial.com	(312) 780-2281
Aaron Gold	Municipal Advisor	Speer Financial, Inc.	agold@speerfinancial.com	(847) 533-2154
Henrietta Skolnick	Municipal Advisor	Speer Financial, Inc.	hskolnick@speerfinancial.com	(312) 346-3700

Financing Timetable

ACTION	PARTY RESPONSIBLE	DATE
BINA Publication Deadline	District	1/11/2021
BINA Public Hearing	District	1/18/2021
Self-Purchase Pricing	All Parties	2/11/2021
Adopt Bond Ordinance	District	2/15/2021
Closing	All Parties	2/26/2021

Newspaper Publication Event

Board Action

Bond Issue Notification Act (BINA)

A BINA Hearing will be required to proceed with the issuance of the Rollover Bonds

Definition

- The BINA requires a Board to hold a public hearing concerning the District's intent to sell General Obligation Bonds prior to adopting a bond ordinance.

Exemptions

- Proceeds that are used to refund other obligations.
- The District is issuing general obligation bonds that have been approved via a referendum.

Expiration

- The authority to issue is security specific and remains in effect for three years after the date of the BINA hearing.

Requirements

- A notice of the public hearing must be published not less than seven and not more than thirty days before the public hearing.
- The notice of the public hearing must be posted at the principal office of the Park Board at least two days before the public hearing.
- The Park Board is required to wait seven days following the BINA Hearing before adopting the bond ordinance.

Date	BINA Amount	Issue Name	Amount Utilized	Remaining Capacity	Expires
1/18/2021	\$1,750,000	Series 2021	\$1,686,620	\$63,380	1/18/2024

¹ Preliminary, subject to change.

The Rollover Bonds Sizing Constraints

Total Debt Capacity

			Non-Referendum Debt Capacity 0.575% of EAV	Total Debt Capacity 2.875% of EAV
District EAV of Taxable Property, 2020 (Estimated)		1,631,790,373		
Total		<u>1,631,790,373</u>		
Statutory Non-Referendum Authority (0.575% of EAV)			9,382,795	
Statutory Debt Limitation (2.875% of EAV)				46,913,973
<u>Applicable Debt:</u>	<u>Final Maturity Date:</u>			
General Obligation Refunding Bonds (ARS), Series 2014	12/15/2026	4,055,000	-	-
General Obligation Limited Tax Park Bonds, Series 2021 ¹	12/15/2022	1,686,620	1,686,620	1,686,620
Total		<u>5,741,620</u>	<u>1,686,620</u>	<u>1,686,620</u>
Legal Debt Margin ²			7,696,175	45,227,353

¹ Preliminary subject to change

² Preliminary Debt Margin as of 2/26/2021

Debt Service Extension Base (DSEB)

Year	DSEB	CPI Increase	Cumulative Increase
Base	699,642.88		
2009	700,342.52	0.10%	699.64
2010	719,251.76	2.70%	19,608.88
2011	730,040.53	1.50%	30,397.65
2012	751,941.74	3.00%	52,298.86
2013	764,724.74	1.70%	65,081.86
2014	776,195.61	1.50%	76,552.73
2015	782,405.17	0.80%	82,762.29
2016	787,882.00	0.70%	88,239.12
2017	804,427.52	2.10%	104,784.64
2018	821,320.49	2.10%	121,677.61
2019	836,925.57	1.90%	137,282.69
2020	856,174.85	2.30%	156,531.97

The Rollover Bonds: Preliminary Model

Geneva Park District, Kane County, Illinois

Taxable General Obligation Limited Tax Park Bonds, Series 2021

Dated: February 26, 2021

Preliminary

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Levy	DSEB Total
02/26/2021	-	-	-	-	-	-
12/15/2021	840,600.00	1.100%	15,572.96	856,172.96	2020	856,172.96
06/15/2022	-	-	5,076.12	5,076.12	-	-
12/15/2022	846,020.00	1.200%	5,076.12	851,096.12	2021	856,172.24
Total	\$1,686,620.00	-	\$25,725.20	\$1,712,345.20		-

Yield Statistics

Bond Year Dollars	\$2,200.00
Average Life	1.304 Years
Average Coupon	1.1693267%
Net Interest Cost (NIC)	1.1693267%
True Interest Cost (TIC)	1.1679496%
Bond Yield for Arbitrage Purposes	1.1679496%
All Inclusive Cost (AIC)	1.6224049%

IRS Form 8038

Net Interest Cost	1.1693267%
Weighted Average Maturity	1.304 Years

		General Obligation Limited Tax Park Bonds Debt Service			Current DSEB Capacity
Levy Year	Bond Year	DSEB	Series 2019	Series 2021 ¹ Total	
2018	2019	821,320.49	821,318.51	821,318.51	1.98
2019	2020	836,925.57	836,926.86	836,926.86	(1.29)
2020	2021	856,174.85		856,172.96	1.89
2021	2022	856,174.85		856,172.24	2.61
Total			1,658,245.37	1,712,345.20	

¹ Preliminary, subject to change.

Geneva Park District, Kane County, Illinois
Taxable General Obligation Limited Tax Park Bonds, Series 2021
Preliminary **Costs of Issuance/Allocation of Proceeds**

Security:	GO LTD	
Tax Status:	Taxable	
Issue:	Series 2021	Total
Issue Size:	\$1,686,620.00	\$1,686,620.00

Service	Service Provider		Total
Financial Advisor	Speer Financial, Inc.	\$5,500.00	\$5,500.00
Bond Counsel	Miller, Canfield, Paddock and Stone, P.L.C.	4,000.00	4,000.00
Term Sheet Preparation	Speer Financial, Inc.	350.00	350.00
Total Costs of Issuance:		\$9,850.00	\$9,850.00

Capital Proceeds		Total
Total Capital Proceeds	\$1,676,770.00	\$1,676,770.00
Rounding:	\$0.00	\$0.00

Method of Sale
Self-Purchase

Other Outstanding Obligations: General Obligation Limited Tax Park Bonds

Geneva Park District, Kane County, Illinois

Taxable General Obligation Limited Tax Park Bonds, Series 2019

Dated: March 4, 2019

FINAL

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Levy	DSEB Total
03/04/2019	-	-	-	-		-
12/15/2019	785,435.00	2.850%	35,883.51	821,318.51	2018	821,318.51
06/15/2020	-	-	11,793.43	11,793.43		-
12/15/2020	813,340.00	2.900%	11,793.43	825,133.43	2019	836,926.86
Total	\$1,598,775.00	-	\$59,470.37	\$1,658,245.37		-

Yield Statistics

Bond Year Dollars	\$2,061.27
Average Life	1.289 Years
Average Coupon	2.8851287%
Net Interest Cost (NIC)	2.8851287%
True Interest Cost (TIC)	2.8779249%
Bond Yield for Arbitrage Purposes	2.8779249%
All Inclusive Cost (AIC)	3.3203548%

IRS Form 8038

Net Interest Cost	2.8851287%
Weighted Average Maturity	1.289 Years

			<i>General Obligation Limited Tax Park Bonds Debt Service</i>			Current DSEB Capacity
Levy Year	Bond Year	DSEB	Series 2019	Series 2021 ¹	Total	
2018	2019	821,320.49	821,318.51		821,318.51	
2019	2020	836,925.57	836,926.86		836,926.86	
2020	2021	856,174.85		856,172.96	856,172.96	
2021	2022	856,174.85		856,172.24	856,172.24	
Total			1,658,245.37	1,712,345.20		

¹ Preliminary, subject to change.

Other Outstanding Obligations: Alternate Revenue Source Bonds

Geneva Park District, Illinois

General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014

Final

Credit Rating: AA+

Call Date: December 15, 2023

Purpose: Advance refund a portion of the District's outstanding General Obligation Bonds (ARS), Series 2006.

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/25/2014	-	-	-	-	-
12/15/2014	-	-	101,039.03	101,039.03	101,039.03
06/15/2015	-	-	106,982.50	106,982.50	-
12/15/2015	565,000.00	2.000%	106,982.50	671,982.50	778,965.00
06/15/2016	-	-	101,332.50	101,332.50	-
12/15/2016	580,000.00	2.000%	101,332.50	681,332.50	782,665.00
06/15/2017	-	-	95,532.50	95,532.50	-
12/15/2017	590,000.00	2.000%	95,532.50	685,532.50	781,065.00
06/15/2018	-	-	89,632.50	89,632.50	-
12/15/2018	600,000.00	2.500%	89,632.50	689,632.50	779,265.00
06/15/2019	-	-	82,132.50	82,132.50	-
12/15/2019	365,000.00	2.500%	82,132.50	447,132.50	529,265.00
06/15/2020	-	-	77,570.00	77,570.00	-
12/15/2020	1,080,000.00	3.000%	77,570.00	1,157,570.00	1,235,140.00
06/15/2021	-	-	61,370.00	61,370.00	-
12/15/2021	1,005,000.00	3.000%	61,370.00	1,066,370.00	1,127,740.00
06/15/2022	-	-	46,295.00	46,295.00	-
12/15/2022	810,000.00	3.000%	46,295.00	856,295.00	902,590.00
06/15/2023	-	-	34,145.00	34,145.00	-
12/15/2023	790,000.00	3.000%	34,145.00	824,145.00	858,290.00
06/15/2024	-	-	22,295.00	22,295.00	-
12/15/2024	660,000.00	3.000%	22,295.00	682,295.00	704,590.00
06/15/2025	-	-	12,395.00	12,395.00	-
12/15/2025	490,000.00	3.100%	12,395.00	502,395.00	514,790.00
06/15/2026	-	-	4,800.00	4,800.00	-
12/15/2026	300,000.00	3.200%	4,800.00	304,800.00	309,600.00
Total	\$7,835,000.00	-	\$1,570,004.03	\$9,405,004.03	-

Yield Statistics

Bond Year Dollars	\$54,114.86
Average Life	6.907 Years
Average Coupon	2.9012438%
Net Interest Cost (NIC)	2.4840226%
True Interest Cost (TIC)	2.4303117%
Bond Yield for Arbitrage Purposes	2.3676344%

ORDINANCE NO. 2020-07
AN ORDINANCE LEVYING AND ASSESSING TAXES OF
THE GENEVA PARK DISTRICT
OF KANE COUNTY, ILLINOIS

WHEREAS, on the 18th day of May, 2020, the Board of Commissioners of the GENEVA PARK DISTRICT passed the annual budget & appropriation ordinance of said District for the fiscal year beginning MAY 1, 2020 and ending APRIL 30, 2021, and upon said date the said ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board;

WHEREAS, not less than 20 days prior to the date of this Ordinance, the Board of Commissioners established an estimate of levy in compliance with Section 18-60 of the Property Tax Code, and determined that a public hearing was not required because the levy herein described is less than 105% of the amount extended or abated by the District on the final aggregate levy for the preceding year.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS AS FOLLOWS:

SECTION ONE

That, pursuant to the authority granted by Sections 5-1 and 5-3 of the Park District Code and Public Act 97-974, the sum of FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) is hereby levied and assessed for general corporate purposes upon all property subject to taxation within the GENEVA PARK DISTRICT.

SECTION TWO

That, pursuant to the authority granted by Sections 5-2 and 5-3a of the Park District Code and Public Act 97-974, there is levied and assessed for the planning, establishing and maintaining recreational programs for the said District, the sum of ONE MILLION SEVEN HUNDRED FIVE THOUSAND DOLLARS (\$1,705,000) upon property subject to taxation within the said District.

SECTION THREE

That, pursuant to Section 7-171 of the Pension Code, there is hereby levied and assessed the sum of TWO HUNDRED FIFTY FIVE THOUSAND DOLLARS (\$255,000) upon all property subject to taxation within the said District, for the said District's contribution to the Illinois Municipal Retirement Fund. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION FOUR

That, pursuant to Section 21-110 of the Pension Code, there is hereby levied and assessed the sum of THREE HUNDRED TWENTY THOUSAND DOLLARS (\$320,000) upon all property subject to taxation within the said District, for the District's contribution to the SOCIAL SECURITY FUND. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION FIVE

That, pursuant to Section 9-107 of the Tort Immunity Act, there is hereby levied and assessed the sum of ONE HUNDRED EIGHTY THOUSAND DOLLARS (\$180,000) upon all property subject to taxation within the said District, to pay costs of purchasing insurance to protect against any loss or liability which may be incurred by the said District, claims services and for risk management directly attributable to loss prevention and loss reduction. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION SIX

That, pursuant to Section 5-8 of the Park District Code, there is hereby levied and assessed the sum of FOUR HUNDRED TWENTY SIX THOUSAND DOLLARS (\$426,000) upon all property subject to taxation within the said District, to pay the cost of funding the District's share of expenses of providing joint recreation programs for the persons with disabilities. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION SEVEN

That, pursuant to Section 2 of the Governmental Account Audit Act, there is hereby levied and assessed the sum of SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500) upon all property subject to taxation within the said District, to pay the cost of the annual audit. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION EIGHT

That each of said sums and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, to defray necessary expenses and liabilities of said park district.

SECTION NINE

The taxes so levied and assessed as aforesaid by this Ordinance upon the taxable property subject to taxes within the Geneva Park District, Kane County, Illinois, shall be collected and enforced in the same manner and by the same officers as for other purposes in the County of Kane, State of Illinois, under the laws of the State of Illinois, and shall be paid over by the officers so collecting the same, to the Treasurer of said Geneva Park District.

SECTION TEN

That the Secretary of the Board of Park Commissioners of Geneva Park District, be and is hereby directed to file a duly certified copy of this Tax Levy Ordinance with the County Clerk of Kane County, Illinois, on or before the last Tuesday of December 2020 A.D., whereupon the County Clerk of Kane County, State of Illinois, be and is hereby directed as provided by law to ascertain the rate per centum which upon the total value of all property subject to taxation within the Geneva Park District as the same assessed and equalized for State and County purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statute to the greatest extent permitted by law.

SECTION ELEVEN

If any item or portion thereof in this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION TWELVE

Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

SECTION THIRTEEN

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

SECTION FOURTEEN

All ordinances or parts of ordinances in conflict herewith, or any section thereof, are hereby modified or repealed.

Summary of 2020 Tax Levy

General Corporate Fund	\$4,200,000
Recreation Fund	\$1,705,000
IMRF Fund	\$255,000
Social Security Fund	\$320,000
Liability Insurance Fund	\$180,000
Special Recreation Fund	\$426,000
Audit Fund	<u>\$7,500</u>
Total	\$7,093,500

PASSED BY THE BOARD OF PARK COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 14th DAY OF DECEMBER, 2020 BY THE FOLLOWING VOTE.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

File with the undersigned this 14th day of December, 2020

Sheavoun Lambillotte, Secretary

APPROVED BY THE PRESIDENT OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 14TH DAY OF DECEMBER, 2020.

Susan VanderVeen, President

CERTIFICATE OF COMPLIANCE

WITH TRUTH IN TAXATION

The undersigned, Presiding Officer of the Geneva Park District, hereby certifies that I am the presiding officer of the Geneva Park District, and as such presiding officer I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of the "Truth in Taxation Law." P.A. 88-455. Illinois Compiled Statutes, 35 ILCS 200/18-60 through 200/18-85.

Geneva Park District
Kane County, Illinois

Date_____

Susan VanderVeen, President
Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)

SS

COUNTY OF KANE)

I, SHEAVOUN LAMBILLOTTE, Secretary of the Board of Commissioners of the Geneva Park District in the County of Kane and State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

Ordinance #2020-07

An Ordinance Levying and Assessing Taxes of the Geneva Park District of Kane County, Illinois for the Fiscal Year beginning May 1, 2020 and ending April 30, 2021

which Ordinance was duly adopted and approved by the Board of Commissioners of the Geneva Park District at a regular meeting held on the Fourteenth Day of December 2020.

I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board complied with all requirements of the Illinois Open Meetings Act.

I do further certify that the ordinance of which the foregoing is a true and correct copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Geneva Park District this Fourteenth Day of December, 2020.

(SEAL)

Sheavoun Lambillotte, Secretary

STATE OF ILLINOIS)

SS

COUNTY OF KANE)

CERTIFICATE

I, John A. Cunningham, do hereby certify that I am Clerk of the County of Kane, in the State of Illinois, and as such I am the keeper of Records, Ordinances and the Seal of said County.

I further certify that the attached Certificate of Compliance with the Truth in Taxation Law and Tax Levy Ordinance of the Board of Park Commissioners of the Geneva Park District and affidavit of the Secretary of the Board of Park Commissioners of the Geneva Park District, were filed in my office on this 15th day of December, 2020.

IN WITNESS THEREOF, I hereunto set my hand and the seal of said County of Kane this 15th day of December, 2020.

John A. Cunningham, County Clerk
Kane County Illinois

(SEAL)

EAV	EAV ESTIMATED 2020	Estimated Percent Increase	EAV Actual 2019	Estimated Percent Increase	EAV Actual 2018	Estimated Percent Increase	EAV Actual 2017	Percent Increase	EAV Actual 2016	Percent Increase
Farm	7,844,055	0.0489	7,478,701	-0.0147	7,590,057	0.0302	7,367,557	0.0114	7,284,710	0.0534
Residential	1,217,826,920	0.0218	1,191,874,307	0.0161	1,172,961,579	0.0382	1,129,767,886	0.0374	1,089,001,160	0.0724
Commercial	273,306,035	0.0167	268,814,112	0.0109	265,927,799	0.0396	255,802,390	0.0073	253,940,564	0.0538
Industrial	130,796,973	0.0484	124,755,959	0.0073	123,855,920	0.0333	119,862,768	0.0044	119,339,631	0.0366
Railroad	2,016,390	0.0000	2,016,390	0.0881	1,853,124	0.0712	1,729,996	0.0187	1,698,183	0.0160
Total Value	1,631,790,373	0.0231	1,594,939,469	0.0145	1,572,188,479	0.0381	1,514,530,597	0.0294	1,471,264,248	0.0660
Growth in Total EAV %	2.31%		1.45%		3.81%		2.94%		6.60%	
Growth in EAV \$	\$36,850,904		\$22,750,990		\$57,657,882		\$43,266,349		\$91,099,990	
New Property as a % of EAV	0.65%		0.61%		0.86%		0.84%		0.94%	
New Property \$	\$10,560,565		\$9,652,284		\$13,522,698		\$12,767,003		\$13,856,372	
CPI	2.30%		1.90%		2.10%		2.10%		0.70%	
Tax Cap Extension	\$6,486,564		\$6,299,692		\$6,144,741		\$5,966,645		\$5,794,721	
Growth in Extension	\$186,872		\$154,950		\$178,097		\$171,923		\$94,505	
Growth in Extension %	2.97%		2.52%		2.98%		2.97%		1.66%	
Tax Rate	0.476087		0.483718		0.479859		0.485241		0.532945	

EAV	EAV Actual 2015	Percent Increase	EAV Actual 2014	Percent Increase	EAV Actual 2013	Percent Increase	EAV Actual 2012	Percent Increase	EAV Actual 2011	Percent Increase
Farm	6,915,198	-0.0605	7,360,564	0.0159	7,245,167	0.3771	5,261,072	-0.0555	5,570,433	-0.0347
Residential	1,015,481,786	0.0375	978,752,038	0.0060	972,916,298	-0.0424	1,015,977,831	-0.0493	1,068,665,389	-0.0479
Commercial	240,968,720	-0.0484	253,236,352	0.0632	238,178,900	-0.0409	248,327,871	0.0223	242,921,755	-0.1058
Industrial	115,127,183	0.0127	113,678,283	-0.0148	115,385,135	-0.0107	116,630,963	-0.0033	117,021,924	-0.0686
Railroad	1,671,371	0.3024	1,283,337	0.0000	1,283,337	0.2358	1,038,505	0.1315	917,812	0.0627
Total Value	1,380,164,258	0.0191	1,354,310,574	0.0145	1,335,008,837	-0.0376	1,387,236,242	-0.0334	1,435,097,313	-0.0598
Growth in Total EAV %	1.91%		1.45%		-3.76%		-3.34%		-5.98%	
Growth in EAV \$	\$25,853,684		\$19,301,737		-\$52,227,405		-\$47,861,071		-\$91,251,278	
New Property as a % of EAV	0.95%		0.74%		0.75%		0.94%		0.63%	
New Property \$	\$13,058,918		\$9,963,439		\$9,981,488		\$13,099,235		\$9,101,788	
CPI	0.80%		1.50%		1.70%		3.00%		1.50%	
Tax Cap Extension	\$5,700,216		\$5,601,425		\$5,472,335		\$5,340,582		\$5,136,070	
Growth in Extension	\$98,792		\$129,090		\$131,753		\$204,512		\$107,972	
Growth in Extension %	1.76%		2.36%		2.47%		3.98%		2.15%	
Tax Rate	0.559914		0.566712		0.559493		0.526615		0.4948	

EAV	EAV Actual 2010	Percent Increase	EAV Actual 2009	Percent Increase	EAV Actual 2008	Percent Increase	EAV Actual 2007	Percent Increase	EAV Actual 2006	Percent Increase
Farm	5,770,455	-0.3603	9,021,244	0.1245	8,022,611	-0.0707	8,632,543	0.0787	8,002,830	0.3001
Residential	1,122,401,102	-0.0413	1,170,753,557	-0.0011	1,172,020,175	0.0576	1,108,174,962	0.0848	1,021,590,955	0.1057
Commercial	271,673,618	-0.0467	284,983,247	-0.0377	296,140,598	0.0429	283,960,198	0.0935	259,683,385	0.1298
Industrial	125,639,780	-0.0069	126,506,924	-0.0041	127,022,896	0.0469	121,326,875	0.1135	108,962,523	0.0819
Railroad	863,636	0.2509	690,393	0.2050	572,917	0.0936	523,887	-0.0019	524,910	-0.0031
Total Value	1,526,348,591	-0.0412	1,591,955,365	-0.0074	1,603,779,197	0.0533	1,522,618,465	0.0885	1,398,764,603	0.1091
Growth in Total EAV %	-4.12%		-0.74%		5.33%		8.85%		10.91%	
Growth in EAV \$	-\$65,606,774		-\$11,823,832		\$81,160,732		\$123,853,862		\$137,632,673	
New Property as a % of EAV	0.82%		1.06%		1.24%		2.52%		2.96%	
New Property \$	\$12,567,058		\$16,921,821		\$19,866,256		\$38,426,596		\$41,469,814	
CPI	2.70%		0.10%		4.10%		2.50%		3.40%	
Tax Cap Extension	\$5,028,098		\$4,854,031		\$4,797,705		\$4,551,716		\$4,328,337	
Growth in Extension	\$174,066		\$56,326		\$245,990		\$223,378		\$269,889	
Growth in Extension %	3.59%		1.17%		5.40%		5.16%		6.65%	
Tax Rate	0.4573		0.4207		0.4097		0.4135		0.4297	

TAX CAP EXTENSION

Prior Year Aggregate Ext. Base X (1+Limit) X Rate Increase Factor = Numerator

6,299,692 1.023 1.0 6,444,585

Est. 2020 EAV - Annexations + Disconnections= Adjusted Est. 2020 EAV

1,631,790,373 0 0 1,631,790,373

Adjusted Est. 2020 EAV - (New Property x State Multiplier) - TIF Recovery - EZ Recovery = Denominator

1,631,790,373 10,560,565 1.000000 0 0 1,621,229,808

Numerator / Denominator = Limited Rate

6,444,585 1,621,229,808 0.397512

Limited Rate X Est. 2020 EAV = Total Est. Aggregate Ext.

0.397512 1,631,790,373 6,486,564

	2019 Extension	Est. 2020 Extension	2020 Levy Request	
Corporate	3,971,702	4,076,965	4,200,000	MAX RATE BY LAW= .35
Recreation	1,611,750	1,661,548	1,705,000	MAX RATE BY LAW= .37
IMRF	182,477	249,034	255,000	NO LIMIT
Liability Insurance	168,792	177,667	180,000	NO LIMIT
Audit	10,734	7,938	7,500	MAX RATE BY LAW= .005
Social Security	354,236	313,412	320,000	NO LIMIT
Total Capped	6,299,692	6,486,564	6,667,500	
	← 2.97% Increase →			
Special Recreation	570,015	426,000	426,000	MAX RATE BY LAW= .04
Bond & Interest	845,302	856,176	856,176	NO LIMIT
Total Uncapped	1,415,317	1,282,176	1,282,176	
	← 9.41% Decrease →			
	2019 Tax Rate	Est. 2020 Tax Rate		
Limited Rate (Capped)	0.394980	0.397512		
Non Limiting Rate (Uncapped)	0.088738	0.078575		
Total Tax Rate	0.483718	0.476087		

Comparison of 2020 & 2021 Tax Bills

Scenario: A tax levy increase of CPI 2.3%, plus \$6.5M residential new growth, a overall 1.12% increase in residential EAV.

	\$200,000 Fair Market Value Home		\$300,000 Fair Market Value Home	
	<i>Tax Year 2020</i>	<i>Tax Year 2021</i>	<i>Tax Year 2020</i>	<i>Tax Year 2021</i>
Fair Market Value	\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000
Equalized Assessed Valuation (33 1/3%)	\$ 66,667	\$ 66,667	\$ 100,000	\$ 100,000
Assuming 1.12% rise in EAV home value*		\$ 67,413		\$ 101,120
Geneva Park District Tax Rate	0.00483718	0.00476087	0.00483718	0.00476087
Tax Bill	\$ 322.48	\$ 320.95	\$ 483.72	\$ 481.42
Tax Increase (Decrease) from prior year		\$ (1.53)		\$ (2.30)
Percentage Tax Increase (Decrease from prior year)		-0.48%		-0.48%

Assumes estimated EAV provided by county of \$1,631,790,373.

*Rise in residential EAV determined by taking overall increase in residential EAV of 2.18% less new growth in residential of \$6.5M equals 1.12% rise in home value.

**NOTICE OF PUBLIC HEARING TO APPROVE PROPOSED PROPERTY
TAX LEVY FOR THE GENEVA PARK DISTRICT**

A public hearing to approve a proposed tax levy for the Geneva Park District, Kane County, Illinois for 2020 will be held on December 14, 2020 at 7:00 p.m. at Geneva Park District Offices, 710 Western Avenue, Geneva, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sheavoun Lambillotte, Secretary of the Board, Geneva Park District, 710 Western Avenue, Geneva, Illinois 60134 or phone 630-232-4542.

The taxing district has estimated its equalized assessed valuation to secure new growth revenue and must adhere to the Property Tax Extension Limitation Law (PTELL or “tax cap” law). PTELL limits the increase over the prior year in the property tax extension of this taxing district to the percentage increase in the Consumer Price Index (CPI), which is 2.3%.

Publish in the Suburban Chronicle Newspaper Wednesday December 2, 2020



Geneva
PARK DISTRICT

BOARD PRESENTATION: Sunset Recreation Fitness Center Conceptual Study

Geneva Park District

16 November 2020

Review Design Concepts For Sunset Recreation Center

- Fitness Center



AGENDA

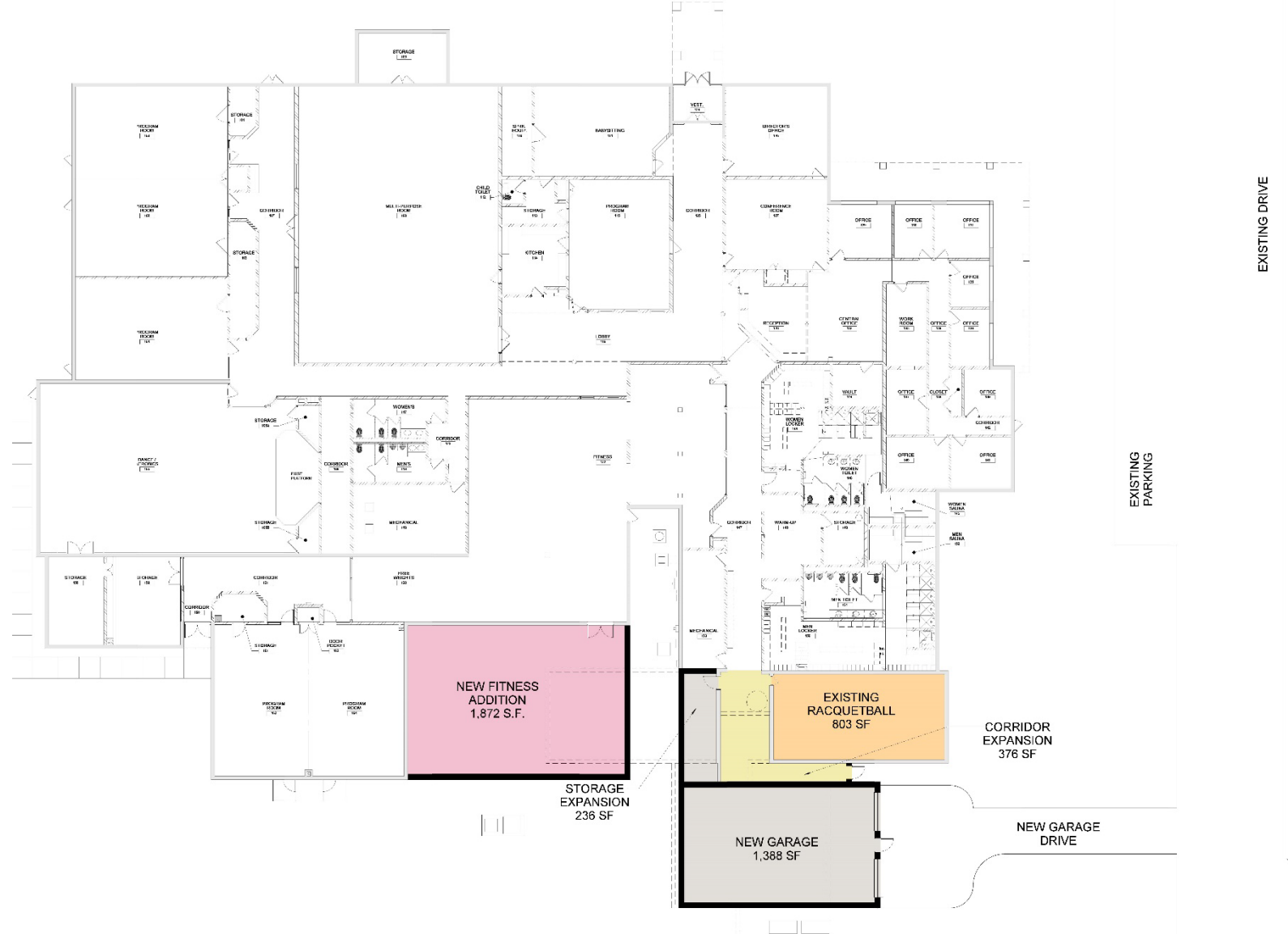


40+ Years Old
Single Wythe Masonry
Constant Moisture Problems



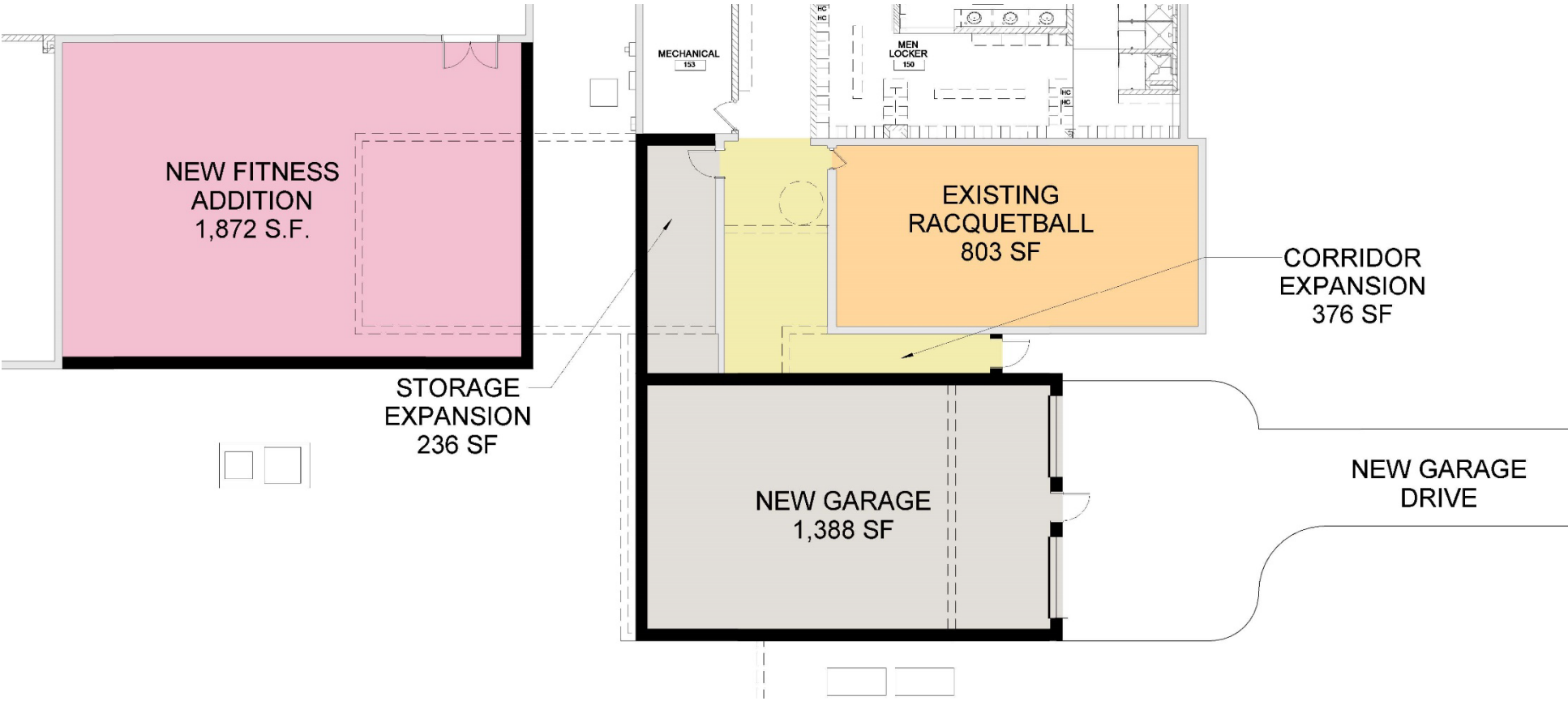
Existing Racquetball Courts

Total Area: 4,675 SF



Ground Level Floor Plan - Option I

Option I Cost Range:
\$1,950,000 - \$2,150,000



Ground Level Floor Plan - Option I

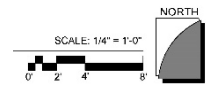
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EXISTING
PARKING

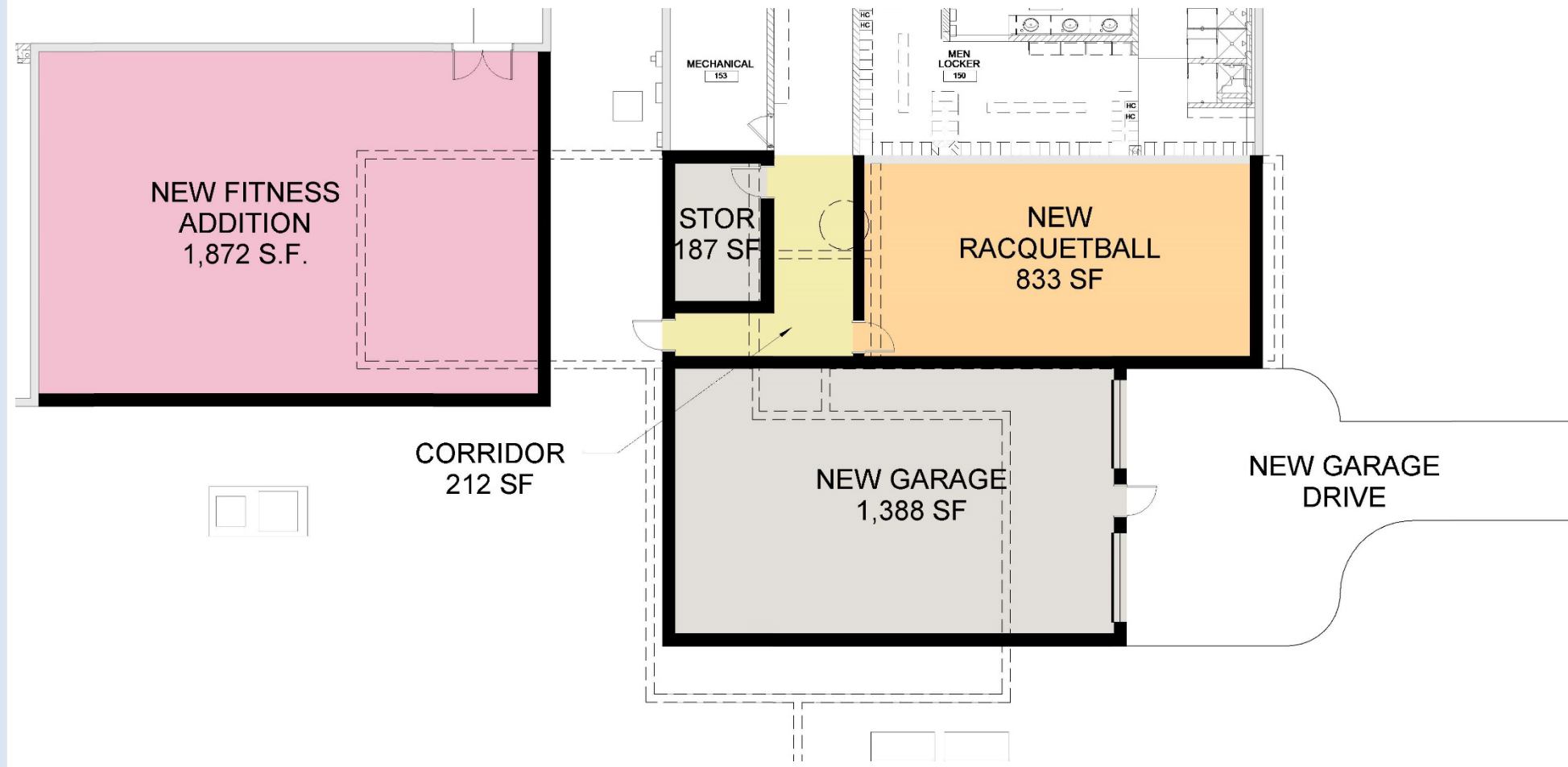
STOR
187 SF

NEW
RACQUETBALL

NEW GARAGE
1,388 SF

NEW GARAGE
DRIVE

Option Two Cost Range:
\$2,030,000 - \$2,233,000



Ground Level Floor Plan - Option 2

REPURPOSED
FITNESS RENOVATION
853 S.F.

REPURPOSED
FITNESS RENOVATION
857 S.F.

OUTDOOR
FITNESS PATIO
1,240 S.F.

REPURPOSED
CORRIDOR
177 S.F.

NEW GARAGE STRUCTURE
1,250 S.F.

NEW PARKING

EXISTING PARKING

NEW GARAGE DRIVE

RECEPTION ROOM
100

OFFICE
101

FITNESS
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STORAGE
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CORRIDOR
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RESTROOM
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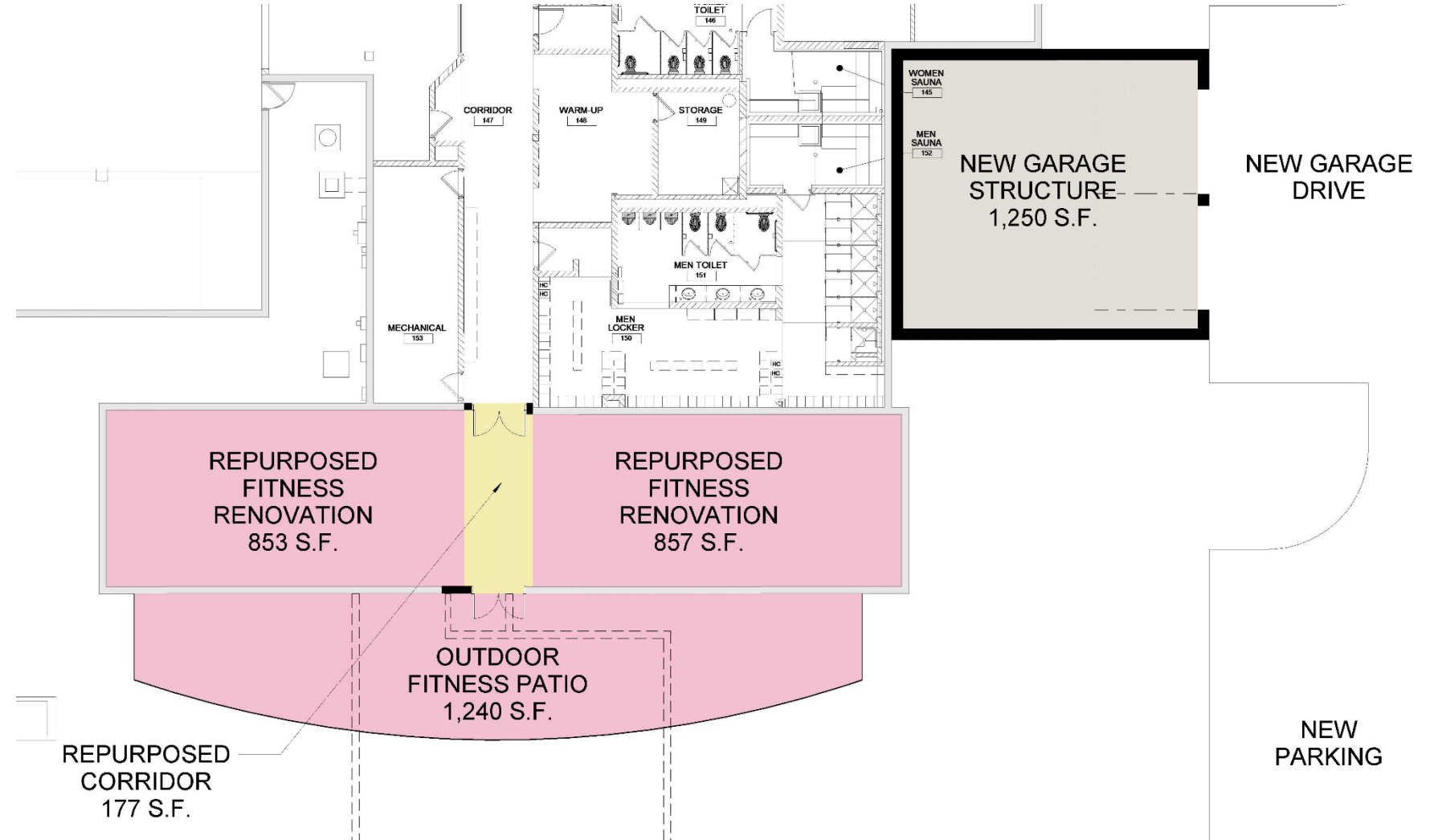
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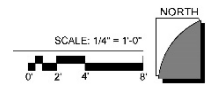
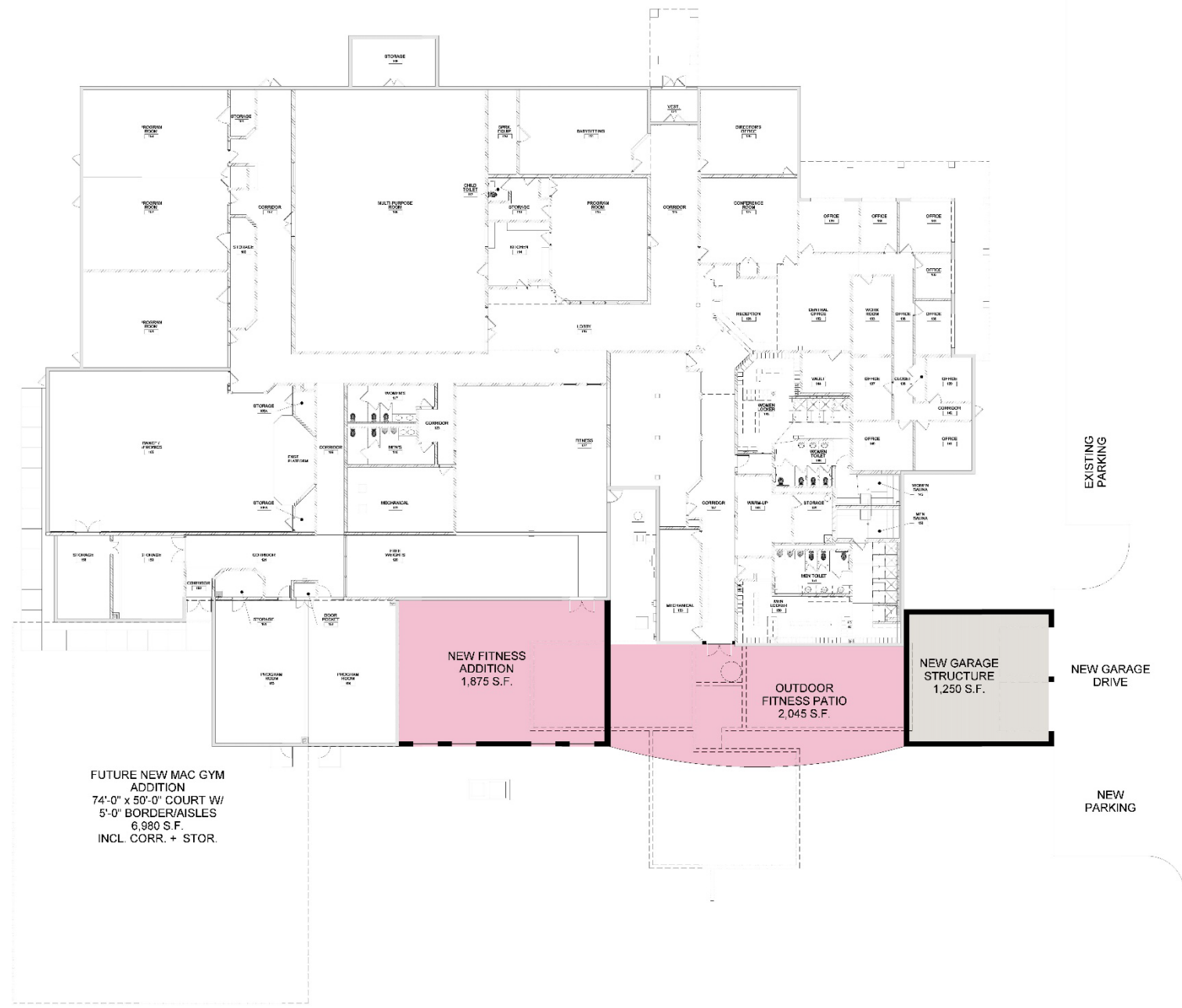
Option 3 Cost Range:

\$1,170,000 - \$1,287,000



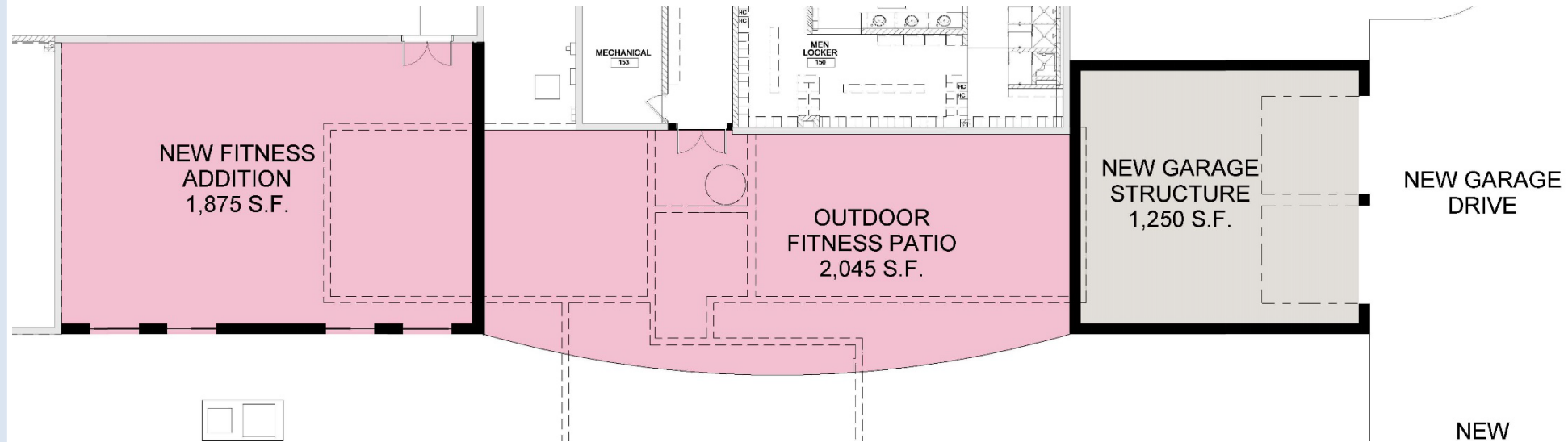
Ground Level Floor Plan - Option 3

Total Area Phase I:
3,125 SF



Ground Level Floor Plan - Option 4A

Option 4A Cost Range:
\$1,762,000 - \$1,938,000

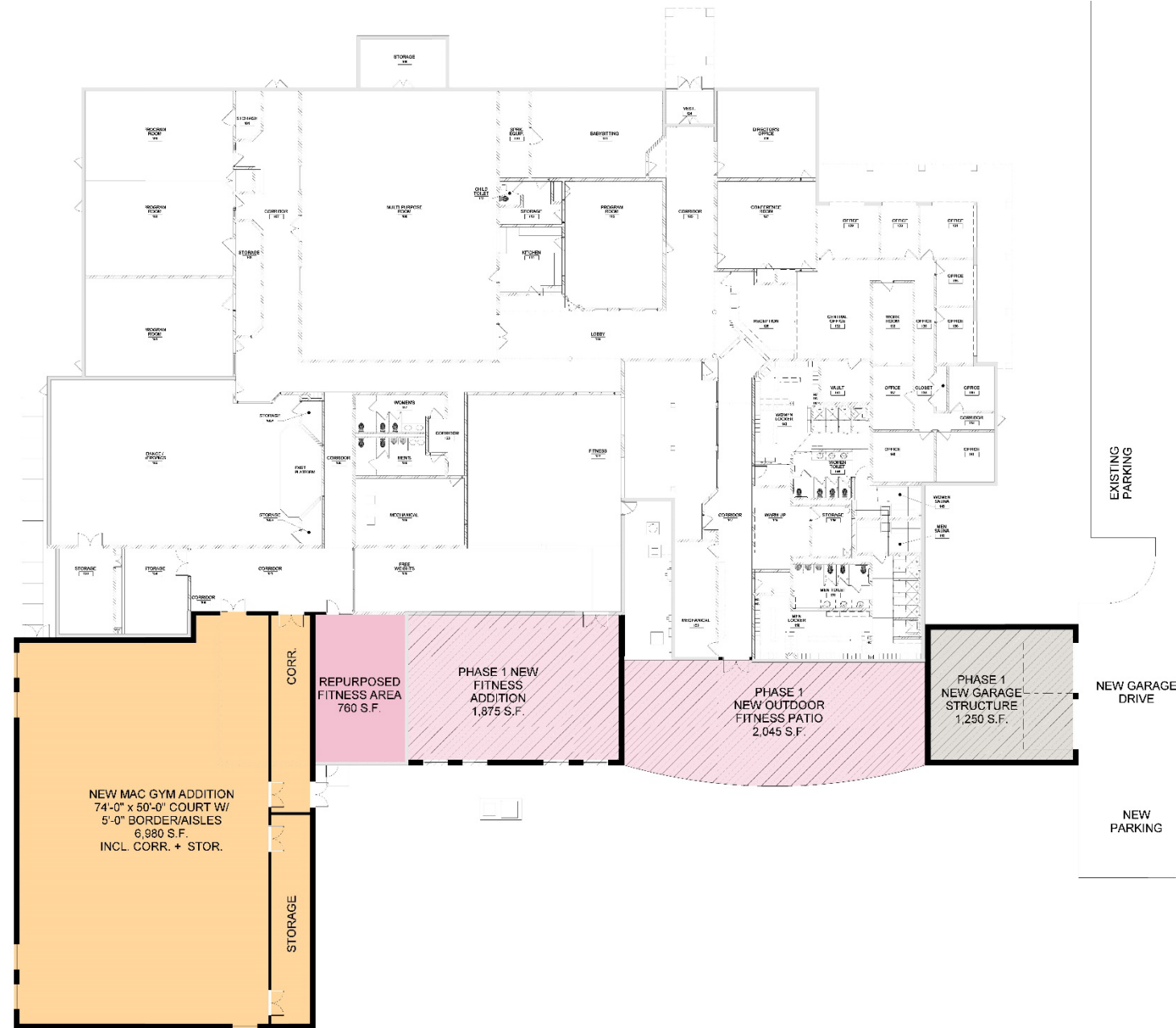


Ground Level Floor Plan - Option 4A

3,125 SF

7,740 SF

Total Area: 10,865



Phase One

Option 4A Cost Range

\$1,762,000 - \$1,938,000

Phase Two

Option 4B Cost Range

\$3,333,000 - \$3,666,000

Total:

\$5,095,000 - \$5,604,000



Ground Level Floor Plan - Option 4B

Option 1

- \$1,950,000 - \$2,150,000

Option 2

- \$2,030,000 - \$2,233,000

Option 3

- \$1,170,000 - \$1,287,000

Option 4A

- \$1,762,000 - \$1,938,000

Option 4B

- Phase One

- Option 4A Cost Range

- \$1,762,000 - \$1,938,000

- Phase Two

- Option 4B Cost Range

- \$3,333,000 - \$3,666,000

- Total:

- \$5,095,000 - \$5,604,000

Cost Summary

- Funding
- Phasing
- Grants



Opportunities

THANK YOU

Q&A!

Questions & Answers

DIRECTOR'S MONTHLY AGENDA AND REPORT November 16, 2020

TAX LEVY ORDINANCE #2020-07 (2nd Draft)

The Tax Levy Ordinance is enclosed for the second board meeting review. Any questions you may have will be answered by Christy Powell. The public hearing for the tax levy will be held at 7:00 p.m. on December 14th during the regularly scheduled board meeting. The legal notice for the meeting is published in early December.

SUNSET RACQUETBALL & FITNESS CENTER RENOVATION

While we have decided to hold off on this capital project until we have financially recovered fully from COVID, the Board and Staff did make a decision to prepare grant applications for this project should one open and become available. In order for us to move forward, in preparation for our public meetings to review the plans, we need to narrow our options and provide further direction as to what amenities we would like to include. Frank Parisi from Williams Architects will be joining us to present a number of options to review. Included in your packet is the presentation containing those options. Staff would ask for direction as to which options the Board would like to bring forward.

COMMUNICATIONS

Christy Powell attended the virtual annual Legal Symposium which reviewed many pertinent topics and legislation that affects our district. Those topics included Labor and Employment Laws and Regulations During a Pandemic and Periods of Protest, Adopting a Valid Tax Levy During Extraordinary Times, Recent Open Meetings Act and FOIA Developments, Avoiding Social Media Pitfalls During Election Season and Beyond, Hot Topics in Park District Finance and Borrowing During Tight Budget Times, Remote Governance: The Pandemic's Impact on the Legislative Process and State Government Along with the Latest Updates, COVID-Proofing your Waivers and Contracts to Protect your Agency, Significant Court Decisions affecting your District's Day-to-Day Operations and more.

Staff are in the process of updating our short and long-range goals and objectives.

Staff have been busy preparing to implement Tier 2 guidelines as dictated by the State. We are also keeping a watchful eye on any additional measures that may be put in place due to the increase of COVID cases over the past month.

Plans are being made for the GPD Foundation and the NRC to begin preparing for a virtual version of the Wine, Cheese and Trees fundraising event for February of next year.

Staff has met with Upland Design and Williams Architects to begin the process of preparing grant applications for our pickleball courts, the mini golf hut renovation, the SRFC renovation and the Sunset Pool bathhouse renovation should any grants become available for those projects over the next year.

In an effort to keep staff as informed and as calm as possible through the pandemic we have begun to offer virtual town hall meetings where staff can get up to date information on all Park District operations, ask questions, and learn about all the steps the Park District is taking to protect the safety of our staff and participants through the pandemic.

We have received word from the state that we will be receiving grant funding for the drainage project at Island Park in the amount of \$100,000.

Enclosed in your packet is the board calendar including important meeting, event and continuing education dates.

FUTURE MEETINGS

Regular Scheduled Meeting	December 14	7:00 P.M.
Public Hearing – Tax Levy	December 14	7:00 P.M.
Foundation Regular Scheduled Meeting	TBD	TBD

RECREATION COMMITTEE MEETING REPORT

The Recreation Committee Report and Minutes from the November 9th meeting are enclosed. The committee included board members Pat Lenski and Jay Moffat as well as all Recreation staff. Staff will review the report and answer your questions. The committee and staff recommend approval of the Recreation Committee Report as presented.

NON-RESIDENT TRACK PASS RATES

We have had a request from a non-resident to consider allowing non-residents to purchase monthly and/or annual track passes. While we feel we can accommodate an annual pass, we feel a monthly pass would not generate revenue as the time and effort to implement and keep track of those passes would negate any revenue we might realize. Staff would recommend an annual pass at half the rate of an annual membership with a limit on how many we can sell. The limit would be imposed to ensure that residents do not get displaced from using the track by non-resident use. A review of the pass rates and the proposed new non-resident rate is enclosed for your review.

SMOKING – TOBACCO FREE POLICY

Staff would like to recommend to the Board that we implement a district wide smoke free policy. We presently have a policy that includes no smoking in and around our facilities. We would like to extend that to all our facilities and parks. Many other Districts around the state have this policy as well.

POLICY MANUAL UPDATE

In anticipation of our Distinguished Agency Accreditation process we will be reviewing many policy manuals over the next year. Enclosed is the second set of manual updates for your review. Staff has updated each manual with necessary changes. Those changes have been marked to expedite your review. Staff would ask for a motion to approve the enclosed manuals-Operations Procedures, Park Ordinance, Bloodborne Pathogens, SPRC and SCC.

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City Council
Mtg @ 7
Comm of the
Whole Mtg @ 7

03

Election Day –
Closed Except
Fitness Centers
and SCC as
Polling
Location

04

05

CAC Mtg @ 7
IAPD Virtual –
Legal
Symposium
Geneva
Chamber –
Ribbon Cutting
(Nitti
Development)

06

Parent's Night
Out
Geneva
Chamber-
Harassment
Training for
Managers

07

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Friendship
Preschool Open
House
Plan Comm Mtg
Geneva
Chamber-
Virtual Annual
Dinner

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GPD Board
Meeting @ 7
City Council
and Comm of
Whole Mtg @ 7
School Mtg @ 7

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HPC Mtg @ 7

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Library Mtg @ 7

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Parent's Night
Out

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Thanksgiving
SPRC & SCC
both closed

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CAC Mtg @ 7

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Parent's Night
Out

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City Council Mtg
@ 7
Comm of the
Whole Mtg @ 7

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Plan Comm Mtg
@ 7

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School District
Meeting @ 7
GPD Board
Meeting @ 7

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HPC Mtg @ 7

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Library Meeting

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City Council
Mtg @ 7
Comm of the
Whole Mtg @ 7

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SPRC & SCC
both close early

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SPRC & SCC
both closed
today

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SPRC & SCC
both close early

**GENEVA PARK DISTRICT
RECREATION BOARD REPORT
NICOLE VICKERS, CPRP
SUPERINTENDENT OF RECREATION
November 16, 2020**

I. PROGRAMS

Brochure

The winter brochure is slated to be released nearer the end of November with resident registration starting on December 8th.

Programs

As you are aware, the governor issued additional mitigation measures (Tier 2) which went into effect on November 11th. Staff has evaluated the new guidelines and has implemented additional measures such as reduction of maximum number of participants to meet the stated guidance.

Recreation Committee Meeting

The Recreation Committee meeting was held November 9th. Staff reviewed Spring and Summer Cost Analysis along with the annual Summer Camp report. The full report, including minutes, is included in the board packet.

Special Events

Halloween HayDay

Halloween HayDay was held on Saturday, October 24th at Peck Farm Park with over 200 people in attendance. The event was a great success and included mad scientist demonstrations, carnival games, costume contest and pumpkin bowling! Many positive comments were received throughout the day.

Peck Farm Dog Parade

The annual dog parade was also held on October 24th, just prior to the Halloween HayDay at Peck Farm Park. Nearly 40 dogs came out in creative costumes to parade around the property. Prizes were awarded to the winners from the companies who sponsored the event.

Polar Express Story Time Train

Plans are underway for the Polar Express Story Time Train. Given the limitations on indoor dining, and the removal of group travel through Metra, staff has taken the opportunity to re-think the event with the goal of still spreading holiday cheer. Our current plan is to develop a holiday event in which Santa will show up to individual homes delivering Christmas cheer and special treats for the children. Staff believes not only will this event be fun and exciting for the participants, but also allows us to work within mitigation measures and safely provide a socially distant atmosphere.



II. FACILITIES

BestLife Fitness

The newly released mitigation measures did not impact the operations of the fitness centers, however, staff continues to be proactive in preparing should we encounter any change in guidance.

Staff has been approached with a request to sell non-resident track passes as we enter the cooler months. This request has occasionally surfaced throughout the years. The track has a capacity of 114 people, with mitigation that capacity is reduced by 50%. Current participation would allow for an increase of usage based on the guidelines. If the board should want to pursue selling non-resident track passes, staff would recommend a fee of 50% of a non-resident annual membership:

Adult: \$190/year

Senior: \$130/year

In addition to the fee structure, staff would also recommend limiting the number of passes we would sell to a maximum of 10.

Peck Farm Park

Work continues on completion of the interpretive signs for the trail at Peck North. Staff is hoping to host a ribbon-cutting ceremony in April to debut the entire site, including the new signage.

Even though the community gardens have closed for the season, staff is preparing plans for next season. Up to this point, participants have been required to register for plots in person and staff has made progress on building a ticket module which would allow people to register online and be able to select their plot by viewing a site map.

The Kane County Certified Naturalist organization will still be hosting the Learn from the Experts program and has already held an informational meeting. In an effort to adhere to safety guidelines and the comfort of participants a variety of options are being offered such as in-person, virtual, or a hybrid version of learning.

INFORMATION:

III. SUNSET REPORT

Comparison figures for Sunset Racquetball and Fitness Center are as follows:

SRFC October Totals		
	October 2019	October 2020
Annual Membership Revenue	\$7,684	\$4,310
EFT/Ongoing Revenue	\$4,185	\$3,233
Court Hours	\$256	0
Guests	\$424	\$130
Monthly Memberships	\$0	\$0
Racquet Rentals	\$0	\$0
Vending	\$221	\$46
Total Revenue	\$12,770	\$7,719

	October 2019	October 2020
Resident SRFC Pre-Paid:		
New	7	7
Renew	18	9
Resident SRFC ONGOING:		
New	2	1
Renew	1	1
Non-Resident SRFC Pre-Paid:		
New	1	1
Renew	3	1
Non-Resident SRFC ONGOING:		
New	0	0
Renew	1	0
New	10	9
Renew	23	11
Totals	33	20

SRFC October Memberships Totals		
	October 2019	October 2020
Total Membership Revenue	\$11,869	\$7,543
SRFC Usage Breakdown		
	October 2019	October 2020
Members	4,243	2,162
Guests	<u>112</u>	<u>37</u>
Total Usage	4,355	2,199
Weight room Usage	4,185	2,162

Court Usage		
Reserved Court Time	55	0
Walk-on Court Time	3	0
SRFC Year to Date Comparison		
	2019/2020	2020/2021
Total EFT/Ongoing Memberships	111	78
Total # of Memberships/Members (excludes Gold)	563	939
Total Membership Revenue	\$74,259	\$24,376
Projected EFT/Ongoing Annual Rev.	\$25,110	\$19,398

IV. **SPRC REPORT**

Comparison figures for Stephen D. Persinger Recreation Center are as follows:

SPRC General		
	October 2019	October 2020
Total Membership Revenue	\$38,052	\$19,239
Memberships	110	35
Track Passes	65	21
Guests	129	43

SPRC Membership Breakdown		
	October 2019	October 2020
Resident Gold Pre-Paid:		
New	4	2
Renew	4	0
Resident Gold ONGOING:		
New	2	0
Renew	2	0
Non-Resident Gold Pre-Paid:		
New	0	0
Renew	0	0
Non-Resident Gold ONGOING:		
New	0	0
Renew	0	0
Resident SPRC Pre-Paid:		
New	15	9
Renew	36	7
Resident SPRC ONGOING:		
New	23	7
Renew	4	3
Non-Resident SPRC Pre-Paid:		

New	9	3		
Renew	7	2		
Non-Resident SPRC ONGOING:				
New	4	0		
Renew	0	2		
New	57	21		
Renew	53	14		
Totals	110	35		
SPRC Usage Breakdown				
	October 2019		October 2020	
Members	9,880		4,600	
Guests	129		43	
Total Usage	10,009		4,643	
Morning Nursery	567	Avg. 21	0	0
12-4 pm Nursery	266	Avg. 10	0	0
Evening Nursery	198	Avg. 7	0	0
TOTAL NURSERY	1,031		0	
Open Gym Youth	618		86	
Open Gym Adult	350		128	
SPRC October Totals				
	October 2019		October 2020	
Annual Membership Revenue:	\$20,847		\$7,279	
EFT/Ongoing Membership Revenue:	\$15,580		\$10,915	
Monthly Memberships	0	\$0	4	\$310
Track Pass	65	\$1,625	21	\$735
Total Membership Revenue	\$38,052		\$19,239	
Kidz Korral Revenue	\$4,238		\$0	
Birthday Parties	5	\$1,755	0	\$0
Guest Fees	129	\$602	43	\$238
Open Gym Youth	618	\$1,424	86	\$0
Open Gym Adult	350	\$295	128	\$0
Vending	\$485		\$107	
Total Additional Revenue	\$8,799		\$345	
SPRC Year to Date Comparisons				
	2019/2020		2020/2021	
Current Memberships/Members	1,455	2,992	1,156	2,390
Gold Annual	174	380	153	365
Gold Ongoing	88	206	53	130
SPRC Annual	834	1,583	700	1,298
SPRC Ongoing	359	823	250	597
Track Passes	690		599	
Total Membership Revenue	\$195,288		\$70,567	
Projected EFT/Ongoing Annual Rev.	\$93,480		\$65,490	

GENEVA PARK DISTRICT

PARKS AND PROPERTIES BOARD REPORT

November 16, 2020

Operations

- Mulching leaves and cleaning tennis courts daily.
- Completing fall cleanup of landscape beds.
- Installing concrete pads for garbage cans in parks.
- Removing buckthorn and honeysuckle clusters in Wheeler.
- Cleaning up leaves and painting the fence railing and hut at Stone Creek Mini Golf.
- Replenishing play surface in playgrounds.
- Completing swing chain inspection checks in playgrounds.
- Inspecting and monitoring Ash trees within the parks.
- Aerating, topdressing and over seeding parks.
- Cleaning up annual and perennial beds in Peck Farm Courtyard.
- Removing all gator bags from trees.
- Butterfly house is shut down and netting is removed and stored for winter.
- Cleaning up and tilling Community Garden's beds.
- Assisted Sunset staff with polling place setup.
- Restrooms are closed and winterized.
- Installed 9 memorial trees, working on 5 memorial benches.
- Checking all plow operations in preparation for winter.
- Installed split rail fence on new path crossing at Peck and Kaneville Road.
- Cleaning and prepping liquid pretreatments for ice control.

Baseball/Softball

- Seasons are winding down, still busy dragging and prepping fields for games.
- Staff installed concrete pads at Eagle Brook to prevent erosion in high traffic areas.



Facilities

Sunset Community Center

- Parking lot paving is complete, contractor is working on a couple sections of walkway and grading and restoring disturbed areas.
- Working with Metronet on fiber installation.
- Painted light poles and fixtures before the lights get reinstalled in new parking lot.

Mill Creek Pool

- Completed walk through for winter project list.

SPRC

- Checking and caulking windows.

Sunset Pool

- Walk through completed for winter project list.

Moore Park

- Cleaning up and organizing pump house.

Peck Farm Park

- Cleaned dryer vent in Peck Farm House and replaced flex hose.
- Hawks Hollow is closed and winterized.

Peck North OSLAD Project

- Contractor is working on crossing beacons for the crosswalk between Peck Farm North and South.

Wheeler Park

- Checked and installed batteries on fire detection system.
- Repaired and replaced entrance drive light with an LED light.
- Pumped out holding tank and cleared plugged sanitary line at North Pavilion.
- Working with Metronet for fiber install at Stone Creek Mini Golf.

Natural Resource Work

- Checking all burn gear in preparation for burns to start in late November.
- Preparing a management plan for the Peck North pond.
- Completed invasive removal near Orientation Barn as part of an Eagle Scout Project.

Events

- Assisted with Halloween Hay day setup and breakdown.
- Assisting Peck staff with picnic and program set up.

Geneva Park District
Recreation Committee Meeting

Monday, November 9th

3:00 pm

AGENDA

Call to Order

- I. 2020-2021 Recreation Fund Summary of Revenue & Expenses
- II. Recreation Program/Participant Cost Analysis
 - A. Spring 2020
 - B. Summer 2020
- III. Summer Day Camp Revenue and Expenditure Breakdown
- IV. Summer Day Camp Recommendations
- V. Spring Highlights
- VI. Additional discussion/questions
- VII. Adjourn

MEMO

To: Recreation Committee

From: Nicole Vickers, Superintendent of Recreation

Subject: Recreation Committee Report

Date: November 9, 2020

Attached are the recreation programs financial analysis and participation comparisons for the Spring and Summer 2020 seasons. Please remember all programs were cancelled mid-March just prior to the start of the Spring season as ordered by the governor. Programs began a slow re-start in June with many safety restrictions in place. Also, for reference, is the summary of revenue and expense for the recreation budget.

In regard to the remaining net balances in some of the program accounts, I wanted to remind the committee that this report reflects only direct costs associated with the programs. It does not include administrative costs, full time salaries, utilities, building repairs, maintenance, or the \$15,000, plus CPI, rent we pay to the school district each year for school use outside of Kid's Zone. When incorporating these costs into our programs, many are closer to breaking even than making a profit.

All program revenue generated assists in offsetting deficits produced by the Administrative and Public Information Operations along with the Park District's operations of Western Avenue and Harrison Street School gyms.

**Geneva Park District
Recreation Fund
Summary of Revenue and Expense
May 2020 - April 2021**

	<u>Revenue</u>	<u>Expense</u>	<u>Surplus or (Deficit)</u>
Administrative Operations	1,611,500	2,386,190	(774,690)
Public Information	14,000	144,500	(130,500)
Community Center Rentals	9,000	1,500	7,500
General Recreation	234,500	116,500	118,000
Playhouse 38	83,700	75,050	8,650
Preschool/ Toddler	385,000	351,400	33,600
Active Older Adults	28,000	19,000	9,000
Dance	132,850	67,450	65,400
Camps	355,000	273,600	81,400
Contracted & Cooperative Programs	15,200	11,100	4,100
Special Events	75,100	52,875	22,225
Tennis	16,500	11,000	5,500
Tumbling/ Gymnastics/Cheerleading	166,700	107,500	59,200
Baseball/ Softball	64,000	26,450	37,550
General Athletics	369,900	236,425	133,475
Ice Rinks	-	-	-
Gymnasiums	-	52,500	(52,500)
Sunset Racquetball & Fitness Center	212,750	139,560	73,190
Pools	602,300	575,900	26,400
Stone Creek Miniature Golf	98,500	37,500	61,000
After School Programs	870,000	810,650	59,350
Scholarships	7,000	7,000	-
SPRC	685,750	533,600	152,150
Total	6,037,250	6,037,250	-
Prior Year Totals	5,883,850	5,883,850	-
% Change	2.61%		

Geneva Park District
Program/Participant Operating Cost Analysis
Spring 2020

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2020	2019			2020	2019	2020	2019			2020	2019
Parents Night Out	0	0	0	36	\$0.00	\$0.00	\$0.00	\$396.00	0%	66%	0	4	100%	0%
Breakfast with Bunny/Egg Hunt	0	0	0	1236	\$0.00	\$0.00	\$0.00	\$1,190.00	0%	42%	0	1	100%	0%
Egg-Mazing Race	0	0	0	51	\$0.00	\$0.00	\$0.00	-\$110.18	0%	0%	0	1	100%	0%
Bunny Baskets	0	0	0	61	\$0.00	\$0.00	\$0.00	\$199.46	0%	22%	0	1	100%	0%
TV Turn Off Week	0	0	0	267	\$0.00	\$0.00	\$0.00	-\$475.82	0%	0%	0	3	100%	0%
Totals	0	0	0	1651	\$0.00	\$0.00	\$0.00	\$1,199.46	0%	27%	0	10	100%	0%

Programs	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2020	2019			2020	2019	2020	2019			2020	2019
TEEN TRIPS/PROGRAMS	0	0	0	12	\$0.00	\$0.00	\$0.00	\$404.33	0%	60%	0	5	100%	88%
DANCE	0	0	0	1308	\$0.00	\$0.00	\$0.00	\$9,577.35	0%	42%	0	15	100%	11%
FITNESS	0	0	0	689	\$0.00	\$0.00	\$0.00	\$19,307.53	0%	59%	0	76	100%	30%
GYMNASTICS/TUMBLING	0	0	0	178	\$0.00	\$0.00	\$0.00	\$14,041.00	0%	55%	0	32	100%	30%
GENERAL ATHLETICS	0	0	0	1097	\$0.00	\$0.00	\$0.00	\$16,510.40	0%	38%	0	71	0%	31%
ALL STAR SPORTS	0	0	0	287	\$0.00	\$0.00	\$0.00	\$7,829.45	0%	31%	0	60	100%	21%
TODDLER CLASSES	0	0	0	159	\$0.00	\$0.00	\$0.00	\$5,772.70	0%	42%	0	49	100%	63%
MARTIAL ARTS	0	0	0	147	\$0.00	\$0.00	\$0.00	\$3,797.60	0%	29%	0	51	100%	32%
YOUTH PROGRAMS	0	0	0	142	\$0.00	\$0.00	\$0.00	\$2,838.62	0%	31%	0	75	100%	52%
ADULT/FAMILY	0	0	0	70	\$0.00	\$0.00	\$0.00	\$1,318.80	0%	46%	0	94	100%	49%
SENIORS/TRIPS	0	0	0	367	\$0.00	\$0.00	\$0.00	\$1,026.30	0%	18%	0	15	100%	13%
DAY OFF TRIPS/CAMPS	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	0	15	100%	0%
KIDS ZONE BEFORE AND AFTER	419	0	419	415	\$685,817.00	\$759,461.00	\$73,644.00	\$333,293.00	10%	33%	6	0	0%	0%
CULTURAL ARTS	0	0	0	799	\$0.00	\$0.00	\$0.00	\$6,328.50	0%	47%	0	6	100%	44%
Totals	419	0	419	5670	\$685,817.00	\$759,461.00	\$73,644.00	\$422,045.58	10%	30%	6	564	99%	33%

Summary		2020	2019
Total Programs Offered:		580	544
Total Programs Held:		6	387
Total Participants:		419	7,321
Total Revenue:		\$759,461.00	\$1,240,400.81
Total Expenses:		\$685,817.00	\$817,155.77
Operating Net Gain/(Loss):		\$73,644.00	\$423,245.04
Administrative/Facility Costs:		(\$59,855.00)	(\$57,830.00)
Net Gain/(Loss):		\$13,789.00	\$365,415.04

Geneva Park District
Program/Participant Operating Cost Analysis
Summer 2020

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2020	2019			2020	2019	2020	2019			2020	2019
Twilight Mini Golf	45	0	45	188	\$497.46	\$328.00	-\$169.46	\$955.00	0%	64%	1	0	0%	0%
Mini Golf Kids Day	0	0	0	40	\$0.00	\$0.00	\$0.00	\$30.00	0%	100%	0	1	100%	0%
3 on 3 B-Ball Tourney	0	0	0	108	\$0.00	\$0.00	\$0.00	\$921.00	0%	39%	0	1	100%	40%
Geneva's Got Talent	0	0	0	600	\$0.00	\$0.00	\$0.00	\$330.00	0%	25%	0	1	100%	0%
Concerts in the Park	484	0	484	750	\$3,309.09	\$4,250.00	\$940.91	\$3,300.48	22%	35%	3	1	25%	0%
Movie in the Park	200	0	200	300	\$1,391.09	\$1,400.00	\$8.91	\$1,131.35	1%	44%	3	0	0%	0%
Neighborhood Cookouts	0	0	0	500	\$0.00	\$0.00	\$0.00	-\$489.64	0%	0%	0	3	100%	0%
Folk Fest	0	0	0	4000	\$0.00	\$0.00	\$0.00	\$468.24	0%	29%	0	1	100%	0%
Totals	729	0	729	6486	\$5,197.64	\$5,978.00	\$780.36	\$6,646.43	13%	35%	7	8	53%	11%

Programs	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2020	2019			2020	2019	2020	2019			2020	2019
TEEN TRIPS/PROGRAMS	0	0	0	12	\$0.00	\$0.00	\$0.00	\$620.03	0%	93%	0	9	100%	89%
DANCE	50	32	82	217	\$1,525.00	\$4,064.00	\$2,539.00	\$9,854.10	62%	64%	11	39	78%	41%
FITNESS	674	143	817	535	\$6,811.75	\$7,618.58	\$806.83	\$16,810.53	11%	54%	33	84	71%	39%
GYMNASTICS/TUMBLING	0	0	0	291	\$0.00	\$0.00	\$0.00	\$15,581.00	0%	41%	0	40	100%	22%
GENERAL ATHLETICS	406	16	422	928	\$15,032.11	\$25,742.00	\$10,709.89	\$19,305.90	42%	39%	41	61	60%	33%
ALL STAR SPORTS	72	7	79	555	\$3,713.70	\$5,342.00	\$1,628.30	\$14,281.98	30%	34%	13	65	83%	33%
TODDLER CLASSES	4	0	4	123	\$160.00	\$232.00	\$72.00	\$3,537.55	31%	37%	1	58	98%	63%
MARTIAL ARTS	44	9	53	119	\$3,749.40	\$5,126.00	\$1,376.60	\$3,239.00	27%	26%	19	29	60%	33%
YOUTH PROGRAMS	3	0	3	212	\$375.00	\$540.00	\$165.00	\$5,818.81	31%	31%	3	78	96%	41%
ADULT/FAMILY	2	1	3	14	\$120.00	\$162.00	\$42.00	\$382.00	26%	55%	2	67	97%	85%
SENIORS	0	0	0	534	\$0.00	\$0.00	\$0.00	\$1,654.70	0%	12%	0	19	100%	12%
CAMPS/DAY OFF TRIPS	1430	0	1430	4709	\$132,244.52	\$157,401.10	\$25,156.58	\$130,287.00	16%	34%	85	16	16%	20%
CULTURAL ARTS	186	3	189	997	\$4,638.00	\$4,831.25	\$193.25	\$11,299.00	4%	44%	2	5	71%	0%
Totals	2871	211	3082	9246	\$168,369.48	\$211,058.93	\$42,689.45	\$232,671.60	20%	36%	210	570	73%	36%

Please note outdoor fitness classes were offered weekly (drop-in) which accounts for the increased participation number.

Summary		2020	2019
Total Programs Offered:		795	759
Total Programs Held:		217	491
Total Participants:		3,811	15,732
Total Revenue:		\$217,036.93	\$668,636.58
Total Expenses:		\$173,567.12	\$429,318.55
Operating Net Gain/(Loss):		\$43,469.81	\$239,318.03
Administrative/Facility Costs:		(\$59,855.00)	(\$57,830.00)
Net Gain/(Loss):		-\$16,385.19	\$181,488.03

MEMO

To: Nicole Vickers, Superintendent of Recreation

From: Kelly Wales, Recreation Supervisor

Subject: 2020 Day Camp Report

Date: October 30, 2020

The 2020 Day Camp Report outlines the financials and participation numbers for Traditional Camps (Safari, Discovery, Voyager, Explorer, Adventure, Teen X-treme Camps) and our Specialty Camps.

As an overview our traditional camps had 1,430 participants with a profit of \$18,010.82. Our Specialty Camps had 222 participants with a profit of \$7,145.76.

Included are recommendations for the 2021 summer season, which we are currently preparing.

Camp During COVID-19

At the onset of the pandemic, staff almost immediately began making preparations for summer day camp in the event that youth recreational activities were able to resume come June. We anxiously awaited guidelines from the State of Illinois, the American Camp Association, and more to best formulate our plan for a successful summer. Staff pored over dozens of resources to devise hundreds of different games, activities, crafts, challenges and more. All of this preparation proved to pay off as the first day of camp, Monday, June 8, had nearly 80 total participants across all camps.

Returning and new families alike were quick to adjust to our COVID-19 related accommodations and consistently expressed their gratitude for a safe place to send their child(ren) for the summer. Some of those accommodations included:

- Staff and participants were expected to wear masks at all times
- Hand sanitizer and disinfectant sprays consistently used
- Spent as much time outside as possible
- Activities were conducted in a socially distant capacity
- Temperature checks were conducted at drop-off
- Instead of field trips, staff planned virtual field trips

All in all, we couldn't be prouder of the effort our staff gave this summer to provide hundreds of children a sense of normalcy for the Summer of 2020.

Summer Day Camp Report 2020

	2015	2016	2017	2018	2019	2020	2015	*2016	2017	2018	2019	2020
Traditional Camps												
Safari Camp (ages 3-5)	157	247	299	266	222	179	\$1,763.91	\$1,096.20	\$3,425.76	\$4,093.87	\$1,534.53	-\$612.84
M/W/F TU/TH					91 131	106 73						
Discovery Camp (Grade K)					174	119				see below, one budget		
Extra Hours					155	60				for Discovery & Voyager		
Ext AM					65	15						
Ext PM					90	45						
Voyager Camp (Grade 1)	384	555	572	588	397	93	\$17,337.19	\$23,862.90	\$28,440.32	\$33,642.15	\$27,468.93	\$4,273.36
Extra Hours	202	371	632	502	330	53						
Ext AM			221	184	90	14						
Ext PM			411	318	240	39						
Explorer Camp (Grades 2-3)	613	606	623	587	677	318	\$31,784.48	\$26,065.10	\$36,231.09	\$36,610.57	\$32,463.28	\$6,284.35
Extra Hours	366	361	602	623	734	238						
Ext AM			229	231	261	62						
Ext PM			373	392	473	176						
Adventure Camp (Grades 4-5)	506	466	500	476	484	106	\$23,116.16	\$20,330.20	\$28,090.04	\$28,694.78	\$23,306.96	\$2,010.99
Extra Hours	320	291	534	440	416	107						
Ext AM			209	180	151	34						
Ext PM			325	260	265	73						
Junior Xtreme Camp (6th grade)	225	113	208	158	150	64	see below one budget for Teens					
Extra Hours	162	61	247	160	164	39						
Ext AM			106	67	72	16						
Ext PM			141	93	92	23						
Teen X-treme Camp (Grades 7-8)	193	256	151	129	187	26	\$25,016.73	\$16,681.13	\$24,354.63	\$23,741.98	\$33,215.95	\$6,054.96
Extra Hours	106	137	107	162	195	28						
Ext AM			47	61	77	14						
Ext PM			60	101	118	14						
Total Traditional Camps 3234 3464 3852 4091 4285 1430 \$99,018.47 \$88,035.54 \$120,541.84 \$126,783.35 \$117,989.65 \$18,010.82												
*Please note: 2017 Daily Day Off Trips were offered the week before camps started and the week before school began to accommodate the school schedule, as well as to offer flexibility and wider selection to the participants. The revenue was realized in the Day Off budget and resulted in an additional net profit of \$6,012.												
*2018 Daily Day Off Trips were only held the week before camps started.												
*2020 COVID-19 pandemic affected enrollment.												
Specialty Camps												
Wacky Water Camp	43	51	31	n/a	n/a	n/a	\$1,604.03	\$1,460.04	\$488.16			
Pretty Princess Camp	15	15	14	31	27	7	\$1,367.56	\$426.30	\$210.64	\$812.03	\$1,106.78	\$357.29
Nothing But Sports Camp	41	29	34	30	33	0	\$1,388.39	\$1,652.61	\$555.05	\$429.51	\$1,229.76	
Science Discovery Camp	44	34	14	n/a	16	n/a	\$2,721.29	\$1,065.76	\$208.64		\$625.14	
X-treme Adventure Camp (Road Trip!)	30	42	19	n/a	n/a	n/a	\$2,503.33	\$1,278.91	\$242.53			
Zoopers Camp	23	0	18	n/a	n/a	n/a	-\$229.38		\$242.53			
Harry Potter Camp	n/a	n/a	n/a	n/a	n/a	n/a						

Top Chef Camp	29	n/a	n/a	n/a	n/a	n/a	\$3,089.47						
CIT Program	n/a	n/a	n/a	n/a	n/a	n/a							
My Little Princess Camp	26	28	29	31	30	16	\$683.70	\$852.61	\$503.16	\$933.26	\$1,352.74	\$786.03	
Cool Construction Camp	31	29	24	25	11	0	\$930.54	\$905.90	\$359.41	\$856.98	\$374.16		
Storybook Adventures	12	14	13	9	10	0	\$49.76	\$426.30	\$215.64	\$232.01	\$363.70		
Short Sports Camp	39	27	24	20	21	10	\$161.89	\$799.32	\$359.41	\$464.02	\$737.86	\$500.20	
Creative Campers (Crafty Kids)	19	26	0	11	23	0	-\$111.16	\$772.68	\$0.00	\$208.94	\$860.83		
Messy Business	28	24	26	21	18	0	\$55.54	\$719.39	\$431.28	\$516.32	\$604.62		
Sweet Treats	17	n/a	n/a	n/a	n/a	n/a	\$66.76						
Everyday Heroes				23	14	5				\$580.02	\$522.69	\$214.37	
Fun STEMs from Science				12	0	0				\$764.22			
Fun-2-Play		140	69	91	91	50							
Fun-2-Play Ext hrs		99	82	115	115	42		\$7,394.98	\$2,394.78	\$5,064.04	\$4,058.22	\$2,643.94	
AM hours			31	43	39	14							
PM hours			51	72	76	28							
Artsy Camp		7	7	8	0	0		\$213.15	\$143.76	\$212.65			
Lil' Crafty Campers		22	23	10	15	0		\$639.47	\$359.41	\$178.44	\$461.13		
Zombie Outbreak Camp			15	14	0	0			\$287.51	\$348.02			
Test Track Camp						0							
Super Hero Training						0							
Bowling Camp						0							
PARK Adventures						0							
Community Helpers						0							
Sports Around the World						0							
Escape the Boredom!						0							
Future Park District Rockstars!						0							
X-trafun Summer Camp						51							
X-trafun Summer Camp Ext hrs.						41						\$2,643.93	
						11							
						30							
Total Specialty Camps	397	587	442	451	424	222	\$14,281.72	\$18,607.42	\$7,001.91	\$11,600.46	\$12,297.63	\$7,145.76	
Percent of Profit:							29%	34%	20%	40%	41%	30%	
Total Traditional Camps	3234	3464	3852	4091	4285	1430	\$97,118.16	\$88,035.54	\$120,541.84	\$126,783.35	\$117,989.65	\$18,010.82	
Total Specialty Camps	397	587	442	451	424	222	\$14,281.72	\$18,607.42	\$7,001.91	\$11,600.46	\$12,297.63	\$7,145.76	
Total For All Camps	3631	4051	4294	4542	4709	1652	\$111,399.88	\$106,642.96	\$127,543.75	\$138,383.81	\$130,287.28	\$25,156.58	
Percent of Profit:							32%	30%	35%	39%	33%	16%	
							2015	2016	2017	2018	2019	2020	
Total Camp Revenue							\$348,149.69	\$351,476.90	\$364,862.45	\$348,722.00	\$391,498.30	\$157,401.10	
Total Camp Expenses							\$236,749.81	\$244,833.94	\$237,318.70	\$210,338.19	\$261,211.02	\$132,244.52	
Total Profit							\$111,399.88	\$106,642.96	\$127,543.75	\$138,383.81	\$130,287.28	\$25,156.58	

Summary of Participant Evaluations:

Overall, we continue to provide safe camps for children to attend. Our staff continue to excel in implementing activities throughout the day, giving children direction and guidance, as well as, creating a fun environment for our participants while being aware of the children's needs and interests.

Our use of the camp page of the park district's website continues to be beneficial for families. Providing online postings of newsletters and calendars, as well as, direct emails to parents to notify them of the availability of information and has provided families the opportunity to have constant access to camp information pertaining to their child. Our camp page of the website also has supported our efforts in going paperless for those families who prefer to have everything digital. We continue to provide hard copies on site for those who do not have access to the internet or just prefer a hard copy.

We will continue to offer training opportunities for our camp staff and work together to build on our strengths and improve our camp program based on parent feedback and our experiences.

"Wonderful job with safety! I felt very secure and comfortable with my child being at camp." – Safari Camp

"The Park District did an absolutely wonderful job this summer considering the crazy circumstances of COVID. I'd like to thank every person who helped plan, coordinate, work, and make it all happen! Thank you!" – Safari Camp

"Kids loved camp and had so much fun! Great staff!" – Discovery Camp

"I can't say enough good things. The councilors were amazing and the camp was well organized and fun." – Discovery Camp

"Thank you for all your efforts!" – Voyager Camp

"Although only there one week due to family circumstances, my son had a blast!!! My family is grateful for KZ and KZ summer camps. My kids always enjoy them and I give highest praise to the KZ staff. Here's to next summer!" – Voyager Camp

"Considering the circumstances, the counselors did a great job this year! I was never concerned about my child's health or safety at camp." – Explorer Camp

"I feel CAMP did an exceptional job this summer." – Explorer Camp

"I always appreciate the weekly newsletters. The park district staff did a good job communicating with parents as we got closer to camp actually opening, as well as addressing any concerns. I personally appreciated the phone calls I received before camp started to answer a couple of questions I had. Ryan did an excellent job!" – Explorer Camp

"Camp looked different this year, which made sense. My child would have enjoyed it more and had a stronger experience (not that it was bad) if not for the pandemic." – Explorer Camp

"Kelly was very helpful during this extra hard summer." – Explorer Camp

"Gym was hot, my child had no opinion (of the virtual field trips) beyond it was not real." – Explorer Camp

"A big, big thank you to the park district and all the counselors who took a challenging situation and turned it into something very positive. After being out of school for so long and away from other kiddos his age, Mikey

was so excited to be out of the house and around other people. I appreciate everything the park district did to make summer camp happen this year - and it was a success. Thank you!!!" – Explorer Camp

"We live out of district but still attend this program for the great quality!" – Explorer Camp

"The PD did a good job of making camp happen for the kids this summer in a modified manner and allow parents to work. For that, we are grateful. My child had a satisfactory time at camp, but understood activities were limited which disappointed him. If the COVID19 situation continues into next summer, we would like to see more stringent adherence to PPE, social distancing, and other safety protocols by staff and campgoers alike." – Explorer Camp

"Thank you for all your efforts!!!" – Adventure Camp

"We were so grateful that our son was able to participate in camp this summer!" – Adventure Camp

"I definitely felt my daughter was well cared for at camp - no worries in that area!" – Teen Camp

"My daughter was only at camp two weeks this summer - we had signed up for more, but because of COVID-19, my husband and I were working from home and didn't need childcare. We were very grateful that the GPD did figure out a way to run these camps safely - because some families really needed them, and they are an affordable, wonderful option for kids. The counselors were great and always friendly. Nicole especially made a great connection with Hannah and her friend." – Teen Camp

"When we signed up we paid for more activities than there were. COVID did affect these but the cost could've been adjusted better to fit what was actually presented." – Teen Camp

"Very happy with the measures taken this summer!" – My Little Princess Camp

"I appreciated them wearing masks, taking temperatures upon exiting the car, etc." – My Little Princess Camp

"I loved the newsletters and what to expect to prep my daughter; however, parents were originally allowed on the last day but then that was changed and I was not notified - I heard from another parent vs the staff" – My Little Princess Camp

"We had a fantastic experience, and our son LOVED each day. The variety and appropriateness of activities was great." – X-trafun Summer Camp

"You should receive nothing but PRAISE for the Xtra-fun camp - GPD stepped up and I cannot thank you enough again for two working parents. My kids LOVED it and we appreciated the quick plan of action to help us out in an ever changing plan of events on the start of school. Bravo GPD! Thanks for your support! And we thank all the staff that made Xtra-Fun camp happen!" – X-trafun Summer Camp



Challenges are what make life interesting and overcoming them is what makes life meaningful.

IT'S NOT WHAT HAPPENS TO YOU, BUT HOW YOU REACT TO IT THAT MATTERS -EPICTETUS

IT'S ALL ABOUT finding the CALM in the chaos

All field trips and swimming were suspended for the 2020 camp season.

Safari Camp (3-5 years)

Safari Camp is held at Friendship Station Preschool facility. All activities are onsite. Safari Camp is designed to mirror our preschool program. We offer two options for families; Monday, Wednesday, Friday participation and/or Tuesday, Thursday participation. Families also have the option to enroll in both options to have their child participate Monday thru Friday. The goal of this camp is to keep consistent schedules for preschoolers who had just attended our preschool and to assist with the introduction of preschool for new or younger participants.

Traditional Camps: Discovery, Voyager, Explorer, Adventure, Junior Xtreme, and Teen Xtreme.

These camps continued with one week sessions. During the final week before school resumed we offered Fun-2-Play Camp for participants entering K-6th grade. This allowed us time to prepare and train staff for our Kids' Zone Program while continuing to provide child care for families.

**2020 The school year was delayed by an additional 2 weeks, therefore we offered Xtra-fun Camp for participants entering K-6th grade.*

Discovery Camp (Kindergarten)

Discovery Camp is held at Friendship Station Preschool. All activities were onsite.

Voyager Camp (1st grade)

Voyager Camp is held at Sunset Community Center. All activities were onsite.

Explorer Camp (2nd-3rd grade)

Explorer Camp is held at Western Avenue School Gymnasium. All activities were onsite.

Adventure Camp (4th -5th grade)

Adventure Camp is held at Harrison Street School Gymnasium. All activities were onsite.

Junior X-treme Camp (6th grade)

Our Junior Extreme Camp was held at Harrison Street School Gymnasium. All activities were onsite. Due to lower enrollment, they participated with the Teen X-treme Camp. Extended hours were intentionally programmed with Teen X-treme Camp due to anticipated lower enrollment.

Teen X-treme Camp (7th – 8th grade)

Teen X-treme Camp was held at Harrison Street School Gymnasium. All activities were onsite.

Impact Camp (formerly Leadership Camp) (9th-10th grade)

Our Impact Camp was scheduled at SCC. This program was designed to give older campers a more mature camp and offer them leadership opportunities, volunteer opportunities and the overall opportunity make an impact in their community. Due to low enrollment we had to cancel all sessions offered for this camp.

Specialty Camps (Ages Vary)

Specialty Camps are held at SPRC. We offered a total of 23 camps that were for children ages 3-15. Of the 23 camps, 6 were held. We will continue to watch the trends, to see what new specialty camps we can incorporate in the future.

Recommendations for 2021:

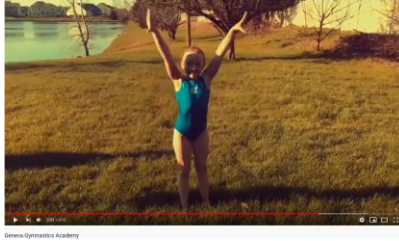
1. Continue to utilize school gymnasium space where camps have an indoor location for inclement weather and have access to utilize supplies from Kids' Zone.
 - a. Investigate school space and park district space that has air conditioning for our use for extreme heat days.
 - b. Continue to purchase additional fans to assist in circulating air in gymnasiums, in addition to the fans we currently have.
2. Work with Peck Farm Park staff to streamline our camp offerings to ensure registration processes, detailed participant profile forms, staffing structures, budgeting, etc. is as similar as possible to establish a unified experience for all participants.
3. Continue to offer Kids' Zone participants priority registration for camps.
4. In an effort to minimize our waitlists before summer registration day we would like to publish a set date for priority registration participants to cancel without being assessed a service charge.
5. Research methods to improve online registration.
6. Create camps that give parents flexible scheduling options.
7. Continue to offer Impact Camp and increase registration by marketing to last summer's 8th grade participants as well as school district online backpack and promoting information to this year's special event volunteer data base.
8. Continue to work with FVSRA in expanding our staff training with inclusion participants and staff.
9. Continue to work with the school district to keep summer camp (and KZ) behavior management plans in line with expectations during the school year.
10. Enhance training opportunities for our camp staff and work together to build on our strengths and improve our camp program based on parent feedback and our experiences.
11. Increase staff development as it relates to technology for high school and college age staff, including utilization of shared documents on the cloud, video trainings, and mini-camp settings for staff to put skills into practice.
12. Utilize/reference experiences of summer 2020 and remote staff trainings and meetings. Building on those experiences to include college staff in trainings before they return home from college.
13. Research educational and health driven activity components to strengthen our program.
14. Send out parent expectation survey to those who are enrolled by May 1st to gain an updated insight as to parents' expectations for the summer so we can be aware and incorporate that information into our staff training and activity planning.
15. Evaluate and research ways to enhance the format of our Meet the Counselors Night.
16. Create a staff recognition program for camp staff.
17. Create a camper recognition program for campers.
 - a. As campers get older it is no longer "cool" to go to camp. We are looking for ways to make aging in our camp program exciting and rewarding for kids. Especially those who attend camp all summer.
18. Continue to follow guidance from IDPH and CDC to provide a safe environment for staff and campers.
 - a. Continue to monitor and follow all guidance as it pertains to COVID-19 as necessary to keep campers and staff safe.
19. Increase program fees 5-10% in an effort to cover rising expenses; minimum wage and bus rental costs. In an effort to remain competitive, staff intends to continue to budget a higher starting hourly wage for next season.

Recreation Offerings During the COVID-19 Shelter in Place Order

The onset of the pandemic necessitated a new level of innovation as the importance parks and recreation plays in the community became evermore evident. While innovation has always been something we strive for in everything we offer, there was a need to provide the community with new fun and healthy opportunities. Staff met this challenge in the following methods:

- Created a COVID update webpage
 - 6,977 visits
- Launched Live Your Best Life at Home! virtual recreation center
 - A curated collection of over 150 games, activities, and other resources to serve as an outlet for individuals and families
 - 4,085 visits
- Esports
 - Single week, multi-week, and one day events were offered
 - Games included NBA 2K20, Madden 20, Mario Kart 8 Deluxe, and Rocket League
 - Over 200 participants
- Playhouse 38 radio shows
 - Comic Book Artist and Murder of the 518
 - Over 40 participants and 150 viewers
- Virtual Viking 5K
 - 11 participants
- Video content for an increased social media presence to
 - The following totaled nearly 20,000 views
 - “Storytime with...” video series of preschool staff reading books
 - Over 30 Kids’ Zone videos produced by staff with activities and craft ideas
 - Peck at Home video series
 - Staff produced athletic instructional videos for hockey, soccer, and softball
 - Geneva Gymnastics Academy scavenger hunt and video
 - Virtual butterfly release
 - Geneva Park District safety in our parks video

In all, with our facilities closed and staff unable to interact with participants in person, the Recreation Department engaged with the community in unprecedented avenues. With over 11,000 visits to our webpages, over 250 participants in virtual programs, and over 20,000 views on staff-made videos, we couldn’t be prouder as a team to present these numbers to the Recreation Committee and the Board of the Geneva Park District.



Geneva Gymnastics Academy



Geneva Gymnastics Academy



Geneva Gymnastics Academy

Geneva PARK DISTRICT

ABOUT PARKS & FACILITIES PROGRAMS REGISTRATION EVENTS GET INVOLVED

[register now](#) [program brochure](#)

Live Your Best Life At Home!

During this unprecedented time, we, at the Geneva Park District, want to ensure you are living your BEST LIFE! We are bringing all the energy and excitement direct to you and your family in a virtual way! You will find a variety of activities and resources that will keep you smiling, active, and making memories while you follow the Stay at Home Order. You can also check the [Geneva Park District Facebook](#) page for additional activities.

REMINDER: It is essential when using our parks, green spaces, and trails that all guidelines are followed, especially social distancing. *Be Smart. Stay 6 Feet Apart!* The National Recreation and Park Association (NRPA) created a great infographic as a reference. You will notice signs posted at several of our trails, as a reminder to all users.

One-Dog Canoe

Friendship Station Preschool - Storytime with Mrs. Stuewe

Kids' Zone Party Week Videos

6 videos • Last updated on May 14, 2020

Unlisted

[SUBSCRIBE](#)

- 1 Kids Zone Activity - Party Week Geneva Park District 3:27
- 2 Kids Zone Activity - Party Week Geneva Park District 4:31
- 3 Kids Zone Activity - Party Week Geneva Park District 6:16
- 4 Kids Zone Activity - Party Week Geneva Park District 4:19
- 5 Kids Zone Activity - Party Week Geneva Park District 7:16
- 6 Kids Zone Activity - Party Week Geneva Park District 4:47

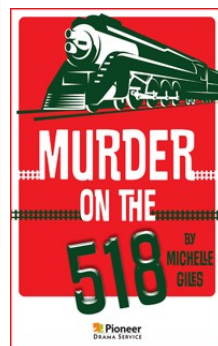
Geneva Park District

[Learn More](#) [Liked](#) [Message](#)

- Ryan - Science Experiment 24 weeks ago · 283 Views 6
- Friendship Station Preschool Activity 24 weeks ago · 217 Views Kelli Parish Rogers and 11 others
- Kids' Zone Messy Week Activity! 25 weeks ago · 525 Views 10
- Kids' Zone Messy Week Activity! 25 weeks ago · 310 Views 8
- Friendship Station Preschool Story - All About Letters 25 weeks ago · 292 Views Kelli Parish Rogers and 17 others
- Kids' Zone Messy Week Activity! 25 weeks ago · 448 Views Hannah Mydill Stericker and 7 others
- Friendship Station Preschool Activity 25 weeks ago · 414 Views 18
- Friendship Station Preschool Storytime 25 weeks ago · 423 Views 27



Friendship Station Preschool - Storytime with Mrs. Hollman



Non-Resident Track Pass Proposal

Upon the opening of SPRC in 2008 an annual track pass membership was offered to residents only for \$25 as an inexpensive amenity to benefit the community. In 2020 the track membership increased to \$30 for a senior and \$35 for adults.

2008-2019	2020	Proposed Non-Resident*
\$25/year residents only	\$30/year senior \$35/year adult	\$130/year senior \$190/ year adult

*50% of an annual SPRC membership (breakdown: \$11/month senior \$16/month adult)

5 year history of Track Pass Memberships

2015	2016	2017	2018	2019	Current
615	601	684	690	634	599

Please also note that any member with a current SPRC or Gold membership also have unlimited access to the track.

Section 3.40 Smoking: The Geneva Park District's philosophy is to promote health and a clean air environment. A Tobacco Free Policy was adopted by the Park District Board of Commissioners at the November 16th, 2020 meeting. The use of any and all tobacco products including but not limited to e-cigarettes and marijuana is prohibited in all park district buildings, facilities, parks and trails. Smokers must be off of Park District property completely. Effective January 1, 2008, the Smoke-free Illinois Act prohibits smoking in virtually all public places and workplaces, including offices, theaters, museums, libraries, educational institutions, schools, commercial establishments, enclosed shopping centers and retail stores, restaurants, bars, private clubs and gaming facilities. Smoking is defined as inhaling, exhaling, burning by persons of any lighted cigar, pipe, cigarette, plant or other combustible substance in any manner or in any form. Smoking is not permitted inside any Park District buildings, within 15 feet of any Park District buildings, or within any fenced-in grounds such as the Sunset Pool, the Skate Park, the Moore Park Spray ground. Smoking is prohibited at all locations where groups gather, including special events, parks where people congregate, athletic fields, community events, tennis courts. Smoking is also prohibited in the courtyard area of Peek Farm Park. This area includes all brick walkways and plazas from the area west of the Butterfly House to the Campfire Circle, including Hawks Hollow Nature Playground.

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Geneva Park District

Operations Procedures Manual

Board Approved November~~May~~ 2020~~16~~

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1.0 ADMINISTRATIVE OFFICE HOURS

The Geneva Park District administrative offices will be open as on weekdays from 8:30 a.m. to 5:00 p.m. however the front desk is open for questions and registration any time SCC or SPRC are open.

The office will be closed on the holidays listed below and may be closed on Saturdays in which a holiday occurs on the preceding Friday or the following Monday.

New Year's Day
Friday before Easter
Memorial Day
Fourth of July
Labor Day
~~Columbus Day~~
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve

2.0 PURPOSE AND PHILOSOPHY OF RECREATION PROGRAMMING

Recreation program activities at the Geneva Park District shall be to serve the residents of the District.

The District recognizes that recreation entails self directed and group directed activities within the facilities of the District. The District should provide facilities that encourage self-directed recreational use, but will also conduct group directed programs. The Recreation Department shall provide trained, qualified leadership and direct recreation activities. The primary objective will be to provide a variety of worthwhile recreation programs for the residents of the District in order to enrich their present and future leisure time participation.

The District's recreation program should:

1. Provide opportunities for all residents regardless of race, creed, color, age, disability or economic status.
2. Offer programs and activities throughout the year which serves all age groups and both sexes.
3. Provide a reasonable balance between indoor and outdoor activities.
4. Provide for varying levels of skill and ability.
5. Encourage individuals and groups to initiate and carry on their own activities.
6. Provide opportunities for participants to share in the planning and conduct of the activities.
7. Be sensitive to changing conditions, interests and needs of the people by program trends and changes from year to year.
8. Encourage informal individual activity as well as highly organized group projects.
9. Provide a means by which residents can choose their recreation desires and submit suggestions regarding new program opportunities.
10. Provide opportunities for the evaluation of recreation programs and facilities on an ongoing basis by leadership staff, supervisory personnel and participants.
11. Programs are designed to be accessible and of benefit to persons with disabilities. There is flexibility in structuring activities offered so that accommodations can be made if necessary. Every effort is made to accommodate the needs of persons with disabilities so full program participation can be realized.

2.01 Recreation Goals and Objectives:

The Recreation staff will create annual goals that will be approved and reviewed by the Superintendent of Recreation and the Director. The Recreation staff will then hold yearly meetings with the Recreation Committee consisting of members of the Board of Commissioners to review the annual goals, program participation and budget figures. The Recreation Committee Meeting report, including the annual goals and meeting minutes, will then be presented to the full Board of Commissioners for review and approval. Semi-annual status reports from the staff regarding the progress of the goals and objectives are also presented to the Recreation Committee and the full Board of Commissioners.

2.02 Brochure:

The Geneva Park District produces a quarterly program brochure. The following types of information may be found in the brochures.

Program Offerings

As the single most important function of the brochure, program and facility information should be provided.

New Information

Additional news type information about the park district may be given to the public through the newsletters, flyers and email blasts.

Affiliate Programs

Program information concerning joint programs, co-sponsored groups and organizations and community youth service agencies is allowed in the brochure. Fees related to the brochure space utilized may be assessed as determined by the Superintendent of Recreation.

Community Organizations

Non-profit, community service-oriented organizations are allowed brochure space to distribute information about special projects which will benefit the community. This brochure utilization is only as space allows. Fees may be assessed related to the space utilized.

Commercial Advertising

Commercial advertising may be solicited if additional funding is needed to prepare the program brochure.

Facility Information

Information about our seven Park District facilities: Sunset Racquetball & Fitness Center, Sunset Community Center, Stephen D. Persinger Recreation Center, Peck Farm Park, Sunset Pool, Mill Creek Pool, Stone Creek Miniature Golf & Playhouse 38.

3.0 GENERAL PROGRAMMING POLICES AND PROCEDURES

3.01 Registration Options

The Geneva Park District currently offers seven ways to register for programs: Walk-in, Mail-in, Drop Off, Fax, Phone, Email and GPD Connect Online Registration.

3.02 Residency

Residency of the Geneva Park District is defined by financial contributions through property taxes for the operation of the park district. Boundaries of the Geneva Park District and the City of Geneva are not exactly the same. Verification of residency can be done by reviewing a current property tax bill. Proof of residency in the form of a current tax bill or utility bill may be required during program registration. Geneva Park District residents are given first priority for program registration.

3.03 Program Limitations

Each program at the Geneva Park District has an established minimum and maximum number of possible registrants. These numbers are set to guarantee the highest quality program we can offer. The facility, student/teacher ratio and the nature of the program are considered when setting program registration minimums and maximums. Programs that do not meet the minimum number of registrants may be cancelled. Please refer to the Program Cancellation section for more information. Program instructors are not allowed to accept any registrant beyond the established maximum without authorization by their immediate recreation supervisor.

3.04 Waiting List

Since all of our programs have registration limits we cannot guarantee choice of enrollment in them. The Geneva Park District maintains waiting lists for programs that have reached their maximum registration. Placement on a waiting list is encouraged. Individuals placed on a waiting list will be contacted if any additional program space becomes available.

3.05 Co-op Programs

Through a reciprocal agreement with the Batavia Park District and St. Charles Park District, additional programs in this brochure have been made available to residents. Geneva Park District residents may register for these co-ops without paying an additional non-resident fee.

3.06 Age Requirements

When age limitations exist, proof of age (such as a birth certificate) may be required. Participants must be the minimum age required for the program by the first day of the program unless otherwise stated. To insure a quality program for program participants, children are not allowed in adult programs and vice-versa. Siblings of children not registered for a program are not allowed to attend without expressed permission by the instructor. Adults may observe children's programs at the discretion of the instructor.

3.07 GPD Connect

Families interested in the option to register for programs on-line for the first time are required to complete a PIN & Login ID Request form. Forms are available for pick up at the administration office or can be downloaded from the Geneva Park District web site at www.genevaparks.org. Completed forms may be dropped off, faxed or mailed in. To receive a family PIN and Login ID an email address must be written clearly in the proper space designated on the form. PIN and Login ID codes are emailed within 2 business days from submission of the form.

3.08 Scholarship Program

The Geneva Park District has established a scholarship fund for financial assistance through scholarship to individuals and families so they may participate in Park District programs. Applicants who qualify may receive partial or full program scholarships. Those who apply will be required to complete an application listing current finances.

3.09 Special Program Accommodations

Special Accommodation Services are provided through the inclusion services of the Fox Valley Special Recreation Association. Requests for this service should be made a minimum of 2 weeks before the start date of any program during the registration process. The registration form located in Section 25.02 of this manual has a designated area for the request for such services.

3.10 Program Cancellations

The Park District reserves the right to cancel, postpone, combine programs or change instructors. Programs not meeting minimum registration will be cancelled 72 business hours prior to the start date and refunds will be issued. All participants registered in cancelled programs will be notified by the Geneva Park District staff and will receive a full refund.

3.11 Inclement Weather

The Geneva Park District Weather Policy stipulates that all Geneva Park District programs will be cancelled if Geneva School District 304 cancels school for the FULL day. Partial school closures or late starts will result in the Geneva Park District making day of determinations and contacting all participants in the event of any class cancellations. Major weather cancellations/closures of all Geneva Park District programs can be seen at www.emergencyclosingcenter.com, as well as, the Geneva Park District Facebook page.

The Geneva Park District offers the convenience of the weather hotline, at (630) 232-7868 to provide patrons with current status information for any outdoor program or special event that may be affected by weather conditions. Also, this information is provided on our website in the "Weather Corner" and "Field Conditions" sections.

3.12 Senior Discount

Geneva Park District resident seniors, ages 60 years and older, are offered a 20% discount on all Geneva Park District programs with the exception of contractual programs, co-op programs, trips, and programs specifically planned for seniors. Other restrictions may apply. Proof of residency is required.

3.13 A. D. A. Compliance

The Geneva Park District intends to comply with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities. If someone will require an

accommodation for a Park District facility or service, or have any questions about the District's compliance, they are to call (630) 232-4542.

3.14 Waiver Form

The Park District is unable to assume responsibility for injuries or accidents occurring at programs, activities, parks, and facilities. Such insurance would make program user fees prohibitive. The Insurance Liability Waiver section of the registration form must be signed when registering to participate in Geneva Park District programs.

3.15 Photo / Video Disclaimer

Registrants and participants of programs or special events permit the Geneva Park District to take photos and videos of themselves and their children for publication in the program brochure, web site and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their children.

3.16 Registration Policy - Park District Residents

Residents should mail-in, drop-off, email, or fax-in registration forms anytime after receipt of the brochure. Residents are not required to hold their registration forms until the processing date. Forms will be processed randomly instead of in the order they are received. All registration forms received through 5:00 PM on the day prior to the first registration will be held and processed at random beginning on the first registration date at 8:30 am. Once these registrations have been completed, all registrations received on the first registration date or after that date will be processed on a daily basis. This mail-in and walk-in registration policy is designed to be convenient and, at the same time, adheres to our policy of providing residents priority and equal opportunity for class enrollment.

On-line registration begins at 9:00 am on the first registration date for Geneva Park District Residents and on the first non-resident registration date for non-residents. In order to register online, registrants must have a Login ID and Account PIN number assigned by the Park District prior to the date of registration. To obtain a Login ID and Account PIN number, complete a request form and submit it to the Park District. The family will be contacted by a Park District representative ~~that~~ will provide ~~the~~ your Login ID and Account PIN number. Request forms can be downloaded from the Park District website at www.genevaparks.org or picked up at the administrative office at 710 Western Avenue.

3.17 Registration Policy - Non-Residents

Non-residents may mail-in, fax, email, or drop-off a registration form anytime after receipt of the brochure. These forms will be held and processed randomly on the first day of non-resident registration. All registration forms received by 5:00 PM on the day before the first day of non-resident registration will be held and processed at random beginning on the first day of non-resident registration. Once these registrations have been completed, all registrations received on the first day of non-resident registration or after that date will be processed on a daily basis.

3.18 Payment Card Industry Data Security Standards (PCI)

The District handles sensitive cardholder information daily. Sensitive Information must have adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations.

The District commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end the District is committed to maintaining a secure environment in which to process cardholder information so that we can meet these promises.

Security for Transmission of Payment Information:

1. Build and maintain a secure network.
 - Install and maintain a firewall configuration to protect data.
 - Do not use vendor-supplied defaults for system passwords and other security parameters.
2. Protect cardholder data.
 - Protect stored cardholder data.
 - Encrypt transmission of cardholder data across open public networks.
3. Maintain a vulnerability management program.
 - Use and regularly update anti-virus software or programs.
 - Develop and maintain secure systems and applications.
 - Regularly perform PCI vulnerability scans of network to meet payment card industry standards.
4. Implement strong access control measures.
 - Restrict access to cardholder data based on business need to know.
 - Assign a unique ID to each person with computer access.
 - Restrict physical access to cardholder data.
5. Regularly monitor and test networks.
 - Track and monitor all access to network resources and cardholder data.
 - Regularly test security systems and processes.

Employee Training

Check references and background checks before hiring employees who will have access to customer information. Train employees to take basic steps to maintain the security, confidentiality and integrity of customer information including:

- Lock rooms and file cabinets where records are kept.
- Do not share or openly post employee passwords in work areas.
- Protect laptops, PDA's, cell phones and other mobile devices according to policy.
- Refer calls or other requests for customer information to designated individuals who have been trained in how to safeguard personal data.
- Report suspicious attempts to obtain customer information to designated personnel.
- Regularly remind all employees of your agency's policy- and the legal requirement- to keep customer information secure and confidential.
- Prevent terminated employees from accessing customer information by immediately deactivating their passwords and user names and taking other appropriate measures.

Disposal

Records disposal shall occur on an annual basis. An outside disposal company will burn, pulverize or shred papers containing customer information so the information cannot be read or reconstructed. This disposal shall commence after all applicable state of Illinois records retention and permission for disposal of records have been met.

Destroy or erase data when disposing of computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones or any other electronic media or hardware containing customer information.

Illinois Law Requiring Notification in the Event of a Security Breach- Personal Information Protection Act

“Breach of the security of the system data” means unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of personal information maintained by the data collector. “Breach of the security of the system data” does not include good faith acquisition of personal information by an employee or agent of the data collector for a legitimate purpose of the data collector, provided the personal information is not used for a purpose unrelated to the data collector’s business or subject to further unauthorized disclosure.

In the event of a breach the District shall follow notification requirements as outlined in (815 ILCS 530/).

4.0 CHARGING OF FEES

The Board of Commissioners shall establish guidelines for recreation programs sponsored by the District. The purpose of the fees and charges are presented as follows:

1. Tax Revenue Supplements - It is contended that by making recreation services self-sustaining or partly so, more funds will remain in the recreation budget to care for the entire needs of the District. In addition, these supplements allow the Park District the ability to provide special services, such as community wide events and special programs.
2. Simplifies Discipline - Charges and fees in some instances have simplified the problem of the discipline problems and facilitates more adequate control.
3. Tax Payer Relief - The taxpayer should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses that serve, in some cases, relatively few.
4. Improved Service and Quality - A small fee often can mean a better quality program.
5. Fee Nominal - Fees shall be established to encourage participation by all residents. A scholarship program is available upon request and review.

4.01 Fees and Charges Guidelines:

Fees and charges for all recreation program activities will be approved by the Geneva Park District Board of Commissioners during the budget process and annual report process. When the Recreation Department prepares program budgets, the following guidelines will be followed in computing various fees or charges.

1. Youth Programs - Fees for youth programs should be set on a minimum cost basis. This will establish minimum enrollment for each program.
2. Adult Programs - Fees for adult programs shall be set on a cost conveying basis with minimum enrollment established for each program.
3. Special Events - Fees for special events may be subsidized by the District. The amount of the subsidy should be determined by the type of activity and the number of residents participating.
4. Contractual Program - A contractual program is regarded as any program in which the Park District hires outside services to conduct a program. These programs should make a minimum of 20% profit to cover the subsidy of a private contractor utilizing public facilities.

4.02 Non-Resident Fees:

Geneva Park District residents through property taxes make a financial contribution to the operation of the Park District. Park District residents therefore are given first priority for registration. Individuals living outside the district are to pay additional fees as listed in the seasonal brochures. In most cases, non-residents are required to pay an additional 50% of the resident rate not to exceed an additional \$30. Non resident fees for memberships may exceed 50% of the resident rate not to exceed \$30 upon Board approval.

Residency of the Geneva Park District is defined by financial contributions through property taxes for the operation of the park district. Boundaries of the Geneva Park District and the City of Geneva are not exactly the same. Verification of residency can be done by reviewing a current property tax bill. Proof of residency in the form of a current tax bill or utility bill, for example, may be required during program registration.



Geneva Park District Program Registration

710 Western Avenue ~ Geneva, IL 60134 ~ P: 630-232-4542 ~ F: 630-232-4569 ~ genevaparks.org

Last Name _____ (Adult) First Name _____
 Address _____ City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____
 Email Address _____ Work Phone _____

Participants Name	Birth Date	Age/Grade	Class Choice	Program Name	Code #	Fee
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
			<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice			
Total Fees						

Refunds must be submitted 2 weeks prior to the 1st day of class.

PERSONS WITH SPECIAL NEEDS: The Park District makes reasonable accommodations for persons with special needs to participate. Please specify any adaptive equipment, personnel or other accommodations you need to participate in a program for which you have registered.

Geneva Park District Waiver and Release of All Claims

The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unprofessional conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies) (including transportation services, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred to as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies). I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature. I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District. **PARTICIPATION WILL BE DENIED IF THE SIGNATURE OF ADULT PARTICIPANT OR PARENT/GUARDIAN AND DATE ARE NOT ON THIS WAIVER. Photo/Video Disclaimer:** All participants permit the taking of photos and/or video of themselves and their children during Park District activities, programs, events, and facilities for publication and use as the Park District deems necessary in marketing materials. If you and your child do not wish to be photographed or videotaped, a written objection must be filed with the Park District.

PAYMENT

Please indicate your choice of payment:

☐ Check ☐ Cash ☐ Visa ☐ Mastercard ☐ Discover

Card Number
 Expiration Date

NOTE: Faxed registration must be paid by credit card. When registering by fax, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.

SIGNATURE

I have carefully read the Insurance Liability waiver on this form and understand that my signature is required below in order for myself or my child/ward to participate in the Geneva Park District programs. My signature also authorizes payment via the credit/debit card number if provided for payment.

Signature of Participant, Parent or Guardian
 and Credit/Debit Card Holder if applicable _____

Date _____

Office Use Only	Prepared by:	Date:	Amount:	Pmt Method:
Copy given to:	for:	Special Needs	Personal Training	Priv. Lesson
		RB/WS League	Other	

5.0 DONATIONS

Land/Cash Ordinance

On September 17, 1979, the City of Geneva adopted the ordinance providing for the dedication of park lands and school sites, or the payment of fees in lieu of or a combination of both that shall be required of each subdivider or developer. The Geneva Park District shall review each development and shall determine the necessity of land, or cash, or a combination of both to adequately serve the residents of this district. The City of Geneva has updated and revised the ordinance over the years, most recently in 2001³.

Land Donation - Other

The Geneva Park District may accept cash over and above the Land/Cash Ordinance as it may be negotiated with the landowner or the residential developer.

6.0 SCHOLARSHIPS

6.01 Policy and Requirements



Policy

It is the policy of the Geneva Park District that every resident should have the opportunity to participate in recreational programs. The Park District will attempt to provide financial assistance for residents faced with financial hardships.

Requirements for Financial Assistance/Scholarship

All applicants must reside within the boundaries of the Geneva Park District. Proof of residency and evidence of financial need must be provided to qualify for assistance/scholarship. Factors defining need include current participation in public aid, food stamp program, school free lunch program, subsidized housing program, excessive medical bills and/or family income. **Submission of written documentation from schools and social agencies with family income information are required and will expedite the application process.**

Types of Financial Assistance/Scholarship Available:

1. Payment Plan – The cost of the program will be spread over a period of time to allow the family to afford the program.
2. Partial Payment – The cost of the program will be reduced. The amount of the reduction will be determined on an individual basis.
3. Waiver of Full Fee – When warranted, the full fee of the program will be waived for the individual with the exception of trips and contractual or cooperative programs with other public or private agencies.

Application Procedure

Persons requesting assistance must complete the appropriate application forms and submit with the requested information to the Superintendent of Leisure Services at least two weeks prior to the start of program. Applications will be individually reviewed and applicants will be notified of decision within two weeks of receiving all necessary information.

6.02 Application Guidelines



1. Financial assistance/scholarship participants must be Geneva Park District Residents.
2. All information submitted is kept confidential and is not a matter of public record.
3. All information on the application must be true and accurate. Scholarship funds are legally recoverable if paid and awarded on the basis of false information supplied by applicant and will nullify the request for future scholarships.
4. Delinquency on payment plans or partial payments may result in ineligibility for future program participation or financial assistance.
5. Requests must be submitted on standard forms provided by the Park District and must be complete in full, with all applicable documentation provided, and signed by the requesting party. If requests are submitted incomplete, they will be returned to the requesting party for completion before being considered.
6. Applications must be submitted seasonally. Granting of assistance/scholarship does not ensure continued approval for succeeding sessions.
7. All resident registration procedures and policies apply to financial assistance/scholarship applicants.
8. All general programs are available for assistance EXCEPT trips and contractual or cooperative programs with other public or private agencies. Sunset Pool Passes are also available for assistance/scholarship.
9. A maximum on assistance will be enforced. Each participant will be allowed assistance or scholarship for one program per season (not to exceed a maximum of \$125.00 per person, per season.)
10. All scholarships will be awarded on a first come first served basis, on the basis of need and the ability of the Park District to absorb the cost. Geneva Park District reserves the right to approve partial funding or deny an applicant's request.
11. Periodically, the District may adopt revised standards based upon criteria as approved by the Board of Park Commissioners.



Date Submitted: _____

Geneva Park District Scholarship Application Form

This form must be completed and attached to the program registration form and submitted to the Geneva Park District, 710 Western Avenue, Geneva, IL 60134. Following verification of information supplied on this form, applicant will be notified as to disposition of request.

Scholarship Applicant(s) Family Name: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Email address: _____

Person Completing Application: _____

Relationship to Applicant: _____ Phone: _____

Registrant Name	Date of Birth MM/DD/YY	Amount of Aid Applied

Please check all applicable items to indicate financial need and attach documentation

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Family Income (including child support) | Annual Salary/Child Support: _____ |
| <input type="checkbox"/> Public Aid | Aid Number: _____ |
| <input type="checkbox"/> Food Stamps | Case Number: _____ |
| <input type="checkbox"/> School Lunch Program | School Attending: _____ |
| <input type="checkbox"/> Subsidized Housing | |
| <input type="checkbox"/> Excessive Medical Bills | Explain: _____ |
| <input type="checkbox"/> Other Financial Hardship | Explain: _____ |

Type of Assistance Requested:

- | | |
|--|---|
| <input type="checkbox"/> Partial Award | Dollar Amount of Scholarship Requested: _____ |
| <input type="checkbox"/> Full Award | |
| <input type="checkbox"/> Payment Plan | |

Applicant must submit their last annual tax form and at least one of the above mentioned items with this application. This may include a social agency referral, school referral, etc. Incomplete applications (incorrect/missing information) will be returned to applicant unprocessed.

References: At least two references (i.e.: social service agencies, schools, employers) must be provided and permission given below for them to supply the Geneva Park District with information regarding applicant's financial need.

	<u>Name</u>	<u>Address</u>	<u>Phone</u>
1.	_____		
2.	_____		
3.	_____		

I certify that the above information is true and correct and understand that its accuracy will be verified. I have read the scholarship application guidelines and scholarship policy and requirements attached and understand the process by which financial aid may be graded according to those guidelines, policies and requirements.

Date

Signature of Applicant

7.0 PROGRAM REFUNDS

During the course of a recreation program season, refunds may be issued to individuals for numerous reasons. The following guidelines will assist in determining the refund:

1. Program refund requests for programs MUST be submitted 10 business days prior to the first day of class to be eligible for refund. This policy gives other residents the opportunity to fill the space.
2. All program refund requests will be assessed a service charge of \$3.00 or 10%, whichever is less with a minimum charge of \$1.00. A prorated withdraw refund will be made for participants who decide, for whatever personal reason (including injury or illness), that an ongoing program is not right for them. The prorated refund will be based on the number of classes that have occurred at the time the refund request form is received by the Park District.
3. The Refund Policy does not apply to:
 - “Nonrefundable” trip tickets, unless the Park District is able to resell tickets;
 - Preschool & Kid’s Zone Program deposits, unless the class space can be filled prior to the start of the program;
 - Contracted classes, unless a replacement can be found.
4. Refunds will not be granted for fitness center memberships for any reason, one month from the start date.
5. No refunds for pool passes.
6. No refunds or make-up classes will be granted for unattended classes once the session has started.
7. Refunds for Wheeler and Island Park Pavilion rentals will be granted with a 20% service charge assessed only if a refund is requested more than two weeks prior to the date reserved. Absolutely no refunds will be given if reservation is cancelled within two weeks of the date requested. No refunds will be given for inclement weather.
8. The Geneva Park District reserves the right to review and make the final decision on all refunds.



710 Western Avenue
Geneva, IL 60134
Phone: 630-232-4542
Fax: 630-232-4569
Email: info@genevaparks.com
Website: www.genevaparks.org

Office Use Only: staff initials _____ date _____

W/L: NO YES

Application for Refund form must be submitted 10 business days prior to the first class meeting. This allows other Park District residents the opportunity to fill the open spot.

All refund requests granted will be assessed a service charge of \$3.00 or 10%, whichever is less, with a minimum charge of \$1.00.

No refunds will be granted after the first meeting of any program unless:

1. A valid physician's written excuse; or
2. Proof of relocation out of the area is submitted to the office

NO refunds will be granted for trips unless a substitute can be found. **NO** refunds for pool passes. **NO** refunds will be granted for MEMBERSHIPS for any reason. **NO** refunds or make-up classes will be granted for unattended classes once the session has started. The Park District reserves the right to review and make the final decision on all refunds. If a transfer is initiated by the Park District, no service fee will be charged.

Application for Refund

DATE _____

_____ Credit My Geneva Park District Account

_____ Issue A Refund To Me. *Note: Refund will be issued using the same payment method as the original payment for this transaction. Cash payments will be refunded by check.*

NAME OF REGISTRANT _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

NAME OF PROGRAM _____

PROGRAM CODE # _____

REASON FOR REFUND REQUEST _____

SIGNATURE OF APPLICANT _____

----- OFFICE USE ONLY -----

Approved _____ Disapproved _____ Date _____

Reason for Disapproval _____

Date called advising of disapproval _____ Initials _____ Participant's Response: _____

Accounting Dept.

_____ Check _____ Credit Card _____ Credit GPD Acct.

Superintendent of Recreation

Refund Calculation

Class Fee _____

Amount of Refund _____

Date of Refund _____

8.0 PURCHASE GUIDELINES

8.01 Purchase Guidelines:

All employees of the Geneva Park District are required to adhere to the following “purchase guidelines” when buying items for the District. These purchase guidelines have been established in order to protect both the District and the employee from accusation about purchases.

Limits

Every position within the district has a limit in the dollar amount of purchases, which can be made without prior approval. These limits are as follows:

Director:	\$10,000.00 per item	Purchases may exceed amount with approval from Board
Dept. Head:	\$2,000.00 per item	Purchases may exceed amount with approval from Director
Full Time:	\$500.00 per item	With notification to department head Purchases may exceed amount with approval from department head
Part-time/Seasonal:		All purchases must have prior department head approval

Procedures

Purchase orders must be completed and approved by the appropriate individual. The following procedures should be followed:

1. Purchase orders are to be completed by employees when 1) requesting to purchase materials or supplies when the total cost exceeds their purchasing limit, 2) purchasing materials or supplies from a manufacturer that requires a purchase order or 3) requesting any contracted labor for repairs, maintenance or construction.
2. Purchase orders are to be submitted to department head or director for approval and signature.
3. Purchase orders are then given back to employee for contractor approval/signature if applicable before contracted work is to be performed.
4. Upon completion of purchase or receipt of shipped merchandise, all receipts, shipping notices and purchase orders are submitted to Department Head attached to invoices.
5. All invoices with purchase orders attached are approved by the Department head and then forwarded to Office Manager for payment.

Check Requests

From time to time, checks must be issued to suppliers or individuals providing services in which a bill is not received. The check request should be completed by the employee and the above limits and procedures should then be followed. (An example would be payment on a contractual agreement.)

Economic Purchasing

All employees of the district are encouraged to seek out the most economic choice when purchasing items for the district. This is achieved by 1) Cooperative purchasing through the IPRA to secure bulk purchase pricing, 2) Comparative price quotes for items over \$300.00 and 3) Competitive Bid process for items over \$25,000.00.

8.02

PURCHASE ORDER



710 Western Avenue, Geneva IL 60134
Phone (630) 232-4542 Fax (630) 232-4569

Vendor Name: _____

Date: _____

Vendor Address: _____

Vendor Phone #: _____

Vendor Email: _____

Requested By	Shipping When	Shipping Via	Method of Payment

Quantity	Item #	Unit	Description	Discount	Unit Price	Total

Subtotal	
Shipping	
Total Due	

Account#: _____

GPD Signature: _____

Date: _____

Contractor Signature: _____

Date: _____

Labor for Repairs, Maintenance, Construction etc.

This contract calls for the construction of a "public work", within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash plus fringe benefits) in the county where the work is preformed. For information regarding the current prevailing wage rates, please refer to the Illinois Department of Labor's website at <http://www.state.il.us/agency/idol/rates/rates/HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

8.03 Check Request:

CHECK REQUISITION

TO: _____
(Name)

(Address)

(City) (State) (Zip Code)

AMOUNT: _____ ACCOUNT#: _____

DESCRIPTION: _____

DO YOU WANT CHECK RETURNED TO YOU? _____

COMMENTS: _____

FROM: _____
(Name) (Dept.) (Date)

AUTHORIZED BY: _____
(Signature) (Date)

9.0 PROCEDURES FOR UTILIZING TRANSPORTATION EQUIPMENT

The Geneva Park District retains the following equipment to utilize in Park District vehicles while performing Park District business such as, but not limited to, participant trips, summer camp transportation, travel to business meetings etc.

1. I-Pass Transponders for all 2-axle vehicles (1) and for the Ford Federal Bus (1)
2. Persons with Disabilities Parking Placards (2)
- ~~3. Garmin Navigation System (1)~~

Please utilize the following check out procedures for each piece of equipment.

1. All users must read the equipment information and directions located with the equipment or in each checkout folder prior to using the equipment for the first time.
2. The equipment is for Geneva Park District use only unless pre-approved by the Director.
3. The Check-Out form must be completed each time any transportation equipment is utilized and the Supervisor Sign-Off space must be signed by the appropriate Department Head.
4. All users must pick up and return the transportation equipment on the same day.
5. Anyone utilizing the equipment may be liable for any lost, stolen or damaged equipment.

10.0 AFTER HOURS USE POLICY

Employees are prohibited from taking or using any park district supplies, materials or tools without the approval of the Director or a Superintendent. The use of equipment or facilities is not for the personal gain of the employee.

After receiving permission from the Director or a Superintendent for use of tools, equipment or facilities, you must sign and date the sign-out and sign-in sheet.

Equipment, tools and facilities must be returned or left in the condition that they were in before your use was incurred. If these guidelines are not followed, the person or persons not doing so may be denied these privileges and may be required to pay for repairs or replacement of the item.

11.0 BOARD MEETING POLICY

Board Policy for Open Meetings

The Geneva Park District Board of Commissioners adopts this policy for the hearing of guests to be limited to a certain time frame due to the length of regular and special board meeting agendas conducted throughout the year. This does not affect public hearings, which by law can not have a specific time limit for residents to speak and ask questions. However, Public Hearings may be continued on another date and some “reasonable” amount of time for a public hearing should be allowed.

This policy is not intended for the purpose of avoiding public comment or views but to structure a more effective and organized meeting.

A citizen or citizens wishing to address an issue with the Board of Commissioners should contact, in writing, the Director of Parks and Recreation or the President of the Geneva Park District requesting a formal placement on the agenda for an upcoming regular or special meeting. This notice should be received by the park district office at least one week prior to a meeting for proper placement on the agenda.

Anyone wishing to discuss an issue, ask questions, or make comments not relative to the agenda may do so during the “Hearing of Guests” portion of the agenda at a regular or special meeting.

1. Any citizens wishing to speak during the public hearing portion of a meeting may be asked to sign the “sign up” sheet which is available from the Secretary of the Geneva Park District.
2. An individual may be allowed a maximum of five minutes to present their view or ask questions.
3. A discussion regarding a particular issue may be limited to twenty minutes or a specific time designated by the Board of Commissioners.
4. A particular issue not listed on the agenda may be deferred to another meeting date or a special meeting to address the issue.
5. A group of citizens attending the meeting for a specific issue or several issues is requested to have one or two spokespersons to avoid repetitious discussion.
6. Unruly behavior from the audience or guests will not be tolerated and such an individual or individuals could be asked to leave the meeting.
7. The Board of Commissioners require that only one person speak to the board at a time and that person should be recognized by the President of the Board before speaking. We wish everyone at the meeting to be courteous.

12.0 HIGH RISK DRIVER POLICY

The purpose of this policy is to make it absolutely clear to all employees and prospective employees that the Geneva Park District is very concerned about motor vehicle safety.

Our greatest concern is for the life and physical well being of our employees. No monetary consideration can be placed above the safety of an employee. Safety is the responsibility of everyone. It is the policy of the Geneva Park District to provide and maintain safe working conditions and to follow practices that will safeguard all employees and the public.

To ensure that the Geneva Park District selects and maintains safety-conscious drivers, we have developed the following guidelines to identify High Risk drivers.

Prospective Employee Not Eligible to Drive

A prospective employee applying for a position in which he/she may drive a Geneva Park District vehicle or their own vehicle on district business would be considered a High Risk if they have had any one of the following:

- An evoked or suspended license within the last two years from the date of application.
- More than two moving violations (points assigned) within the past 12 months.
- More than three moving violations (points assigned) within the past 24 months.

Current Employee Driving Standard

Employees who currently drive a Geneva Park District vehicle or their own vehicle on district business must maintain a good driving record. The district recognizes that drivers who consistently violate state motor vehicle codes expose themselves and the community to potential bodily injury and property damage. To reduce our exposure we have established criteria that will identify current High Risk drivers. Employee drivers would be considered high risk if they had any one of the following:

- Two or more moving violations within a 12 month period.
- One moving violation and have one preventable accident while driving a Geneva Park District vehicle within a 12 month period.
- Any combination of moving violations or preventable accidents while driving a Geneva Park District vehicle within a 24 month period totaling more than three.

Drivers meeting the above criteria would be considered a high risk to the Park District and community. Employee designated as a high risk will be required to participate in a driver improvement course and subject to frequent road checks.

13.0 ANTI-VIOLENCE POLICY

The Geneva Park District is concerned about increased violence in today's society and as such, recognizes that there is an increased propensity for acts of violence to be carried into the workplace. Stresses created by overworking, work disputes, family disputes, road rage, medical concerns and increased use of computer technology are just some of the situations that can lead to violence at home or in the workplace.

It is therefore, the policy of the Geneva Park District not to tolerate any act or threat of violence by any current or former employee against its employees, patrons, visitors, vendors or any member of the general public. All threats of violence will be assumed to have been made with the intent to carry them out, and will be investigated immediately. Further, the Geneva Park District prohibits unauthorized guns or other weapons on park district property which can lead to workplace violence.

All staff of the Geneva Park District is required to report any threatening, offensive or suspicious activities/behaviors to their immediate supervisor. In the absence of the immediate supervisor, a report should be made to the Director, or any member of the Administrative Staff.

In every case involving a complaint of violence, or possible violence, a prompt investigation will begin, and everyone involved will be given the utmost protection and privacy. However, the complainant will not be able to remain anonymous during the investigation. During the investigation all employees must cooperate with the Park District's inquiry. The Park District will not condone any retaliation against employees who report suspicious behavior or a threat of violence.

Employees found to have engaged in workplace violence will be discharged of their duties immediately. Established disciplinary procedures of the Park District, as described in the Personnel Policy Manual, will be followed.

The Director of the Geneva Park District may refer employees who engage in violent or threatening behavior to the Employee Assistance Program following a complete investigation.

14.0 BEHAVIORAL GUIDELINES

In order to maintain a safe and enjoyable environment, strict behavior and discipline policies have been adopted for Geneva Park District programs. It is the Park District's philosophy for participants to take responsibility for their own actions. Staff should try to accomplish this through using specific directions, redirecting children, positive reinforcements, motivation and positive example. The Park District wants the participants to be able to manage their behavior, in order to succeed in daily activities. Since each participant has different ways of learning, several different methods may be used.

Objectives

1. Foster and enhance mutual respect, understanding and the principles of good behavior and fair play amongst all participants.
2. Promote safety and respect, ensure fun and enjoyment.
3. Eliminate behaviors and actions which distract from a positive environment.
4. Zero tolerance of any forms of abuse and/or harassment.

The following infractions will constitute utilization of the discipline system that follows under Discipline Procedures.

1. Harming ones' self such as, but not limited to:
 - a. Leaving grounds without permission.
 - b. Leaving designated group without permission.
 - c. Climbing on objects that are not recommended by staff.
 - d. Physical damage to self.
 - e. Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products.
2. Harming others such as, but not limited to:
 - a. Fighting
 - b. Throwing objects at or near others.
 - c. Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
 - d. Hitting, kicking or biting others.
 - e. Extreme verbal abuse.
 - f. Profanity
 - g. Showing disrespect to other participants and staff.
 - h. Other aggressive behavior including any verbal or physical bullying.
3. Damage to Property
 - a. Vandalism
 - b. Tantrums resulting in damage to property.
 - c. Breaking, damaging or destroying property.
4. Theft
 - a. Taking any item that does not belong to the child.

15.0 DISCIPLINE PROCEDURES

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Procedures

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Fox Valley Special Recreation Association should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If a participant exhibits inappropriate actions, disciplinary actions will be implemented in the following sequence:

Verbal Warnings: Verbal warnings will be given for actions. More than one verbal warning may be given depending on severity of action.

Written documentation: Written documentation will be sent home to a parent or guardian, or the participant if he or she is an adult, to be signed and returned. The parent/participant will also be called by the Program Instructor and/or Recreation Supervisor.

Program Suspension: The participant will be suspended for up to three days. The suspension will be in effect the first day following the offense. The parent/participant will be notified by the Recreation Supervisor and written documentation will be provided.

Program Dismissal: Depending on the situation and the severity of the offense, the participant may be permanently dismissed from the program following any offense.

In cases when a program only meets for one day, participants will be given 2 verbal warnings. If the behavior is not corrected after two warnings, the participant will be removed from the class.

NOTES: There will be no refunds for days missed due to disciplinary infractions. Parents of program participants are responsible for ANY damages caused by their child.

When to Contact the Police

The police should be called immediately in the following situations:

- If a participant makes a direct threat of hurting himself or another,
- If a participant becomes overly aggressive and violent or,
- If a participant is removed from a program and returns to the facility.

16.0 POOL PERSONAL FLOTATION DEVICE POLICY

Personal flotation devices (PFD) may not be allowed in the Sunset Pool during open swim. The Geneva Park District has developed an exception to this policy if a parent or guardian is within arms reach of swimmers using PFDs at all times.

1. Any swimmer required to use a PFD due to medical reasons or a disability, may do so upon approval from the Sunset Pool Manager or Facilities Supervisor.
2. Residents shall notify Sunset Pool staff of the need of a PFD use by a seizure-prone/disabled person.
3. Use of a PFD will not remove a swimmer's need for supervision that normally would be required.
4. PFDs are intended to give the swimmer a sense of security and buoyancy, **not** to prevent drowning.
5. Geneva Park District is not responsible for providing special supervision for seizure-prone/disabled persons during open swim times. All special supervision is the responsibility of the parents, guardians and adult PFD users.
6. Parent or guardian is responsible to be within arms reach of swimmers using PFD at all times.

17.0 UTILIZING VOLUNTEERS

The Geneva Park District recognizes the important role that volunteers play in the delivery of quality Park District programs and services. These individuals make it possible to schedule a greater variety and an increased number of activities, thereby enriching the programs and services of the Geneva Park District. Volunteers provide leadership; are a link with the community; serve as public relations ambassadors for the Park District; bring forth wide and varied points of view and skills to help meet community needs; contribute immeasurable amounts of time, energy, effort and money to make possible many of the programs and services the Park District provides; and they complete maintenance tasks which help enhance and beautify our parks. Therefore, it is practice of the Geneva Park District to recruit, train and supervise volunteers on an on-going basis for the betterment of District programs and services.

18.0 AFFILIATE COMMUNITY GROUPS POLICY

Within the Geneva Park District, certain activities or programs can be best implemented, enhanced and coordinated through the development of affiliated organizations, hereafter referred to as an Affiliate Group. The Park District shall determine those activities whose needs are not currently being met and would be best provided through this programming method and further define the relationship that exists between these organizations and the District. An affiliate can be described as an organization closely associated with another, typically in a dependant or subordinate position. The transition of an organization, which seeks affiliated status, may evolve from interest groups currently existing within the community, Park District programs that have demonstrated viable growth potential and newly formed affiliate organizations. The following guidelines have been established to provide a clear understanding of the District's relationship to these organizations and to insure conformity and consistency with the standards of the Geneva Park District.

18.01 Affiliate Group Responsibilities:

Affiliate Groups shall provide their own basic leadership and delegate operational responsibilities to its membership. The utilization of Park District staff and Administrative Services shall be subject to the approval of the Superintendent of Recreation, the Superintendent of Parks and Properties or Director.

Activities sponsored by Affiliate Groups must demonstrate the following wholesome and worthwhile values of recreational and leisure pursuits for all participants:

- A. The activity must develop a sense of achievement and self-respect.
- B. The activity should stimulate creativity while developing new skills that are a challenging exciting experience.
- C. The nature of the activity should enhance avenues of socialization.
- D. The mere existence of the organization shall be of value to the community.

18.02 Advantages of Affiliate Group Status:

1. Affiliate Groups can utilize Park District meeting rooms and facilities. Use is based on availability and Park District scheduling concerns. Priority scheduling is to be reviewed annually. Scheduled open building hours will be free to Affiliate Groups at SCC as long as they maintain residency requirements. Priority scheduling will be as follows:
 - A. Park District Programs, Events, or Rentals
 - B. Affiliate Groups with 100% Geneva Park District residency
 - C. Affiliate Groups with less than 100% residency. Priority will be given to the groups with the highest number of residents.
2. Affiliate Groups can utilize Park District facilities for Affiliate Group activities (pools, athletic fields, etc.). Special requests/reduced rental rates (excluding all Revenue Facilities) should be brought to the Superintendent of Recreation, Superintendent of Parks and Properties or Director.
3. Affiliate Groups can maintain control and operation of their organization events and provide a recreational outlet for the members and participants.

4. Affiliate Groups may be able to store equipment in Park District facilities. Storage space will be based upon availability and items to be stored. The Park District assumes no liability for damage to any items stored on Park District property.

18.03 Advantages for Park District in Acquiring Affiliated Groups:

1. Affiliate Groups provide volunteer assistance to the Park District for related programs and/or special events.
2. Affiliate Groups provide or enhance a leisure service to the residents of the community.
3. Affiliate Groups allow the Park District and other organizations to coordinate their efforts to provide maximum coverage of Recreation throughout the community.

18.04 Application for Affiliate Group Status:

1. Organizations which desire consideration for Affiliate Group status shall provide a letter of application to the Director as well as the following items:
 - A. Written by-laws/guidelines of the organization.
 - B. A statement of purpose and description of the specialized activities.
 - C. A list of officers and membership/participants with mailing addresses.
 - D. A draft list of at least 150 members including name, address, zip code and park district residency of all members.
 - E. A proposed annual budget/financial statement.
 - F. A Certificate of Insurance naming the Geneva Park District and its officers, officials, employees, volunteers and agents as additional insured as well as a copy of the Affiliate Group insurance policy.
 - G. Proof of State of Illinois "Not-for-Profit" Status may be required.

After receipt of the required materials, organizational representatives are encouraged to meet with Park District staff to review submitted materials or discuss concerns. The letter of application may also be presented to the Board of Commissioners for approval.

2. Upon approval, an Affiliate Agreement will be produced for the group. A new Agreement will need to be produced annually for each Affiliate Group.

18.05 Maintenance or Loss of Affiliate Status:

1. All newly accepted Affiliate Groups shall be granted conditional status for a period of twelve months. Subsequent to a review by the Superintendent of Parks and Properties, the Superintendent of Recreation, and the Director, the conditional status will be changed to full status at the end of the first twelve months. This is to ensure that within the first twelve months of operation, that the Affiliate Group has met and upheld all criteria as established within these guidelines.
2. Those organizations which have attained full Affiliate Group status shall be subject to an annual review based on compliance with the following items:
 - A. Remittance of a membership roster of at least 150 members including residents of the Geneva Park District.

- B. Remittance of a list of officers and complete membership profile.
 - C. Remittance of a complete financial statement.
 - D. Remittance of a Certificate of Insurance naming Geneva Park District and its officers, officials, employees, volunteers and agents as additional insured as well as a copy of the Affiliate Group insurance policy.
 - E. Any changes beyond the original intent or scope of written by-laws/guidelines of an Affiliate Group shall require re-application for Affiliate Group status.
3. The Park District reserves the right of revoking or changing the affiliation status of any group at any time after providing a written report to the group which outlines the reasons for revocation or change. The action will not become effective until 30 days from written notification during which time the group may work to provide proof of compliance to change to the District's satisfaction.

18.06 Affiliate Agreement

The Geneva Park District agrees to adopt _____ as an Affiliate Group. Said organization agrees to adhere to the following Geneva Park District policies:

- A. The group shall have its own volunteer governing board with a set of bylaws (adopted to guide the board in policy-making decisions) and:
 - 1. be a not-for-profit corporation, or
 - 2a. provide justification of fees, and
 - 2b. provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
 - 2c. provide an annual audit or detailed report which documents the organization's current financial standings, including operational revenues, expenditures, and financial reserves.
- B. Membership must include at least 150 members. Depending on the size of the total membership, Affiliate Groups may be required to maintain a membership of which the majority of its members/participants are Geneva Park District residents.
- C. The Affiliate Group shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises directly or indirectly by the Affiliate Group during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliate Group or any of the Affiliate Group partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility caused directly or indirectly by any act or omission of the Affiliate Group. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliate Group shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliate Group's breach of any of its obligations under, or the Affiliate Group's default of, any provision of this agreement.
- D. The Affiliate Group shall assume the responsibility for liability and other appropriate insurance coverage for all programs conducted. The coverage should name the Geneva Park District and its officers, officials, employees, volunteers and agents as an additional insured for not less than \$1,000,000. Annual proof of insurance shall be provided the Park District prior to commencement of programs in the form of a Certificate of Insurance and a copy of the Affiliate Group's insurance policy.

- E. The Affiliate Group agrees and understands that neither the Affiliate Group nor its officials, officers, members, employees or volunteers (collectively "Affiliate Group") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliate Group will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliate Group activity will be the Affiliate Group's sole responsibility and not the Park District's. Also, it is understood that the Affiliate Group is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliate Group will be solely responsible for its own actions. The Park District will in no way defend the Affiliate Group in matters of liability.
- F. The Affiliate Group shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any group privileges under this Agreement.
- G. The Affiliate Group shall not represent itself or members of the Affiliate Group as employees, volunteers, or agents of the Park District.
- H. All fees, charges, scholarships, monies, and expenditures shall be handled by the group themselves, with their own accounts in the group's name. The Affiliate Group shall have a written policy regarding refunds and all requests for refunds shall be addressed in a timely manner. The Affiliate Group shall also have a written policy for financial assistance scholarships to help ensure that all interested parties can participate in the program.
- I. Fees shall be set by the Group's governing board, which cover the expenses of running the organization and activities they provide. The group may choose to supplement their funds with fund-raising events to help defray the individual participant's cost.
- J. The Park District may provide a listing for the group in the brochure, etc. The Park District shall not subsidize the group with tax monies. Cost for maintenance of equipment and/or facilities will be charged to the Affiliate Group for services and materials rendered.
- K. Agreements with all Affiliate Groups shall be reviewed annually, with renewal dependent on a satisfactory review.
- L. The Affiliate Group will have procedures in place to review, on a timely basis, questions, concerns or problems brought to its attention by program participants (or their parents). Once the review has been completed, the inquiring party(ies) will be responded to on a timely basis.
- M. The Affiliate Group shall not discriminate on the basis of race, color, religion, sex, natural origin, handicap, political affiliation, belief, age, marital status, ancestry, military status, or unfavorable discharge from military service.

- N. The Affiliate Group will comply with the Americans With Disabilities Act (ADA) which requires that each program, service, and activity offered, when viewed in its entirety, be readily accessible to and usable by qualified individuals with disabilities.
- O. The Affiliate Group must comply with the Abused and Neglected Child Reporting Act (325ILCS5/1et seq 1) as required.
- P. The Affiliate Group shall conduct State of Illinois criminal background checks annually on all new individuals who serve in a coaching capacity. **Background checks must be complete prior to coach(es) having any contact with participants.** Every third year the organization will complete State of Illinois criminal background checks on all coaches. Anyone convicted of a crime involving moral turpitude shall not be allowed to coach.
- Q. The Affiliate Group agrees to cross-reference all staff, employees and volunteers with the state and/or local Child Offender Database.
- R. The Affiliate Group understands and agrees that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any community Affiliate Group position and/or activity and that the Park District is not responsible for any hiring or retention decision.
- S. The Affiliate Group shall supply a roster listing the name, address, zip code and park district residency of all participants to the Geneva Park District in a Microsoft Excel spreadsheet. A printout and disc must be submitted at least two (2) weeks prior to the start of the sport season each year.
- T. The Affiliate Group utilizing any facilities, park space, storage space or meeting rooms must comply with all Geneva Park District procedures, ordinances and time restraints.
- U. The Affiliate Group is solely responsible for providing supervision and security services, as needed, for any and all Affiliate Group activities.
- V. The Park District does not assume any responsibility, care, custody, or control of any community Affiliate Group property or equipment brought upon or stored upon Park District property. The Affiliate Group is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
- W. The Affiliate Group shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc. or operate any other energy amplification device in such a way as to be audible beyond the immediate vicinity of their activity. The Affiliate Group shall obtain any and all necessary permits and/or licenses from any relevant organizations authorizing the use and broadcast of protected music in any form.
- X. The location, size and appearance of all storage buildings and boxes provided by the affiliate group must be pre-approved by the Superintendent of Recreation, the Superintendent of Parks and Properties and Director.

Y. Other Provisions:

1. Affiliate Group must submit facility requests a minimum of 45 days in advance.
2. Athletic field maintenance required will be charged to any applicable Affiliate Group, per the maintenance fees of the current year.
3. Affiliate Group will provide a list of current Board Members to the Park District.
4. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities.
5. Affiliate Group will be asked to financially assist in capital improvement projects that benefit the organization.
6. Affiliate Group will provide safety and first aid training for referees and coaches.
7. The Park District reserves the right to cancel competitions and/or practices due to wet or unsafe field/facility conditions.
8. All competitions and practices shall be postponed or cancelled when lightning, thunder or threatening weather takes place. Competitions and practices may not resume until the weather clears. (It is recommended that you wait 30 minutes after the last sighting of lightning and/or thunder.)
9. No rescheduled competitions from other communities are allowed at Geneva Park District facilities.
10. The Geneva Park District is required to assess and collect a non-resident activity fee.

The Geneva Park District reserves the right to cancel this contract and its co-sponsorship in writing at any time.

Geneva Park District

Affiliate Group Name

Affiliate Group President (print)

Signature

Street:

City & Zip Code:

Phone:

This Agreement must be signed and returned to the Park District four (4) weeks prior to the start of the sport season each year. Contract will be null and void if it has not been returned to the Geneva Park District

Signed this ____ day of _____, 2 _____. This agreement terminates one (1) year from the date stated below.

Approved by Geneva Park District, Date: _____ .

19.0 ENVIRONMENTAL MEETING POLICY

The Geneva Park District is committed to minimizing the environmental impact of all meetings hosted by the Park District. The best way to deal with waste is not create it in the first place. The environmental benefits for conducting meetings in this manner include cost savings by reducing energy and paper use. The following guidelines offer support to the meeting policy for the Geneva Park District:

1. Maximize paperless technology: take advantage of new media and digital technology to minimize paper use. Provide presentation information on a flash drive or online for attendees to reference digitally.
2. Make double sided copies for all documents.
3. Recycling bins are placed in meeting rooms for convenient use.
4. Utilize white boards instead of flip charts for brainstorming and idea organization. It is also possible to record brainstorming ideas on a laptop, projected onto a screen for all to reference.
5. Provide cups or mugs for use at all coffee and beverage breaks
6. If printed materials are needed, select recycled paper with a high post-consumer content, use vegetable-based ink and print materials on both sides.

The Environmental Meeting Policy will be attached to all rental agreements to provide guidance to residents renting Park District Facilities.



Planning Environmentally Aware Events/Meetings

Materials/Supplies:

The best way to deal with waste is not to create it in the first place. Determine what materials are needed at your event and consider ways to reduce the amount used.

- Use electronic communication for meeting invitations, packets or other communications if possible.
- Let participants know that you are greening the meeting/event and encourage their participation.
- Use paper with a minimum 30% post-consumer content and print on both sides.
- Reduce the amount of paper distributed by purging duplicate addresses from mailing lists. Encourage the use of electronic communication.
- Encourage the use of reusable items.
 - name tags, binders, grease boards
 - provide reusable containers for handouts or packets. (file folders, binders)

Disposables:

- Serve beverages in bulk recyclable containers
 - Water in pitchers
- Provide mugs or glasses or encourage guests to bring their own.
- If reusable containers are not an option, choose beverages in recyclable packaging.
 - glass
 - aluminum cans
 - #1/#2 plastic
- Use cloth or sturdy plastic tablecloths that can be cleaned and reused.
- Serve condiments (sugar, salt, and creamer) in bulk containers.
- Avoid plastic coffee stirrers, straws and toothpicks. Use silverware.
- Use cloth napkins or those made from 80% post-consumer recycled content.
- Do not use disposable plates, cups, silverware and napkins.
- Use china plates instead of paper or plastic.
- If food is served serve finger foods that aren't individually wrapped.
- Offer sustainable/seasonal/local/organic foods if available.

Recycling:

- Recycle paper, glass, metal, cardboards, and plastics.

20.0 COMMUNITY GARDEN
20.01



Geneva Park District Program Registration
710 Western Ave., Geneva, IL 60134 630-232-4542 Fax 630-232-4569
Register online at www.genevaparks.org

Registration form fields: Last Name, (Adult) First Name, Address, City, Zip, Home Phone No., Cell / Other Phone No., E-mail, Work Phone.

Table with 5 columns: Participant's Name, Birth Date, Program Name, Code, Fee. Row 1: Community Garden Plot, 5611901-01, \$45 Res / \$60 N/R. Row 2: Total Fees.

MUST SUBMIT COMPLETED & SIGNED REGISTRATION FORM, SIGNED PLOT AGREEMENT AND PAYMENT

PERSONS WITH SPECIAL NEEDS: The Park District makes reasonable accommodations for persons with special needs to participate. Please specify any adaptive equipment, personnel or other accommodations you need to participate in a program for which you have registered.

Geneva Park District Waiver and Release of All Claims
The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physical fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK
Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inherent weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unpartisanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK
Please read this form carefully and be aware that in signing up and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies) (including transportation services, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred to as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies). I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature. I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District. PARTICIPATION WILL BE DENIED IF the signature of adult participant or parent/guardian and date are not on this waiver. Photo/Video Disclaimer: All participants permit the taking of photos and/or video of themselves and their children during Park District activities, programs, events, and facilities for publication and use as the Park District deems necessary in marketing materials. If you and your child do not wish to be photographed or videotaped, a written objection must be filed with the Park District.

PAYMENT
Please indicate your choice of payment:
☐ Check ☐ Cash ☐ Visa ☐ Mastercard
Card Number []
Expiration Date [] [] [] [] [] []
NOTE: Fixed registration must be paid by credit card. When registering by fax, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.

SIGNATURE
I have carefully read the Insurance Liability waiver on this form and understand that my signature is required below in order for myself or my child/ward to participate in the Geneva Park District programs. My signature also authorizes payment via the credit/debit card number if provided for payment.
Signature of Participant, Parent or Guardian and Credit/Debit Card Holder If applicable _____ Date _____

Table with 5 columns: Office Use Only, Prepared by, Date, Amount, Pmt Method. Row 1: Copy given to, for, Special Needs, Personal Training, Priv. Lesson, RB/WB League, Other.

**GENEVA PARK DISTRICT
COMMUNITY GARDENS RULES AND REGULATIONS**



1. PURPOSE OF THE PROGRAM

YOU ARE THE RESPONSIBLE PARTY FOR PLOT # _____.
(A MAP WILL BE PROVIDED)

The Geneva Park District provides gardeners the opportunity to participate in a community gardening experience through the Community Garden Plot program. One Hundred and Twenty Four garden plots will be available for rent for the 2015 growing season. Plots measure 20 feet by 30 feet. Gardening is permitted when the park is open, dawn to dusk.

Five raised beds are available for use by gardeners with limited mobility. Proof of mobility issue must be given at time of registration. These beds will be given out first come first served and any gardener with a mobility issue

The rules and regulations for the Garden Plot Program ensure that all participating gardeners have the opportunity for a positive gardening experience. Garden plot sites are an asset to the community. By following the rules and regulations, gardeners demonstrate their compliance to garden successfully in a community garden plot program. All gardeners agree to follow the rules and regulations of the Garden Plot Program.

1. Agreement and fee: \$45 residents/ \$60 non-residents

Returning Gardeners: Will be assigned the same plot for 2020. All paperwork for returning gardeners is due by December 10, 2020 to guarantee the same plot. New gardeners will be assigned plots beginning on February 3, 2020.

2. Contact information

All official communication is through the listed plot holder. Make sure the Geneva Park District always has your current address, phone number and (if possible) email address. Use the Website email link or call 630-232-4542 to provide updates. *The preferred method of communication will be via email.*

3. Transferability

You may not transfer or sublet your plot. Resident gardeners will get right of first refusal for priority of the following gardening season.

4. Leaseholder requirements

You agree to be bound by any requirement not named here that the Geneva Park District imposes as a condition for continued use of the garden space, including undergoing a criminal background check. I understand to defend, indemnify, and hold harmless the Geneva Park District, City of Geneva and the Kane County Forest Preserve District and their officers, agents and employees, against all suits, actions, or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any asserted negligent act, error, or omission by the plot holder or other gardeners on the plot.

5. Planting/Cleanup Deadlines

Clean up and prep of your plot must be completed by the following deadlines. Your plot must be clean, fully prepared, and at least half planted by June 1. Any unplanted plot failing to meet these conditions is considered abandoned and will be reassigned immediately, with no refund provided. If your plot is not fully planted by June 15, your plot may be reassigned to another gardener. Remove all plants and temporary structures by the October 31 fall cleanup deadline. The Geneva Park District will till the soil in the fall and spring if weather cooperates.

6. Expected conduct

To retain your gardening privileges and plot, you agree to:

1. Act in a manner considerate of the rights, needs, and safety of other gardeners and the community at large and with courtesy toward others.

Geneva Park District 11/1/2020

2. Actively garden, maintain, and use your entire plot. You may grow food in the rental garden plots for personal consumption. Food may not be grown for commercial purposes.
3. Remove weeds promptly and harvest produce in a timely manner. Keep all plants within your plot boundaries. A rule violation/red flag warning will be given if a plot is excessively weedy, or is filled with debris or overripe produce. Any plot with numerous weeds or that remains unharvested or obviously untended for 2 weeks will be presumed abandoned and is subject to immediate forfeiture without refund.
4. Maintain your half of the path around your plot regularly. Paths must be kept free of rocks, weeds, and all obstacles, including encroaching or overhanging plants (e.g. Raspberries). The Geneva Park District reserves the right to remove any objectionable items. Do not block public paths. The Geneva Park District will maintain public paths with regular mowing.
5. Keep your plot free of perennials, trees and shrubs. If an adjacent plot's gardener complains of excessive shading by anything on your plot, you must come to an agreement or remove it.
6. Respect public property. Keep rocks inside your plot's border or remove them from the grounds. Never dump debris or garden materials anywhere else within the Community Garden. Do not use motorized vehicles in the garden area.
7. Do not enter other plots except with permission or allow unsupervised children to enter any plots.
8. Pets are not allowed in the Community Gardens at any time.
9. All devices emitting noise are not permitted.
10. No Smoking.

II. ELIGIBILITY

The following criteria establish eligibility for having a garden plot:

1. Geneva Park District Residents receive priority registration.
2. Gardeners must sign and return rental contracts with payment by the date on the contract.
3. Gardeners may have only one garden plot per household.
4. Food must be grown for personal consumption, not for commercial purposes.
5. Gardeners must agree to comply with rules identified in Section III for the duration of the rental agreement.

II a. RAISED BEDS

Five raised beds have been added to the Community Garden. They are designed to be accessible for those gardeners with limited mobility. Gardeners in need must submit a request on standard form provided by the Park District. They must be complete in full with all applicable documentation provided. If requests are submitted incomplete, they will be returned. All requests for a raised bed must be submitted with medical proof of need for accommodation. Please provide a note from your medical team to establish the need for accommodation. All other Community Garden eligibility standards, regulations and rules apply.

III. RULES

Below are the rules that govern the program. These rules ensure that the plots are gardened, the area is safe, and the policies and laws of the Geneva Park District, and all applicable local and state laws are followed.

When gardeners receive the contract each year, they will acknowledge that they have read, signed and understood the Rules and Regulations of the Community Gardens.

Geneva Park District 11/1/2020

1. All gardening activities must be contained within the plot boundaries as marked by the Geneva Park District Staff.
2. Prepare your entire plot for gardening and begin planting by June 1. Complete fall clean-up by October 31. Removal of dead plants and securing plant supports are typical clean-up activities. Perennials, trees and shrubs are not allowed.
3. Fences must have mesh fence materials and may be no taller than 6 feet, but can have a single strand wire or string above the fence. The total height of the fence and strand of string or wire is not to exceed 8 feet. Please use black or green mesh fencing, if fencing is used. No orange fencing allowed. All structures must be removed by October 31.
4. Simple, non-permanent structures, such as trellises, raised beds and deck box containers are permitted. Neither solid walls nor roofs are permitted. Deck boxes must not exceed 2 feet by 3 feet. All structures must be removed by October 31.
5. Poured concrete may not be used to anchor fence posts or other structures.
6. Gardeners may not dig channels or create berms outside of their plots. Gardeners may be asked by Geneva Park District staff to remove objectionable items.
7. Mulches such as stone, carpet and artificial turf are not permitted.
8. No woody plants are allowed. All vines must be kept shorter than 6 feet to prevent shade in neighboring plots. Trees of any sort are not allowed. If a gardener's plant or roots extend and/or creates shade in a neighboring plot, the gardener may be asked by the Geneva Park District Staff to remove or relocate the plant.
9. If you must use a pesticide outside of the organic plots, you MUST follow these rules.
 - a) Please investigate safe, non-chemical methods first.
 - b) READ THE LABEL. Weed killer is not allowed. It is against federal law to use a pesticide on a pest or crop that is not listed on the label.
 - c) NO restricted pesticide (pesticides requiring a permit for use) is permitted under any circumstances, even if the person is a licensed pesticide applicator. Use pesticides labeled safe for food crops.
 - d) Research the problem pest and the regulations for managing it in the University of Illinois Pests and Diseases Guide. <http://web.extension.illinois.edu/state/hort9.html>
 - e) Mix and apply the pesticide according to the label. Increasing the dose or frequency may harm your crop or other people.
 - f) For everyone's safety, NO commercial, chemical or organic pesticides and NO fertilizers may be stored anywhere in the garden plot at any time, including locked storage bins.
 - g) Flamers or torches for weed control are NOT permitted due to the risk of fire and personal safety.
10. According to state and local game regulations, it is illegal to bait, trap, or transport any animals across property lines.
11. Place all trash and garden waste in the specially marked bins provided. DO NOT dump plants or trash anywhere outside of your plot, or in surrounding park or wooded areas. It is illegal to dump on any public property.
12. Gardeners may not store excess lumber, fencing mesh or other materials not needed for gardening at their plots for aesthetic and safety reasons.
13. Garden plots are to be maintained throughout the season with active planting, harvesting and weeding.
 - a) Fences are to be kept in good condition: gates on hinges; posts upright; replace severely rusted wire that could cause scratches or puncture wounds.
 - b) Keep weeds under control.
 - c) Keep weeds off fences and weed 6 inches on the outside of the non-shared fence(s) (i.e., remove weeds from the fence to where the ground crew mows).
14. Do not block off-road garden paths and aisle ways with structures, equipment, and debris. Gardeners who are not in compliance with these rules will:
 - a) Receive a notice by mail, email and/or phone from the Geneva Park District Staff;

Geneva Park District 11/1/2020

- b) Have 7 calendar days to correct the problem upon receipt of the notice; and,
- c) If the problem(s) is/are not corrected or addressed within the allotted time frame, the garden plot may be reclaimed and reassigned.
- d) No refund will be issued.

IV. REGULATIONS

These regulations are designed to make gardening enjoyable and successful for you and your garden plot neighbors. For more gardening information, visit the Watch Your Garden Grow, at the University of Illinois Extension website <http://urbanext.illinois.edu/veggies/>

1. Existing Plot Condition

- a) All plots are rented in their existing condition.
- b) The Geneva Park District will till all garden plots once a year in the fall, as close to October 31 as weather allows.

2. Fences

Fences with mesh fencing material up to 6 feet tall are permitted, but not required. The gardener supplies the materials and labor. Fence posts may be wood or metal, and may be up to 8 feet tall and up to 4 inches wide. Posts must be placed deep enough into the soil to securely anchor the post.

- a) NO poured concrete may be used. Metal fence posts with a flange at the base are highly recommended.
- b) The maximum fence height is 6 feet. Fencing materials must be open mesh for all fences between plots. String or wire may be used above the fence to deter deer.
- c) Fences may be used as a trellis between plots only if BOTH garden plot renters agree. Fences on the outside edge may be used as a trellis for plants if the plants do not encroach or obstruct the path. We recommend separate trellises within the plot border. Plots not in compliance with the fencing and structure rules on June 10, 2017 will be reclaimed.

Please contact the Geneva Park District Staff with any fencing questions. The Geneva Park District staff has the right to make final judgment on any fencing issue.

3. Structures

The gardener supplies the materials and labor for non-permanent structures.

- a) Simple trellis structures are permitted if they do not shade other gardens. DO NOT use poured concrete for anchoring. Neither solid walls nor solid roofs are permitted.
- b) Row covers are permitted. Please anchor them to prevent blowing away, and store them when not in use.
- c) Deck boxes must not exceed 2 feet by 3 feet.

All structures must be removed by October 31.

4. Making Good Plant Choices

Gardeners may grow a wide variety of fruits, vegetables, herbs and flowers. Choosing from among the wide range of plants for the garden is challenging and fun! The regulations below will help you make good choices for gardening in a community garden plot program. Talk to your gardening neighbors to share ideas for good plant choices for success.

- a) Asparagus, rhubarb, and many desirable flowers are permitted. Divide them as needed to manage their size. Take them with you when you leave the garden plot program.
- b) Herbaceous vines permitted. Seek neighbor's permission to grow on common fence.

Geneva Park District 11/1/2020

c) No plants on the Invasive Plant of the Chicago Region List may be grown, (<http://www.chicagobotanic.org/research/conservation/invasive/chicago/index.php>). Many of these are weeds surrounding the plots. Please control them as much as you can.

d) Some desirable plants can be weedy, such as raspberries, blackberries, mints, morning glories, and fennel. Please keep these plants 1 foot or more away from plot boundaries. Grow plants like mint in pots to contain them. Remove and throw away seed heads before the seeds ripen. Take the plants with you when you leave the garden plot program.

5. Mulch

Using mulch in your garden plot has many benefits. As organic mulches break down, they add valuable nutrients to your soil. You will need less fertilizer. They also help conserve water.

a) Organic mulches, such as compost, leaves, straw, and shredded bark are highly recommended to conserve water and add nutrients to the soil.

b) Non-biodegradable mulches, such as stone, carpet and artificial turf, are prohibited. Plastic and porous weed blocker covers are permitted, but need to be secured to the ground to prevent them from blowing away.

c) Composting plant materials is an excellent way to reduce trash and conserve nutrients. Do not compost food scraps (such as meat, oils, or fat), as these attract animals.

d) Avoid fresh manure which may contain weed seeds, smells bad, and may have sanitary issues that could affect neighboring plots

6. Watering

The community garden plots will have water hydrants. Gardeners will need to carry water to their plot. We recommend using water conservation methods such as mulching and selecting plants that use less water. Earth-friendly and low-water gardening methods are encouraged.

a) **Hoses are not allowed.**

b) Please report water faucet problems to the Geneva Park District Staff.

c) Standing water or excessive wet spots are breeding grounds for mosquitoes, which are a health hazard. Empty all containers and store them upside down.

7. Managing Pests

There are many potential pests in the garden, such as weeds, insects, fungi, small mammals, etc. Most can be controlled using good gardening practices. We ask all gardeners to try these actions first. Remember the garden plot community is like a crowded neighborhood. Your actions can affect everyone. Please use any pesticides very sparingly and only as a last resort. See the University of Illinois Extension site regarding pest management.

a) Choose plant varieties that are appropriate for our area and are resistant to pests.

b) Keep plants healthy by using compost for fertilizer and mulches to retain water. Overwatering can cause diseases to increase.

c) Remove insects by hand, such as caterpillars and beetles.

d) Clean up dead and diseased plants immediately.

e) Get ideas from the Geneva Park District Staff, your fellow gardeners, bulletin boards, books and magazines, and the Internet to help you resolve your pest problems safely.

Small mammals, such as mice, voles, rabbits, squirrels and groundhogs can be a problem. Barrier methods, such as fencing below the soil line and netting, may help protect your crops.

V. ADMINISTRATION

1. Program Management

The Geneva Park District Garden Plot Program is managed by the Geneva Park District and staff can be reached at 630-232-4542.

2. Rental Procedures

- a) Garden Plots are rented on an annual basis from the third week of April through October 31.
- b) Rental contracts will be available at the Geneva Park District and must be signed and returned with payment. All paperwork for returning gardeners is due by December 10, 2020 to guarantee the same plot. New gardeners will be assigned plots beginning on February 3, 2020. Registration paperwork will be accepted beginning on December 10, 2020.
- c) Residents gardeners in good standing will be automatically mailed renewal contracts. At that time a gardener may request a trade to a different plot, if one is available.
- d) As a garden plot renter, the gardener and family members agree to abide by the rules and regulations of the program.

3. Inspections

- a) Geneva Park District staff will send written notices to gardeners who are not in compliance with the rules or interfere with neighbors, or whose plots are not used appropriately.
- b) Geneva Park District staff will contact the garden plot renter to address problems.
- c) Gardeners who fail to address a rules violation within 7 calendar days, or within an alternative timeframe specified by the Geneva Park District Staff, risk losing their garden plot rental.

4. Plot Return Policy

- a) Gardeners may return their plots at any time by contacting the Geneva Park District Staff at 630-232-4542.
- b) Garden plot renters may not give away or sublet their rented plot to other renters. All garden plot trades or plot rental terminations must be managed by the Geneva Park District Staff.
- c) Fees are not returned or prorated if a garden plot is returned early or if it is reclaimed.

5. Waitlist Gardening is popular, and when applicable we maintain a waitlist of potential new garden plot renters.

- a) New gardeners may enter the waitlist by completing the Community Gardens Garden Plot Agreement and Registration Form found on the website, <http://www.genevaparks.org/community-garden> or calling 630-232-4542, when applicable. Turn in the completed agreement at Sunset Community Center or Stephen D. Persinger Recreation Center.
- b) Names remain on the waitlist from year to year, if no plot is offered.
- c) If the offered plot is refused, the person may re-enter at the end of the waitlist.
- d) Renters whose plots are reclaimed or not renewed may re-enter at the end of the waitlist.

6. Safety

- a) Renters garden at their own risk.

b) Since all plot locations are in public parks, the public cannot be banned from these areas. Geneva Park District assumes no responsibility for any loss or damage to personal property, plants or produce at the Garden Plots.

c) Should you observe illegal activities, such as theft, alcohol use, malicious damage, etc., please contact the Geneva Police Department at 630-232-4736.

Be a good community garden member and enjoy the benefits of gardening in the Garden Plot Program. If you have any questions, please contact the Geneva Park District Staff at 630-232-4542.



The Community Gardens Garden Plot Agreement

The Geneva Park District will prepare the garden plot for planting, stake out 20'x30' plots, identify each plot by number, and make water accessible to gardeners.

Important Dates

- Registration for Community Gardeners will open on December 10, 2019 to guarantee the same plot. New gardeners will be assigned plots beginning on February 3, 2020.
- Returning gardeners will receive the same plot. New gardeners will be placed on the waitlist.
- Garden plots open on or about the third week of April, weather permitting.
- Garden plots must be cleaned off for the season, October 31.

Rules, Terms, and Conditions for Participation

1. I agree to abide by the policies and practices outlined in this document including the rules and regulations. The fee for the use of the garden is \$45 RES and \$60 N/R plot, for the season, third week of April – October 31.
2. I understand that resident gardeners will have the right of first refusal to a plot for the following season. I will have something planted in my garden by June 1 and keep it planted and weeded all season long.
3. Plots that have not been used by June 15 will be reassigned to someone else. There will be no refunds after May 23rd.
4. I will not expand my plot beyond its measurement or into paths or other plots. I will keep all my plants within the limits of my garden.
5. I will keep my plot free of weeds, pests, and diseases. Should my garden become unkempt, I will be notified by Geneva Park District Staff and work out a maintenance plan. If I am unable to maintain the garden, I understand it will be mowed or tilled by the Park District.
6. I will keep my plot, paths, and surrounding areas clean and neat. I will put my compost, rocks, recyclables, and trash in designated areas. I will not bring household trash or compost and leave it at the Community Garden.
7. I will not plant any perennials, trees or shrubs.
8. I understand that personal property should not be left on the plot. I understand that the Park District is not responsible for any vandalism or theft of my garden plot.
9. I will remove all debris, stakes, fencing, tools, etc. from my plot prior to October 31. If materials are not removed, I will not be able to reserve a plot for the following year.
10. I understand that garden plots are assigned to one person only and are not transferable. Others may garden at my plot, but I am responsible for payment of fees, cleanup, and following all other rules outlined here. I understand that I am solely responsible for the behavior of my family members and other guests.
11. I understand that pesticides and/or herbicides must be used responsibly so that they do not impact gardens other than my own. I will ask the Geneva Park District staff for advice if I am unsure of how to respond to disease or weeds.
12. I will not use plastic or other non-porous material for ground cover.
13. I will use wooden stakes, no rebar or metal fence posts. I will not use orange mesh fencing material.
14. I will keep my car in the parking lot or on the street. I will not drive on the grass.
15. I will bring buckets to transport water to my plot.
16. I will practice good safety habits, including keeping the walkways and paths clear of my tools and other belongings.
17. I understand that pets and smoking are not allowed.
18. I will not enter or take food or plants from other plots. I will not take anything from the garden that is not rightfully mine.
19. I will bring headphones if I wish to listen to music while gardening, maintaining the natural setting of the gardens.
20. I will respect other gardeners, and I will not use abusive or profane language, physically harass, or discriminate against others.
21. Garden plots are temporary fixtures. The Park District reserves the right to relocate or remove plots as community needs change.
22. I understand all other Park District ordinances; state and local laws must be obeyed at all times.
23. I understand to defend, indemnify, and hold harmless the Geneva Park District, City of Geneva and the Kane County Forest Preserve District and their officers, agents and employees, against all suits, actions, or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any asserted negligent act, error, or omission by myself or other gardeners on my plot.

If issues arise, participants will be contacted, and a resolution will be mediated by the Geneva Park District.

Commitment

I have read and understand the application and accept the rules, terms, and conditions stated above.

Gardener Name (Please print): _____

Gardener Signature: _____ Date: _____

GPD Approval: _____ Date: _____

Geneva Park District 710 Western Ave. Geneva, IL 60134 Phone: 630-232-4542 Fax: 630-232-4569 www.genevaparks.org









21.0 PAVILIONS


21.01




710 Western Ave.
Geneva, IL 60134
630-232-4542 - phone
630-232-4569 - fax
info@genevaparks.com -email

PAVILION RENTAL FEE & GENERAL INFORMATION EFFECTIVE JANUARY 20, 2020

-  Wheeler Park South Pavilion and Island Park Pavilion are available for rental. Pavilions are available for rental approximately April 15 - October 15, weather dependent.
-  Seating capacity inside the pavilions is approximately 60. Alcohol is not permitted in any Geneva Park District park.
-  Rental applications are accepted beginning January 20, 2020 for Geneva Park District Residents and February 17, 2020 for Non-Residents. Only one rental per day is permitted in each park. Dates may not be held and reservation is on a first-come, first-served basis, based on receipt of completed permit request and payment in full. NON-PROFIT DISCOUNT IS APPLICABLE TO RESIDENT RENTERS ONLY.
-  All inquiries and arrangements for pavilion rentals should be directed to Francesca Borman. She may be reached by phone at 630-232-4542, or via email at fborman@genevaparks.com. No other Geneva Park District staff may address pavilion rentals.
-  Refunds are not available for inclement weather. If rain date is desired, a second date must be reserved, all rental fees and rules apply and no refund is provided for an unused rental.
-  Individuals renting a pavilion agree to abide by the Rules and Guidelines set forth by the Geneva Park District and the Park Ordinance. A copy of the Rules and Guidelines has been included in the pavilion rental packet. The Park Ordinance is available on the Geneva Park District website at www.genevaparks.org. Failure to adhere to all applicable rules may result in loss of deposit.
-  Please be aware that Wheeler and Island Parks are open to the public. With the exception of the rented pavilion, all park amenities are available for use by Geneva Park District patrons. Also, while pavilions and restrooms are cleaned by Geneva Park District staff the morning of a rental, these are natural areas and open to the public and therefore are subject to the effects of use, wildlife, insects, etc.
-  A completed rental agreement, and applicable deposit and rental fee must be provided before a rental date may be reserved. Proof of residency and/or proof of non-profit status must also be provided, where applicable. Payment may be made by check, Visa, Mastercard, American Express or Discover only. If made by check, deposit and rental fee must be separate checks. After the rental date, if Geneva Park District determines that all pavilion rental requirements have been met, the deposit check will be destroyed, with notification by phone or email.

 Fees:	<u>Pavilion</u>	<u>Deposit</u>	<u>Resident Rental</u>	<u>Non-Resident Rental</u>	<u>RESIDENT Non-Profit</u>
	Wheeler	\$100	\$ 50/day	\$100/day	\$ 25/day*
	Island	\$100	\$100/day	\$250/day	\$ 50/day*
					*501c3 proof required

-  **REFUND POLICY:** If a refund is requested more than 2 weeks prior to the date reserved, a 20% service charge will be assessed. Absolutely no refund will be given if reservation is cancelled within 2 weeks of the date requested. NO REFUNDS WILL BE GIVEN FOR INCLEMENT WEATHER.

PAVILION RENTAL RULES AND GUIDELINES

Pavilions are available for rental approximately April 15 through October 15.

1. Geneva Park District cleans the restrooms and surrounding area first thing in the morning prior to your event. However, because this facility is in a public park, patrons may use the restrooms or pavilion prior to your arrival, so please make appropriate arrangements for additional cleaning. This is an outdoor facility and is subject to environmental factors such as weather conditions and insects.
2. Park District staff is not on the premises. In case of emergency only Geneva Park District security staff may be reached until 1:30pm at 630-232-4542, and after 1:30pm at 630-921-0239.
3. Only one rental per day is permitted and rental is on a first-come, first-served basis based on receipt of completed rental permit request and payment in full.
4. No shelter reservation issued to minors without parent or guardian.
5. Users of shelter may be asked to provide public liability insurance. The user must also agree to hold harmless the Geneva Park District for any accidents resulting in bodily injury or property damage.
6. No motorized or animal powered vehicles allowed in park.
7. No vehicles allowed on park grass or paths without prior permission.
8. Vehicles may enter Island Park through the locked south gate entrance only. Arrangements for access must be made in advance.
9. Catering or rental companies must remove their vehicle immediately after unloading.
10. Electrical outlets are available in the pavilion and stage.
11. Water is available from bathroom sinks or fountain only.
12. No tents allowed.
13. No inflatables are allowed.
14. No pyrotechnics or flammables allowed.
15. No gambling.
16. No obscene language, pictures or writing.
17. No alcoholic beverages or drugs allowed.
18. No loud speakers, live entertainment, or amplified acoustics without prior permission.
19. No propane grills or fire pits allowed. Stationary charcoal grills are available at Wheeler Park, near both pavilions and at Island Park. Charcoal grills may be brought into the parks and operated by caterers only.
20. No soliciting.
21. No fundraising.
22. No advertisement of any kind.
23. No permit issued for monetary gain.
24. No food or concessions to be sold.
25. No selling goods, wares or merchandise.
26. Obstruction of the bike path is prohibited.
27. Geneva Park District is not responsible for loss of personal property or personal injury.
28. Any damage to shelter, equipment or grounds will be charged to individual or group signing permit.
29. Park closing hour shall be 10:00 P.M. or as posted.
30. Shelter and surrounding area must be left clean.

21.03

710 Western Ave.
Geneva, IL 60134
630-232-4542 – phone
630-232-4569 – fax
info@genevaparks.com -email



Park Pavilion Rental Permit Request

Name _____

Organization Name (if applicable) _____

Address _____ City _____ State _____ Zip Code _____

Primary Phone _____ Secondary Phone _____

Email _____

RENTAL FOR: ☐ Wheeler Park Pavilion ☐ Island Park Pavilion ESTIMATED ATTENDANCE: _____

PURPOSE: _____

RENTAL DATE: _____ RENTAL HOURS: from _____ to _____

PERSON(S) RESPONSIBLE ON DATE OF RENTAL: _____ (Available hours are 6:00 A.M. – 9:00 P.M.)

Name _____ Phone _____

Name _____ Phone _____

Interested in Mini Golf? If you would like to add a discounted group rental at Stone Creek Miniature Golf course to your pavilion rental, complete the attached Group Rental Form. Fees may be paid in advance or on the day of the rental. See form for details.

This application, if approved, will serve as your permit for use of the property described above and must be with the person responsible at the site at all times.

Geneva Park District Waiver and Release of All Claims

IMPORTANT INFORMATION

The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss in which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred to as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward arising out of, connected with, or in any way associated with the program(s)/activity(ies).

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

I have read all guidelines, rules, regulations and liability waiver information governing the use of Geneva Park District property and agree to abide by them.

Signature _____ Date _____

Payment: ☐ Check ☐ Cash ☐ Credit Card Card Number _____

Expiration Date _____ CVV# _____

Office Use

Rental Fee _____ Deposit _____ Date _____ By _____ Staff _____

Geneva Park District Waiver and Release of All Claims

IMPORTANT INFORMATION

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You are solely responsible for determining if you or your minor child/ward are physical fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies) (including transportation services, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred to as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies).

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

Participant's Name (please print) _____

Participant's Signature _____
(18 years or older or Parent/Guardian)

Date _____

PARTICIPATION WILL BE DENIED If the signature of adult participant or parent/guardian and date are not on this waiver.

GENEVA PARK DISTRICT
STONE CREEK MINIATURE GOLF
101 NORTH ST
GENEVA, IL 60134

GROUP PARTY RENTAL REQUEST FORM

NAME OF PERSON/ORGANIZATION: _____

ADDRESS: _____ CITY: _____ ZIP: _____

CONTACT PHONE NUMBER: _____

EMAIL: _____

DATE REQUESTED: _____

TIME TO START GOLF: _____

APPROXIMATELY HOW MANY GOLFERS (MUST BE 10 OR MORE): _____
(Must know exact for Pre-Payment)

PAYMENT (circle one): DAY OF RENTAL PRE PAY @ PARK DISTRICT OTHER _____

RATE PER GOLFER: \$4R \$5NR OTHER _____

*Please let Miniature Golf Attendant know if your party size has changed.

PLEASE SHOW THIS FORM TO MINIATURE GOLF ATTENDANT PRIOR TO PLAYING

As authorized representative of the above-named group/organization, I hereby request the use of Stone Creek Miniature Golf as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities. As a representative of the above-named group/organization, I agree to personally coordinate and follow all posted rules and direction Stone Creek Miniature Golf Staff.

Signature

Date

FOR OFFICE USE ONLY

RENTAL FEE _____

PAYMENT TYPE	<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Signature	<input type="checkbox"/> Date
	<div>Card Number</div>				<div>Exp. Date</div>	
<div>Signature required for credit card authorization</div>						

Miniature Golf Course Rules:

The following rules should be adhered to by all individuals playing Stone Creek Miniature Golf Course. It is the responsibility of the attendant to see that these rules are obeyed.

1. Be considerate of others and enjoy your round of golf.
2. No more than 4 players in a group.
3. Please do not make your first putt until the group ahead has finished on the hole.
4. Ball nearest to the cup putts first.
5. Seven stroke limit on all holes. Mark 8 and move on.
6. An out of bounds ball is placed in at the point of exit with a one-stroke penalty.
7. Please do not shoot from the hazards.
8. Ball may be moved 6" from the rail without penalty.
9. NO full swings at any time.
10. Players must wear shirts and shoes at all times on the course.
11. Minimum age without supervision is 10 years.
12. Return Putter to counter when leaving
 - \$.50 charge for lost balls
 - \$10.00 charge for damaged putters



710 Western Ave.
 Geneva, IL 60134
 630-232-4542 – phone
 630-232-4569 – fax
info@genevaparks.com -email

**RIVER PARK WEDDING CEREMONY RENTAL
 FEE & GENERAL INFORMATION
 EFFECTIVE JANUARY 20, 2020**



River Park is available for rental for wedding ceremonies only. The park is available for rental approximately April 15 - October 15, weather dependent.



Alcohol is not permitted in any Geneva Park District park.



There are no restroom facilities available at River Park.



Rental applications are accepted beginning January 20, 2020 for Geneva Park District Residents and February 17, 2020 for Non-Residents. Rentals are currently being accepted for the 2020 and 2021 season. Only one rental per day is permitted in each park. Dates may not be held and reservation is on a first-come, first-served basis, based on receipt of completed permit request and payment in full.



All inquiries and arrangements for River Park rentals should be directed to Francesca Borman. She may be reached by phone at 630-232-4542, or via email at fborman@genevaparks.com. No other Geneva Park District staff may address River Park rentals.



Refunds are not available for inclement weather. If rain date is desired, a second date must be reserved, all rental fees and rules apply and no refund is provided for an unused rental.



Individuals renting River Park agree to abide by the Rules and Guidelines set forth by the Geneva Park District and the Park Ordinance. Carefully read the Rules and Guidelines has been included in the River Park rental packet. The Park Ordinance is available on the Geneva Park District website at www.genevaparks.org. Failure to adhere to all applicable rules may result in loss of deposit.



Please be aware that River Park is open to the public. All park amenities are available for use by Geneva Park District patrons. River Park is a natural area and open to the public and therefore is subject to the effects of use, wildlife, insects, etc.



A completed rental agreement, and applicable deposit and rental fee must be provided before a rental date may be reserved. Proof of residency must also be provided by Geneva Park District residents. Payment may be made by check, Visa, Mastercard, American Express or Discover only. After the rental date, if Geneva Park District determines that all rental requirements have been met the deposit will be refunded within 10 business days.



Fees:	<u>Deposit</u>	<u>Resident Rental</u>	<u>Non-Resident Rental</u>
	\$100	\$150/day	\$250/day



REFUND POLICY: If a refund is requested more than 2 weeks prior to the date reserved, a 20% service charge will be assessed. Absolutely no refund will be given if reservation is cancelled within 2 weeks of the date requested. NO REFUNDS WILL BE GIVEN FOR INC

RIVER PARK WEDDING CEREMONY RULES AND GUIDELINES

River Park is available for rental approximately April 15 through October 15.

1. River Park is open to the public. All park amenities are available for use by Geneva Park District patrons. River Park is a natural area and open to the public and therefore is subject to the effects of use, wildlife, insects, etc.
2. There are no restroom facilities available at River Park.
3. There is no water available at River Park.
4. Only chairs and small canopy, trellis or arbor are permitted for wedding ceremonies. Geneva Park District does not provide these items.
5. Park District staff is not on the premises. In case of emergency only Geneva Park District staff may be reached until 1:30pm at 630-232-4542, and after 1:30pm at 630-921-0239.
6. Only one rental per day is permitted and rental is on a first-come, first-served basis based on receipt of completed rental permit request and payment in full.
7. No motorized or animal powered vehicles allowed in park.
8. No vehicles allowed on park grass or paths.
9. Limited electrical outlets are available.
10. Only live flower petals, birdseed, or biodegradable confetti and bubbles are permitted to be used during or after ceremony.
11. No tents allowed.
12. No balloons are allowed.
13. No inflatables are allowed.
14. No pyrotechnics or flammables allowed.
15. No gambling.
16. No obscene language, pictures or writing.
17. No alcoholic beverages or drugs allowed.
18. Any use of music must comply with Chapter 3 of the City Code of Geneva Illinois; Noise Control.
19. No food or beverages.
20. No soliciting.
21. No fundraising.
22. No advertisement of any kind.
23. No permit issued for monetary gain.
24. No food or concessions to be sold.
25. No selling goods, wares or merchandise.
26. Geneva Park District is not responsible for loss of personal property or personal injury.
27. Any damage to park, equipment or grounds will be charged to individual or group signing permit.
28. Park closing hour shall be 10:00 P.M. or as posted.
29. Shelter and surrounding area must be left clean.

21.09

710 Western Ave.
Geneva, IL 60134
630-232-4542 – phone
630-232-4589 – fax
info@genevaparks.com -email



River Park Wedding Ceremony Rental Permit Request

Name _____

Address _____ City _____ State _____ Zip Code _____

Primary Phone _____ Secondary Phone _____

Email _____

ESTIMATED ATTENDANCE: _____

RENTAL DATE: _____ RENTAL HOURS: from _____ to _____
Only 1 rental per day is permitted. (Available hours are 6:00 A.M. – 9:00 P.M.)

PERSON(S) RESPONSIBLE ON DATE OF RENTAL:

Name _____ Phone _____

Name _____ Phone _____

This application, if approved, will serve as your permit for use of the property described above and must be with the person responsible at the site at all times.

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I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature. I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

I have read all guidelines, rules, regulations and liability waiver information governing the use of Geneva Park District property and agree to abide by them.

Signature _____ Date _____

Payment: ☐ Check ☐ Cash ☐ Credit Card

Card Number _____
Expiration Date _____ CVV# _____

Office Use
Rental Fee _____ Deposit _____ Date _____ By _____ Staff _____



**Geneva Park District
Special Use Permit Application**

_____ Permit Number

Please Note: A Geneva Park District Special Use Permit Application and Security Deposit must be completed and filed no less than 30 business days prior to the event. All Special Use Permits must be approved by the Executive Director. A Special Use Permit will not be issued until all requirements and payments noted within this application have been fulfilled. The application and supporting documents may be mailed or dropped off to: Geneva Park District, Sunset Community Center, 710 Western Avenue, Geneva, IL 60134.

ORGANIZATION/APPLICANT INFORMATION

Name of Event: _____

Organization: _____

Organization Address: _____

Main Contact: _____ Email Address: _____

Home Phone: _____ Cell Phone: _____

Main Contact Address: _____

USAGE INFORMATION

Location/Park Requested: _____

Specific Location Requested: _____

Date(s) Requested: _____ Time(s) Requested: _____

Projected Attendance: _____ Number of Volunteers/Staff: _____

Setup Time: _____ Cleanup Time: _____

Are you Charging an Entrance Fee? _____ YES \$ _____ NO

Type of Event:

_____ Picnic _____ Event with over 100 People _____ Parking Lot Use

_____ Commercial Use _____ Political Activity _____ Run/Walk

_____ Trail Reservation _____ Field/Park Reservation _____ Other

Description of Event: _____

Will you proceed with this event if there is unfavorable weather? _____ YES _____ NO

USAGE/EVENT DETAILS

Please provide details for those boxes checked "yes"

	YES	NO	
Are you bringing grills?			<div style="display: flex; justify-content: space-between;"> _____ Charcoal _____ Gas </div> How many? _____ Size of Grill _____
Do you have a plan for Garbage/Recycling?			Plan for trash removal:
Are you catering food?			Catering Company:
*If so, attach Certificate(s) of Insurance			
Will food be available for purchase from Vendors?			Food vendor(s):
*If so, attach Certificate(s) of Insurance			Attach additional sheet if necessary
Will there be other vendors?			Vendor(s) and item(s) to be sold:
*If so, attach Certificate(s) of Insurance			Attach additional sheet if necessary
Do you have a parking plan?			Where will attendees park? Handicap parking? Emergency vehicle access?
Will a generator be present?			Size? For what purpose?
*If so, attach Certificate(s) of Insurance			Company:
Will there be portable toilets?			# Toilets _____ #ADA Approved Toilets _____ # Hand Washing Sinks _____ Set-up Date: _____ Pick-up Date: _____ Company: Please request that the company call 630-232-4542 and speak with the Superintendent of Parks & Properties to schedule placement of units
*If so, attach Certificate(s) of Insurance			
Will there be tents, canopies or other structures (i.e. stage, bleachers, scaffolding, etc.)?			What? How Many? _____ Size(s)? _____ Company: Attach additional sheet if necessary
*If so, attach Certificate(s) of Insurance			
Will there be moon jumps/inflatables, dunk tanks etc.?			What? How Many? _____ Company:
*If so, attach Certificate(s) of Insurance			

USAGE/EVENT DETAILS (continued)

Please provide details for those boxes checked "yes"

	YES	NO	
Will usage require Park District Employee assigned to the event?			How would GPD employees be utilized? How many employees would be needed?
Will usage require any form of security assigned to the event?			Please provide specific details:
Any Other Plans?			Please address any other relevant plans for the event:
Have you attached a detailed layout/site plan and event flyer/brochure?			Indicate where portable toilets will be placed, specify tent locations and how they will be supported, identify vendor locations, show start/finish lines for walks/races, etc.

SECURITY DEPOSIT AND USAGE FEES

Security Deposit: A refundable security deposit is required from all groups requesting a Special Use Permit. Sponsor/Organization/Applicant agree that within forty-eight (48) hours of the conclusion of the event, they will (at their own expense) provide for the cleanup, repair, replacement or restoration of any damaged, lost or stolen portions of the subject property including but not limited to landscaping, turf, buildings, and/or pavement. Geneva Park District property is not allowed to be permanently marked/changed in any way. Groups may only use water soluble chalk to mark the property. All signs must not be put up until the day of the event and immediately removed following the event.

Security Deposit Fee Structure:

Under 100 People	\$400.00
100-500 People	\$600.00
Over 500 People	To be determined
Commercial Use	To be determined

The Security Deposit must accompany the Special Use Permit Application at least 30 business days prior to event.

Usage Fee Structure: A non-refundable usage fee will be charged usage, prioritizing Geneva resident groups. The fee is charged at the discretion of the Executive Director and the Park District reserves the right to increase the fee based on the nature of the activity. The table below represents the priority order of issued permits.

Usage Fees:

Resident Community/Non-Profit Organizations	\$140.00
Resident Private Groups/Individuals	\$300.00
Non-Resident Community/Non-Profit Organizations	\$380.00
Non-Resident Private Groups/Individuals	\$455.00
Business/For Profit Organizations	\$ 815.00
Other	To be determined

Costs incurred promoting and marketing events prior to the issuance of an approved Geneva Park District Special Use Permit, and changes/modifications relative to the event from the Geneva Park District, are at the sole expense and risk of the event organizer.

The Usage Fee must be received no later than 21 business days prior to the event.

USAGE FEE STRUCTURE CLASSIFICATION

Resident Community/Non-Profit Organizations: Non-Profit groups, civic organizations or governmental units whose place of business or operation is within the Geneva Park District jurisdictional boundaries. (Tax-exempt charitable, educational or service organizations whose purpose is to raise and use funds to serve a public good and not to realize a monetary gain or return for the owners and shareholders thereof.)

Resident Private Groups/Individuals: A resident is one who pays Geneva Park District taxes. If you are unsure, please check your tax bill. Proof of residency will be required.

Non-Resident Community/Non-Profit Organizations: Non-profit group, organization or governmental unit whose place of business is outside of the Geneva Park District jurisdictional boundaries. (Tax-exempt charitable, educational or service organizations whose purpose is to raise and use funds to serve a public good and not to realize a monetary gain or return for the owners and shareholders thereof.)

Non-Resident Private Groups/Individuals: A non-resident is one who does not pay Geneva Park District taxes.

Business/For Profit Organizations: A legally recognized company, enterprise or firm designed to provide goods and/or services to consumers and whose primary purpose is to realize a monetary gain or return for the owners or shareholders thereof.

Other: The Geneva Park District reserves the right to assess additional fees for special requests, size considerations, and unusual activities. Additional charges may be imposed if the Park District incurs expenses preparing special requests for special usage.

INSURANCE REQUIREMENTS FOR SPECIAL USE PERMITS

Additional Certificates of Insurance are required for:

- Tents larger than 10'x10'
- Stages/bleachers/scaffolding
- Inflatables/moonwalks, etc.
- Demonstrations
- Catered food
- Port-a-Potties
- Vendors
- Other as determined

The Geneva Park District requires submission of a sponsor/organization Certificate of Insurance and Endorsement prior to review by the Executive Director for all special events. Please note the following:

- The Certificate(s) of Insurance must include the following minimum limits of insurance coverage required for special events on Park District property: \$1,000,000 per occurrence; \$2,000,000 aggregate coverage for general liability and MUST provide 30 days' notice of cancellation, except 10 days' notice for non-payment of premium.
- The Geneva Park District must be named on the Certificate(s) of Insurance as the Certificate Holder.
- The Certificate(s) of Insurance description area must list the Geneva Park District as a primary, noncontributory additional insured under the general liability policy for the event along with the special event name, date, time and location.
- The Endorsement issued under the General Liability policy of insurance for the event must reflect that the Geneva Park District is an additional insured for the event.
- The Geneva Park District reserves the right to request a copy of the policy represented by the Certificate(s) of Insurance.
- All required Certificates of Insurance and Endorsements must be received 21 business days prior to the event.

Non-issuance/revocation of the permit may occur for failure to provide acceptable insurance coverage.

RULES AND REGULATIONS

1. The applicant submitting a request must be a minimum of 21 years of age. Adults are responsible for the conduct of the members of their group.
2. Cancellation of rental reservations must be done within 10 business days in advance of the scheduled usage time by notification to the Geneva Park District. Failure to do so will result in forfeiture of the deposit fee.
3. The Geneva Park District does not grant refunds due to weather conditions or cancellations.
4. Permit holders have priority over non-permitted groups. If the area is occupied, please show your permit to the other party. Contact the Geneva Park District at 630-232-4542 or the police at 9-1-1 if a problem occurs.
5. Parking/driving is permitted only on designated roadways and parking areas. Do not drive onto park grounds.
6. Alcoholic beverages and illegal drugs are prohibited.
7. The permit holder agrees to follow all Kane County Health Department requirements related to selling and or preparing food and beverages.
8. Fires are permitted only in picnic grills provided by the District or in portable grills provided by the user. To prevent fires and damage to property, charcoal grills are permitted only in locations with charcoal disposal rings for deposit of extinguished coals. Wood fires and fire pits are prohibited on District property. Grills are not allowed on tables. Fires must be completely extinguished before leaving the site. Barrel grills and grills with 20 pounds or larger tanks are prohibited on all District property unless approved by the Executive Director prior to the event.
9. Amplified sound or other equipment is not to be brought into a park without specific written permission. A Park District staff member or police officer who determines that noise from your event is at an unreasonable level or is offensive to others may require the event organizer(s) to lower or discontinue the noise.
10. No person shall smoke a cigarette, cigar, pipe, or any other form of tobacco or similar substance used for smoking, including smokeless tobacco, e-cigarettes, and unregulated nicotine product on or within 15 feet of District Property.
11. Park District staff or police may order entertainment or any portion of event activities to end if it incites or has the potential for unruly or risky behavior.
12. Photos and videos are periodically taken of people participating in Park District programs and activities. All persons registering for Park District programs/activities, or using Park District property thereby agrees that any photograph or videotape taken by the Park District may be used by the Park District for promotional purposes including its promotional videotapes, brochures, flyers and other publications without additional, prior notice or permission and without compensation to the participant.
13. Any and all rules/regulations/laws/ordinances of federal, state, local and/or Geneva Park District will be followed.
14. The permit holder is responsible for seeing that areas are left in a clean and orderly condition. Remove all trash from Park District property and/or place trash into the appropriate receptacles. Recycle bins are also provided. Patrons are responsible for removing any signs, streamers, banners, balloons, etc. Security deposit or portion thereof will be returned after inspection and determination by a Park District representative that the permitted area is in the same condition as it was prior to rental.
15. Parks close at dusk.
16. A Special Use Permit will not be issued until all of the Geneva Park District's requirements have been fulfilled including **receipt of all documents and full payment at least 21 business days prior to the event.**

INDEMNITY

The Special Use Permit applicant or designee and/or the sponsoring organization (hereafter called "permittee") agree to reimburse the Geneva Park District (hereafter called the "Park District") for all loss incurred by it in repairing or replacing damage to Park District property proximately caused by the permittee, its officers, employees, agents, monitors or any other persons attending or forming the special event who were or should have been under the permittee's control.

The permittee further agrees to defend without costs, indemnify and hold harmless the Park District, its officers, agents, and employees from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors or any other persons attending or joining in the event who were or reasonably should have been under the control of the permittee.

AUTHORIZED SIGNATURES

I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought to the terms of this agreement. I agree to reimburse the Geneva Park District for any and all loss incurred by it in repairing or replacing damage to Park District property. I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Geneva Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed special event/usage of Park District property.

Printed Name of Applicant:

Applicant Signature:

Date:

Printed Name of Sponsor/Organization:

Official Signature of Sponsor/Organization:

Official Date Official's Title:

FOR OFFICE USE ONLY

Approval:

Superintendent of Recreation

Date:

Approval:

Superintendent of Parks & Properties

Date:

Approval:

Executive Director

Date:

KEEP A COPY OF THIS PERMIT WITH YOU DURING YOUR RESERVED TIME PERIOD.

22.0 ATHLETIC FIELD USAGE

22.01 Field Rental Policy:

Rental Rates

Available only during the time period when park district programs, leagues, tournaments and affiliated programs are not scheduled for play, the following use rates will be assessed:

Resident Use:	\$10.00- \$50.00 /-per hour/per field
Non-Resident Use:	\$20.00- \$100.00 /-per hour/per field
Lights:	\$30.00/per hour/per field

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Field Maintenance

When field maintenance is requested by the renting field user, the following fees will be assessed for the work completed:

- Per hour/per person or per hour/per person x 2 on weekends and supplies
 - See Field Preparation
1. A schedule of field maintenance must be received two weeks prior to field use.
 2. In the event of rain or wet field conditions, the park district athletic supervisor will determine whether fields are useable or the amount of maintenance that is required.

Payment

Fees will be assessed for all times in which the field(s) have been scheduled. Payment, in full, is due one week prior to use. A \$25.00 deposit may be required at time of application.

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Requests

Organized groups of 20 or more must request a field permit and may be required to provide a certificate of insurance naming the Geneva Park District as additionally insured. The Geneva Park District reserves the right to refuse a field rental request due to program scheduling or maintenance problem which arise from the request. Non-affiliated groups, upon request, may be granted field permits proportional to those granted to affiliated groups providing similar services. All requests need the approval of the Superintendent of Recreation.

Priority

Priority will be given to requests as follows:

1. Park District Programs
2. Geneva Park District Affiliated Programs
3. Geneva Park District residents/ resident non-affiliated groups.
4. Geneva Park District non-residents

22.02 Baseball /Softball Field Rental

BASEBALL / SOFTBALL FIELD RENTAL

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

REQUEST

DATE: _____

FIELD: _____

START TIME: _____

END TIME: _____

PURPOSE: _____

TEAM INSURANCE: YES _____ NO _____ RECEIVED: _____

CONCESSION INSURANCE NEEDED: YES _____ NO _____ RECEIVED: _____

FIELD PREPARATION

Monday – Friday: \$12.00/hour/person, Minimum is 1 hour for 2 persons - \$24.00

Saturday & Sunday: Double Time (\$24.00/hour/person), Minimum is 1 hour for 2 persons - \$48.00

PECK FARM ATTENDANT

\$11.00/hour/person, Minimum is 1 hour for 1 person - \$11.00

FIELD USAGE

	Item	Amount
Geneva Park District Resident:	\$10.00 per hour	
Non Resident:	\$20.00 per hour	_____
Field Preparation:		_____
Light Usage: \$30/hr		_____
Concession per day plus 10% of net per concessionaire		_____
Miscellaneous		_____
	TOTAL	_____

23.0 25-PASSENGER AND 15-PASSENGER BUS USAGE POLICY

23.01 Rules and Regulations: It is the purpose of this policy to outline standards and regulations for the proper usage of the Geneva Park District Buses.

Regulations:

1. The principal designated driver must be 18 years of age or older and have a valid Illinois driver's license. A CDL license is required to operate the 25-passenger bus.
2. The GPD buses are to be inspected by the designated driver and park district employee before departure and upon arrival. An on-going record book shall be kept by the park district, to include all pertinent information regarding each occasion that a bus is utilized: the organization using the bus, dates of occasion, condition of bus prior to and after the occasion.
3. Mileage is to be verified by the designated driver and the park district employee and written in the record book. A mileage reimbursement fee will be assessed to outside organizations utilizing the bus. The mileage reimbursement will be based on current IRS reimbursement rates.
4. The GPD buses are to be clean for pick-up time and to be clean when returned. Any organization returning a bus that requires excessive cleaning will be invoiced for in-house or contracted cleaning labor.
5. All damages or problems should be immediately reported to the Geneva Park District at the time of occurrence, or at the latest, upon return of the vehicle. Any organization returning a bus with damages will be invoiced for in-house or contracted repair labor.
6. Organizations will be may be charged for repairs.
7. Any organization using the buses must provide a certificate of liability insurance which includes the Geneva Park District listed as additional insured for the occurrence. Any damages occurring to the buses while being used by anyone other than the Geneva Park District will be paid by the user.
8. Capacity is a maximum of 25 or 15 people, including the driver for the large bus and mini bus respectively.
9. When a bus is not returned to a Geneva Park District garage, storage shall be made in a secure place, as designated by the Superintendent of Parks and Properties or Director of Parks and Recreation. This needs approval prior to the date a bus is borrowed.
10. The buses are not to be dropped off without being checked over by a Geneva Park District full-time employee.
11. Any organization wishing to use a bus must provide a list of dates for usage no later than two weeks in advance of the time it is to be used.
12. The Geneva Park District will notify the organization wishing to use a bus of any conflicts that may arise, at least five (5) days prior to the occasion date.
13. Geneva Park District sponsored activities have first priority to utilize the buses.

23.02 Bus Usage Application:

**GENEVA PARK DISTRICT
BUS USE APPLICATION**

NAME OF ORGANIZATION/DEPT. _____

ADDRESS _____

BUS REQUESTED _____ 15-PASSENGER _____ 25-PASSENGER

DESIGNATED DRIVER _____ LICENSE# _____

(A copy of the designated driver's CDL license is required to utilize the 25-passenger bus.)

DATE REQUESTED _____

Time of Pick Up _____

Time and Date of Return _____

MILEAGE

CONDITION OF VEHICLE

Pick up _____

Return _____

Vehicle must be stored in a secure place when it is not returned to the Geneva Park District garage. The 25-passenger bus is stored at the Wheeler Maintenance Facility and the 15-passenger bus is stored at the Peck Farm Park Maintenance Facility.

Vehicle is to be cleaned before returning. Vehicle fuel tanks are to be filled prior to the vehicle's return.

I have received and read the rental instructions and costs for the park district vehicle and agree to comply with all rules and regulations and understand that I or my organization shall defend, protect, save and keep harmless and indemnify the Geneva Park District, the members of the Board of Commissioners individually and all employees of the park district against any and all costs and liabilities whatsoever.

PERSON MAKING REQUEST _____

TITLE _____

ADDRESS _____ Home Phone _____ Work Phone _____

DESTINATION OF TRIP _____

APPLICANT SIGNATURE _____

A copy will be kept in the Geneva Park District office and by the organization using the park district vehicle. The application must accompany the designated insured driver at the time of vehicle pick-up and return. A representative from the organization must check with the office sometime before using the vehicle so instructions can be given concerning security.

Approved By _____

24.0 FOX VALLEY SPECIAL RECREATION ASSOCIATION INFORMATION

24.01 FVSRA's Policy on Non-Stigmatizing Language:

Purpose: To ensure that all written and oral communications of the FVSRA follow the guidelines of non-stigmatizing language as it relates to persons with disabilities.

Background: It is important to appropriately reflect in the language utilized in written and oral communications, the perspective of the Agency providing services for persons with disabilities. Perceptions of others are greatly influenced by the choice of words used. The phrase, "individual with a disability," reflects the belief that the individual should be viewed first as a person and only second, as a person with a disability.

Policy: It is the policy of the Fox Valley Special Recreation Association that all references to individuals with disabilities, made in oral and written communication, are to be made utilizing non-stigmatizing language, using terms that focus attention on the individual as a person first, and only second, as a person with a disability.

Procedure: In all communications of the FVSRA, the terms individual, person or participant, followed by the disability (only if necessary), will be used to refer to persons with disabilities. Such communications include, but are not limited to: correspondence, oral presentations, slide shows, videos, brochures, press releases, job announcements, job descriptions, meeting agendas and minutes, reports, letters of agreement with service providers, operational manuals, forms and so forth.

The commitment of Fox Valley Special Recreation Association to this policy will be communicated to the FVSRA Board of Directors, the Member Districts and to persons hired to represent FVSRA, programs and services.

24.02 FVSRA Inclusion Procedures:

The Recreation staff and a FVSRA Inclusion Coordinator oversee the planning, placement, and success of individuals with disabilities in various programs. The Geneva Park District encourages people with disabilities to be included as an active part of the community. Inclusion services aim at not only physically including individuals, but also providing adaptations, accommodations, and support necessary to allow for social, mental, physical and emotional inclusion.

Individuals with special needs who are interested in enrolling in a Geneva Park District program, should note special accommodation needs on their program registration form. The Park District will then contact the FVSRA Inclusion Coordinator and arrangements will be made. Participants will be in direct contact with the Inclusion Coordinator, as well as in contact with the Park District Staff and Instructors. The ideal amount of time for notification to process and place inclusion services is two weeks prior to the start date of the program. The sooner the Park District and FVSRA Inclusion Coordinator have the information about a request, the better chances are for a successful inclusion experience.

Language in the Brochure and on the Registration Form

1. A statement regarding the American's with Disabilities Act should be placed in the seasonal brochure.
2. Language that encourages the opportunity for people of all abilities to participate in any recreation program that is offered should also be used.
3. A special needs section should be clearly visible on the registration form in the brochure for individuals who may require an accommodation in order to participate.

Family/Guardian or Individual Registers for a Program

1. The special needs section needs to be completed by the family/guardian or individual indicating the need for an accommodation.
2. The registration form is reviewed by Park District staff and then the form is passed on to the supervisor in charge of the program.
3. An FVSRA Inclusion Notification Form (The INF) must be completed by the Park District supervisor and faxed or e-mailed to the Inclusion Coordinator at FVSRA at least two weeks prior to the start program.

FVSRA Receives the Inclusion Notification Form (the INF)

1. The INF is reviewed by the FVSRA Inclusion Coordinator and the Park District supervisor is contacted within 24 hours or the first day after a holiday or weekend.
2. FVSRA Inclusion Coordinator will confirm the receipt of the INF and gather and clarify the specific program information, participant information, staff information and goals that is needed to determine the necessary accommodation.

FVSRA Inclusion Coordinator Communicates with the Parent/Guardian or Individual

1. FVSRA Inclusion Coordinator will contact the parent/guardian or individual to confirm the request for an accommodation and verify the registration information.
2. FVSRA Inclusion Coordinator will discuss specific information regarding the individual's disability, skill level, cognitive abilities, social and emotional level of functioning, physical abilities, the goals established by the parent/guardian or individual, and the type of inclusion support that is needed.
3. Based on the communication with the parent/guardian or individual, the FVSRA Inclusion Coordinator may request a visit to evaluate the individual's ability and skill level prior to the start of the program.

The Inclusion Accommodation is Determined

1. The individual's disability, skill level, cognitive abilities, social and emotional level of functioning, physical abilities, the goals established by the parent/guardian or individual, and the goals of the program are used to determine the type of inclusion accommodation that is required for the individual.
2. Inclusion accommodations may include an Inclusion Companion, a sign language Interpreter, adaptive equipment, adapting rules and policies, providing behavior management support, training and other services necessary to include the individual with a disability in the recreation program.
3. The inclusion accommodation is determined by the FVSRA Inclusion Coordinator with information from the INF, the Park District staff and the parent/guardian or individual. The FVSRA Inclusion Coordinator will hire and train the appropriate Inclusion Companion or Interpreter.

Inclusion Team Communication

1. The team members include the FVSRA Inclusion Coordinator, Geneva Park District staff, the Inclusion Companion or Interpreter, the parent/guardian or individual.
2. Once an accommodation has been determined, the FVSRA Inclusion Coordinator will notify the Park District supervisor and the parent/guardian regarding the specific information about the accommodation.
3. If the accommodation is an Inclusion Companion or Interpreter, the FVSRA Inclusion Coordinator will provide the Park District supervisor with the individual's name and contact information. The contact information will only be provided to the parent/guardian or individual if it is approved by the Inclusion Companion or Interpreter.
4. The FVSRA Inclusion Companion or Interpreter will call the parent/guardian or individual to introduce themselves, discuss the level of inclusion support needed and set up a possible meeting prior to the program.
5. If a meeting between the parent/guardian or individual and the Inclusion Companion or Interpreter is not scheduled prior to the program, the Inclusion Companion or Interpreter will arrive 15 minutes early to the program on the first day to meet the parent/guardian or individual and the Park District staff.

Geneva Park District Program Begins with the Inclusion Support in Place

1. The FVSRA Inclusion Coordinator will make periodic observations to evaluate the success of the inclusion placement by completing the Inclusion Observation Form (IOF) through the time of the program.
2. The IOF is a triplicate that is used to evaluate the social, physical, cognitive, emotion and behavioral skill level of the individual observed. When the IOF is completed at the end of each observation it will be signed by the FVSRA Inclusion Coordinator and the Park District staff.
3. A copy of the IOF will be given to the Park District staff, mailed to the parent/guardian or individual and filed at FVSRA after the form is reviewed by the FVSRA Inclusion Coordinator, the Park District supervisor and the Inclusion Companion.

Communication is ongoing with the Inclusion Team

1. Inclusion Team meetings may be called by a parent/guardian or individual, and Inclusion Companion or Interpreter, a Park District staff, or the FVSRA Inclusion Coordinator at anytime.
2. If a team meeting is needed, the FVSRA Inclusion Coordinator will facilitate the meeting by setting it up, preparing the agenda, and contacting all invited parties.
3. During the meeting questions and concerns will be addressed and an Inclusion Plan will be established.
An Inclusion Plan is a document that identifies the targeted behaviors or individual's goals addressed by the Inclusion Team. The document identifies how to address the targeted behavior or implement the individual's goal.
4. If needed, a re-evaluation date for the Inclusion Plan will be set at the end of the meeting. Communication between the Inclusion Companion or Interpreter and the Park District staff should take place at the conclusion of each program regarding the inclusion placement.
5. Check in calls will be made weekly by the Inclusion Companion or the Interpreter to the FVSRA Inclusion Coordinator.

The Inclusion Grid

1. The Inclusion Grid documents each inclusion placement detailing the parent/guardian and/or individual's contact information, disability, program information, the Park District staff contact information, the type of accommodation placed, and the Inclusion Companion or Interpreters contact information.
2. The Inclusion Grid will be sent to the Member Agency Superintendent at the beginning of each program season. The Park District Recreation Superintendent will distribute the grid to the appropriate staff members.
3. The Inclusion Coordinator and the parent/guardian or individual will be notified if there are any updates or changes that are made to a program by the Park District staff during the program season.
4. The Park District staff and the parent/guardian or individual will be notified if there are any updates or changes that are made to the inclusion accommodation by the FVSRA Inclusion Coordinator during the program season.
5. The final Inclusion Grid will then be sent at the end of the season. If any changes are made throughout the season an updated grid will be e-mailed to the Park District Superintendent by the FVSRA Inclusion Coordinator.

Fox Valley Special Recreation Association

Attn: Inclusion Coordinator
2121 West Indian Trail
Aurora, IL 60506
Phone: (630) 907-1114 Fax: (630) 907-1116

Inclusion Notification Form (INF)

Participant Name: _____ Age _____
Address: _____
Phone (home): _____ (work): _____ E-mail: _____
Parent/Guardian Name (if applicable): _____
Disability (if known): _____

Park District: _____ Phone: _____
Name of Program: _____
Program Supervisor: _____
Name of Instructor: _____
Dates: *From* _____ - *To* _____ Days: _____
Time: _____ Number of program weeks: _____
Location / Room #: _____
No program dates: _____
Additional comments: _____

Before returning this request, please indicate the date each of the following was completed (if applicable).

_____ Park District contacted family
_____ Fax or e-mail copy of registration form and request to FVSRA Inclusion Coordinator.
_____ Copy registration form for the Park District Supervisor.
_____ Notify program leader.

Please fax to (630) 907-1116, with registration form to FVSRA, attention Heather Nicole Andersen. Or e-mail at heathern@fvsra.org

FVSRA provides services for Batavia, Fox Valley, Geneva, Oswegoland, St. Charles,
Sugar Grove and South Elgin Parks and Recreation Departments.
For any questions, please call (630) 907-1114.



25.0 INDEPENDENT CONTRACTOR AGREEMENT

It is the intention of the Geneva Park District, hereafter "Park District", to create a non-exclusive Independent Contractor Relationship with the following Contractor listed below, hereafter "Contractor". This agreement shall not be construed as creating an employee/employer relationship or joint employment relationship between the parties. **By signing this agreement page, the contractor agrees to the terms of this Independent Contractor Agreement and will provide all additional appropriate documentation including a Certificate of Insurance, a W-9 Form, and a list of 3 references.**

Company: _____ Contact/Instructor: _____
Full Address: _____
Phone: _____ Alternate Phone: _____
Contact email: _____
Social Security # or Federal Employer Identification #: _____

Contractor services to be performed and responsibilities include (please describe or attach information):

Contractor acknowledges and agrees that s/he is responsible for all expenses, including equipment and materials related to services of the contract, unless otherwise agreed to as follows:

Days and hours of work to be performed: _____

Location(s) of work to be performed: _____

The duration of this agreement will be: _____

Payment will be made how and when: _____

The Park District will report payments to an individual of \$600 or more to the IRS on Form 1099-Misc.

Certificate of Insurance Needed: The Geneva Park District, its officers, agents and employees are to be covered and named as additional insured under the General Liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insured. The policy and/or coverage shall also contain a "contractual liability" clause.

Authorized Signature of Contractor

Authorized Signature of Park District

Printed Name of Authorized Signer

Printed Name of Authorized Signer

Date _____

Date _____

- | | |
|---|--|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Certificate of Insurance w/ GPD Additional Insured <u>OR</u> |
| <input type="checkbox"/> W-9 Form | <input type="checkbox"/> Waiver of Certificate of Insurance for Independent Contractor |
| <input type="checkbox"/> Other Attachments (if any) | <input type="checkbox"/> List of 3 references familiar with services to be performed |

GPD Staff receives Agreement and other documents listed above. Contractor retains Agreement Terms & Statement of Purpose for Social Security Numbers.



INDEPENDENT CONTRACTOR AGREEMENT TERMS

1. Contractor acknowledges and agrees that s/he is not entitled to any benefits or protections afforded employees of the Park District or bound by any obligations of employees of the Park District. Contractor understands and fully agrees that s/he will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage on the job will be Contractor's sole responsibility and not the Park District's. Also, it is understood that Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, Contractor will be solely responsible for his/her own actions. The Park District will in no way defend Contractor in matters of liability.
2. It is the intention of the parties to create a non-exclusive independent contractor relationship. Contractor may engage in other business activities and provide similar services to other entities and business; provided such services do not create a conflict of interest or interfere with the performance of the services contemplated by this agreement.
3. Contractor agrees not to hold him/herself out as an employee or joint employee of the Park District to members of the public.
4. Contractor acknowledges and agrees that s/he is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of Contractor and those employees, if any, employed by him/her.
5. Contractor shall at all times have sole control over the manner, means and methods of performing the work/services required by the contract according to his/her own independent judgment, and is solely responsible for the direction of his/her employees and agents. Contractor acknowledges and agrees that s/he will devote such times as is necessary to produce the contracted for results. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the Services in a safe, proper, efficient, thorough and satisfactory manner and understands that Park District is relying on such representation in contracting with Contractor for the Services.
6. Contractor acknowledges and agrees that s/he is solely responsible for his/her employees/agents actions in performing the work/services.

7. Contractor agrees to provide and keep force at all times during this Agreement, the following coverages: comprehensive general liability insurance including contractual liability coverage, with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amount required by law; and employers liability insurance with limits of not less than one million dollars (\$1,000,000). All insurance carriers providing the coverage set forth herein shall have a rating of A:VII as assigned by A.M. Best & Co. and satisfactory to the Park District in its sole discretion. All certificates of insurance in connection herewith shall be furnished to the park district no later than seven (7) days prior to the commencement date of this agreement.

These insurance requirements may be waived by written agreement. In the event the Park District waives this requirement, Contractor must fully understand and agree that s/he remains an independent contractor and shall not be an employee of the Park District. As an independent contractor, Contractor shall not be entitled to any benefits or protection afforded employees of the Park District, irrespective as to whether or not Contractor elects to maintain general liability and/or worker's compensation insurance to protect Contractor. (See addendum #18)

8. All insurance coverage provided by Contractor shall be primary coverage as to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of Contractor's insurance and shall not contribute with it.
9. The Park District, its officers, agents and employees are to be covered and named as additional insured under the General Liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insured. The policy and/or coverage shall also contain a "contractual liability" clause.
10. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Park District. Such cancellation shall be grounds for the Park District to immediately cancel this Agreement.
11. To the extent permitted by law, Contractor shall indemnify, save, defend and hold harmless the Park District, including its officers, officials, agents, volunteers and employees (collectively "Park District") from and against any and all liabilities, obligations, claims, damages, penalties, wage and hour claims, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the Park District may become obligated by reason of any accident, bodily injury, or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, or any claim made under the Fair Labor Standards Act or any other federal or state law arising out of any negligent or wrongful act of Contractor (or anyone acting on behalf of Contractor) and directly or indirectly in connection with, or under, or as a result of this Agreement.
12. Contractor acknowledges and agrees that s/he will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, park district or any other governmental unit or regulatory body or court.

13. The Park District may terminate this contractual agreement in the event of contract breach or (when applicable) if the program did not meet the minimum number of participants. Contractor shall have financial responsibility to the Park District for reasonable costs incurred by the Park District including the cost of obtaining replacement services.
14. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understands that Park District is relying on such representation in contracting with Contractor for the services.
15. Contractor understands and will adhere to the policy of the Geneva Park District that all persons working directly with children must undergo a criminal background check to confirm employment is appropriate. Contractor will conduct checks through the State of Illinois or another agency pre-approved by the District. Contractor shall not assign any employee, subcontractor or other person on behalf of Contractor to this agreement without cross-referencing all persons with the State of Illinois and Federal Sexual Offender Registries.
16. Contractor understands and will adhere to the policy of the Geneva Park District that all persons working directly with children must undergo training for Mandated Reporter for Abused and Neglected Children with the State of Illinois. Online training can be done at www.dcfstraining.org/manrep/index.jsp.
17. This Contract constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection therewith. No modification of this Contract shall be effective unless made in writing, signed by both Parties and dated after the date hereof. This Contract is non-assignable by Contractor.

Geneva Park District
710 Western Avenue
Geneva, IL 60134
630-232-4542 phone
630-232-4569 fax
www.genevaparks.org



18. Waiver of Certificate of Insurance for Independent Contractor:

The Geneva Park District waives the insurance requirements noted in numeral 7 of the Independent Contractor Agreement. However, the independent contractor agrees that s/he remains an independent contractor and shall not be an employee of the Geneva Park District. As an independent contractor, Contractor shall not be entitled to any benefits or protection afforded employees of the Geneva Park District, irrespective as to whether or not Contractor elects to maintain general liability and/or worker's compensation insurance to protect the contractor.

Contractor understands and fully agrees that s/he will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage on the job will be Contractor's sole responsibility and not the Park District's. Also, it is understood that Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, Contractor will be solely responsible for his/her own actions. The Park District will in no way defend Contractor in matters of liability.

Authorized Signature of Contractor

Authorized Signature of Park District

Printed Name of Authorized Signer

Printed Name of Authorized Signer

Date _____

Date _____



**Statement of Purpose
For Collection of Social Security Numbers By The Geneva Park District**

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the **Geneva Park District** (“District”) require the District to provide an individual with a statement of the purpose or purposes for which the District is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the District to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

State and Federal Background Check, Federal and State Payroll Tax Purposes, Court Order, Warrant or Subpoena, Enrollment in employment Benefit Programs: Illinois Municipal Retirement System, Health Insurance Programs.

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write to the GENEVA PARK DISTRICT:

Attn: Superintendent of Finance

710 Western Ave

Geneva, IL 60134

26.0 ALCOHOL SERVING POLICY AND PROCEDURES

During certain special events throughout the year, the Geneva Park District may wish to serve alcoholic beverages to patrons. A schedule of applicable events will be presented to the board at the beginning of each calendar year for board review and approval. Additional approvals may be requested if the need arises as event programming proceeds throughout the year. The following policy is to assist Geneva Park District employees to responsibly serve alcoholic beverage as part of the total service experience the District provides its patrons.

26.01 Local Ordinance Requirements

1. All persons serving alcohol must be at least 21 years of age.
2. No alcohol may be sold at or during Park District events without first securing a liquor license from the City of Geneva.
3. No one may purchase or provide alcohol to anyone under the age of 21.
4. Alcohol consumption is limited to beer and wine only. No hard alcohol is permitted at any Park District function.

26.02 State of Illinois Requirements (235 IL CS 5/) Liquor Control Act of 1934

1. The liquor license must be framed and hung in plain view in a conspicuous place on the licensed premises
2. Beer taps must be clean and sanitary
3. Proper display of the alcohol pregnancy warning sign
4. Proof of Age sign must be posted
5. Pre-mix alcohol beverage requirements
6. Law prohibits happy hours
7. Law prohibits anyone under the age of 21 to be served

26.03 Training Staff

Staff training requirements pertaining to alcohol service should follow the City of Geneva Liquor Code to determine the necessary training requirements for staff.

PDRMA recommends all staff who serves alcohol should receive annual training on:

1. Overview of Dram Shop Laws
2. Checking ID's/proper forms of identification
3. Overview of District's Prevention/Intoxication Procedures
4. Signs of impairment
5. Non-alcoholic alternatives
6. Terminating Service

Furthermore, it is also recommended that all managers, facility supervisors and full-time staff attend a formal BASSET (Beverage Alcohol Sellers & Servers Education and Training) course. Such courses are offered by PDRMA. Refresher training is also available via on-line courses. For a list of STATE approved on-line training providers, please visit:

http://www.state.il.us/lcc/basset/training_class_directory.asp

Please note: PDRMA recommends you contact your local liquor control commission to verify acceptance of these on-line training programs.

26.04 Promote Responsible Drinking

Display special signs throughout the event to encourage responsible drinking and reinforce the “Think When You Drink” theme. Publicize your responsible drinking program well in advance of your event. Media relations, (newspaper, TV and signs posted in your own buildings) can help publicize the message as well as encourage families to attend and troublemakers to be on good behavior.

26.05 ID/Carding Practices

It is illegal to serve alcohol to minors and intoxicated individuals. The Geneva Park District has the right to protect its guests, its establishment, and staff. There is no penalty for refusing alcohol to someone you suspect is a minor or an intoxicated individual. Anyone who appears to be under the age of 25 must show a valid picture ID. If in doubt of their age, ask to see I.D.

1. The following are acceptable forms of ID: driver’s license; state I.D. card; military I.D.; or a current passport. Tickets will not be accepted in lieu of a valid driver’s license or any of the other forms listed above.
2. Have the individual take their ID out of their wallet or purse and hand it to you. If the license is not valid turn it over to verify if a renewal sticker is in place.
3. Parents are not permitted to offer alcohol to their minor children.

26.06 Identify Drinkers

Require proper identification of any adult who wants to buy alcohol. Identification booths should be established separate from the alcohol serving area. Screen and issue a non-transferable wristband to anyone who wants to drink alcohol. No one will be served without proper marker. Have a designated alcohol serving area, (Using fencing/barriers) where drinking will be allowed with one exit and entrance. Designated areas will assist with checking I.D., monitoring wristbands, monitoring guest behavior, and to prevent guests from wandering throughout the event with alcohol.

26.07 Prevention Practices/Techniques

1. Prohibit the sales of “doubles” or “triples”.
2. Require drinks to be sold by drink only, not in pitchers.
3. Encourage food consumption.
4. Prohibit minors from being in areas where alcohol is served/sold or establish timelines to restrict access.
5. Prohibit customers from leaving premises with drinks.
6. An intoxicated individual should not be allowed to drive from the establishment. Arrange for a ride (call a cab, a sober friend, or family member, etc.). If the individual does drive away, call the police.
7. Have a listing of telephone numbers of local cab companies on site.
8. Information signs must be posted.
 - Warning to minors
 - Government warning
9. No alcohol may be brought on or off our premises. Prohibiting patrons from bringing their own alcohol should be emphasized at golf courses.
10. No “last calls” will be offered.
11. Prohibit service to adults who give minors alcoholic beverages.
12. Prohibit employees from selling/serving intoxicated or under age patrons.
13. Prohibit managers from ordering sellers/servers to provide alcoholic beverages to intoxicated patrons.
14. Consider closing the bar an hour before the establishment closes.

15. Depending on the age requirement of the agency's ID checking policy, the ID of all patrons should be checked.
16. All questionable cases should be addressed by the staff in charge of the event.
17. Establish clear and uniform penalties for violating beverage service policies.
18. Servers should receive training in responsible beverage service practices and policy.
19. Provide non-alcoholic beverages as an alternative.

26.08 Intervention Procedures

1. Management should support seller/servers' intervention efforts. Management should be informed as soon as a problem has been identified by the server. One of the following personnel will always be on the premises during an event where alcohol is served:
 - Facility Manager or Department Head
 - Program Supervisor who is Bassett Certified
 - Designated employee who is Bassett Certified
2. Never accuse guests of being drunk. Expressing concern is a good way to achieve empathy with a guest. He or she is more likely to feel that you really care about his or her welfare and safety. Never tell a customer "You can't have a drink"; always say, "Our policy doesn't allow me to serve you more alcohol." Ask if you can serve them a nonalcoholic beverage. If necessary, contact your supervisor.
3. Never change your mind after discontinuing service. This can allow the guest to bargain "just one more".
4. Remain patient and calm. Simply and clearly repeat the decision to discontinue alcohol service to the guest as often as necessary.
5. If an intoxicated guest become verbally abusive or hostile and/or physical violence seem likely or occurs, immediately take the following steps:
 - Call police and contact manager. Do not assume that the situation will resolve itself.
 - Try to separate the intoxicated guest from other guests.
 - Speak firmly and calmly. Repeat yourself to make the guest understand you.
 - Negotiate with the guest not to leave and to calmly wait for the police to arrive.
 - Never touch or try to physically restrain an intoxicated guest.

26.09 Police/Security Staff

Police or security can assist in your crowd management plan and is essential to maintaining order and heading off potential problems. Either private security or local police should be apart of your meetings/training for the event. Locations may include:

1. Parking lots: Provide security for parked cars and partygoers in the parking lots. Also protect those waiting for cabs.
2. Entrance Controls: Check partygoers for banned items and enforce admission policies. Post a list of banned items at the entrance to the event. If a search is made of a purse or bags, security personnel should not touch the item but ask the owner to open it or move items around to permit a meaningful inspection.
3. Designated Driver Registration Booths: Check for valid driver licenses and appropriate wristbands.
4. Alcohol Serving Stands: Enforce minimum drinking-age laws and designated-driver rules.
5. Perimeter: Prevent partygoers from entering the event without passing through entrances or purchasing tickets.
6. Roving Staff: Identify potential disturbances as early as possible to serve as a deterrent for potential incidents; identify intoxicated partygoers or those who show symptoms of medical problems; and identify maintenance or other problems.
7. Restrooms: Provide crowd control and monitor for orderly use of restrooms



Geneva Park District

Park Ordinance

Board Approved November~~June~~ 2020~~2016~~

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ORDINANCE NO. 2009- 14
PARK USAGE ORDINANCE
GENEVA PARK DISTRICT
GENEVA, ILLINOIS

WHEREAS, The Geneva Park District is a municipal corporation duly organized on April 7, 1953 under an act of the General Assembly of the State of Illinois entitled, “An Act to Provide for the Organization of Park Districts”, amended by Act approved May 17, 1951.

WHEREAS, The Geneva Park District has heretofore repealed Chapter VII, and all sections thereof captioned “Police Department” and Chapter VIII, and all sections thereof captioned “Use of Parks”, of the “Revised Administrative Ordinance of the Geneva Park District”, published by the authority of the Board of Commissioners of the Geneva Park District on the 17th day of June, 1974,

WHEREAS, The Geneva Park District has heretofore adopted the “Park Usage Ordinance” governing all aspects of park usage, for the preservation of good order within the parks, control of property and natural life therein, and for the protection and preservation of park visitors and the parks under its jurisdiction and does now desire to amend such ordinance.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS, AS FOLLOWS:

CHAPTER ONE

Section 1.01 Definitions: Whenever in this ordinance the following terms are used, they shall have the meaning as hereinafter set forth:

- a. Park District or District: shall mean the Geneva Park District.
- b. Park System: shall mean any real estate – land or water, personal property and other property of every kind owned, leased or otherwise controlled by the Geneva Park District including Peck Farm Park.
- c. Board: shall mean the Board of Park Commissioners of the Park District.
- d. Executive Director: shall mean the Executive Director, or any other person designated by the Board or the Executive Director to conduct activities and enforce park rules and regulations within a park.
- e. Police officer: shall mean a Park District employee qualified to enforce the regulations of the Park District, police officer of the City of Geneva, deputy of the Kane County Sheriff’s Office, police officer hired under contract, and every other law enforcement officer of the State of Illinois or of any political subdivision thereof, including, but not limited to, the Illinois State Highway Patrol, sheriffs, deputy sheriffs, constables and Division of Wildlife game protectors who are qualified to enforce the Regulations of the Park District.
- f. Park Security Force: shall mean Members of the Board of Commissioners, Executive Director, Superintendent of Parks & Properties, Superintendent of Recreation, Manager of

Peck Farm Park Interpretive Center, Parks Security Staff, and such other officer or person as determined By the Board.

- g. Person: shall mean any individual, company, partnership, corporation or association, or any combination of individuals, or any employee, agent or officer thereof.
- h. Park waters: shall mean any lake, pond, reservoir, stream, channel, lagoon, wetland, or other body of water, or any part thereof, whether natural or artificial, located in or adjoining a park.
- i. Fireworks: shall mean any combustible or explosive compositions, or any substance or combination of substances or article prepared for purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation.
- j. Fish or fishing: shall mean to take or attempt to take fish by any method.
- k. Hunt: shall mean to pursue, shoot, kill, trap, follow after on the trail of, lie in wait for, shoot at or wound any animal while employing any device commonly used to kill or wound animals whether such acts result in such killing or wounding or not.
- l. Animal or animals: shall mean mammals, birds, fish, reptiles, amphibians, arthropods, mollusks, insect, arachnids and annelids.
- m. Vehicle: shall mean everything on wheels or on treads.
- n. Motor vehicle: shall mean any vehicle propelled or drawn by power other than muscular power, including a motorized bicycle, motorcycle, motor scooter, or snow mobile.

CHAPTER TWO

Section 2.01 Police Protection: The Police Department of the City of Geneva, Geneva, Illinois, the Police Department of the City of Batavia, Batavia, Illinois, the Sherriff's Department of the Kane County Sherriff's Office, Kane County, Illinois, the Public Safety Department of the Forest Preserve District of Kane County, Kane County, Illinois and any other police department or agency as hereinafter determined by the Board, shall be authorized and given the power to enforce the "Park Usage Ordinance" provisions and any other laws or ordinances of the State of Illinois or County of Kane or City of Geneva, in the Park System. The Police are authorized and given the power to do all things necessary to conserve the peace and enforce all ordinances and laws in the Park System, and to conduct routine, periodic surveillance; make arrests on view of an offense or upon warrants; give warnings of violations; evict persons; and use lawful and reasonably necessary police methods to prevent, detect and make arrests for violations within the Park System of the "Park Usage Ordinance" or the Illinois Compiled Statutes of the State of Illinois, or any other ordinance or law.

Section 2.02 Agreements for Police Protection: The Board shall from time to time as necessary enter into written agreements with any governmental entity for police protection in the Park System, upon any terms and conditions as the Board deem appropriate and necessary, which agreement shall include among its provisions the disposition of fines collected including “Ordinance Tickets.”

Section 2.03 Park Security Force: The Park Security Force shall consist of the members of the Board of Commissioners, the Executive Director, Superintendent of Parks & Properties, Superintendent of Recreation, Manager of Peck Farm Park Interpretive Center, Parks Security Staff, and such other officers or persons as determined by the Board. The Park Security Force shall have the power to request persons who are violating the provisions of the “Park Usage Ordinance” to cease any conduct in violation of the “Park Usage Ordinance” or to leave the Park System, and shall be authorized to request the Police to make arrests for violations of the “Park Usage Ordinance” or the Illinois Compiled Statutes of the State of Illinois, or any other ordinance or law which occurs in the Park System.

CHAPTER THREE

Section 3.01 Advertising: All requests will be considered by the Executive Director and/or Board on a case-by-case basis.

Section 3.02 Animals and Birds:

- a. No person shall hunt, trap, remove, feed, destroy or in any other way abuse, molest, injure, pursue or destroy any animal, bird, egg, nest or animal habitation in the park, except in the case of educational catch-and-release programs performed under the direction of qualified staff and to control populations of geese causing potential harm to grounds and humans. Authorized geese control is exempt.
- b. All animals, including insects, caught by park users should be observed and quickly returned to the wild.
- c. No person shall cause or permit any privately owned animal or domestic pet to be in or upon the Park System unless on a leash or tether no longer than six feet and accompanied by a person, or off leash when used for geese population control. No pets should be left unattended in any park.
- d. Any person accompanying a privately owned animal or domestic pet in the Park System shall clean up and remove any of such animal’s or domestic pet’s excrement from the Park System or deposit such excrement in trash containers or receptacles.
- e. No person shall cause or permit any dangerous or vicious animal of any kind to run at large or be abandoned upon, or be harbored, caged or displayed in the Park System.
- f. The Park security force or police are authorized to kill any dangerous animal when it is necessary for the protection of any person in the Park System.

- g. It shall be unlawful to harbor or keep any animal which disturbs the peace by loud noises at any time of the day or night.
- h. Any dog that shall bite or injure any person shall be captured and evidence of a current rabies license shall be confirmed by the Kane County Health Department. If it is confirmed that the dog has a current rabies license, the dog shall be inspected by a licensed veterinarian and then released to the owner until a follow-up inspection ten (10) days later. If the dog does not have a current rabies license, the dog shall be kept under the observation of a licensed veterinarian for a period of ten (10) days and then undergo a follow-up inspection by the veterinarian at the end of this period. The veterinarian shall, make a written report to the health officer and should such dog show evidence of rabies, it shall be killed in a humane manner. In the event the veterinarian pronounces the dog free from rabies, such dog shall be released to the owner or keeper upon the payment of the veterinarian's fees. The owner or keeper of the dog may claim the same at the end of the two-week period by making payment of the costs involved while the dog is under observation and also the costs of a license if said dog is not licensed. If the owner or keeper does not claim the dog at such time, then any person may redeem it by making a like payment. If the dog is not claimed as set forth above, then it shall be disposed of in a humane manner.
- i. No pets shall be allowed in Geneva Park District buildings and facilities unless required to assist persons with disabilities.
- j. No person shall ride or permit a horse or other equine animal in a park.
- k. No pets are allowed on the Hawks Hollow Nature Playground.

Section 3.03 Parades and Meetings: No person or persons shall call, hold or participate in any procession, public meeting, gathering or parade, nor shall any person or persons be a participant in any public entertainment of any nature in the Park System without first having received written authorization from the Executive Director or Board. Persons requesting rental or use of any pavilion or shelter shall be required to specify any said uses and shall be governed by above written authorization clause for approval.

Section 3.04 Solicitation: No person shall sell or offer for sale any article, privilege or service including contributions of any kind whatsoever, in the Park System unless such sale or offer is pursuant to a contract with the Park District or without first having received written authorization from the Executive Director or Board. No person shall distribute any literature in the Park System or property which is owned, leased, or otherwise controlled by the Park District, without written permission from the Executive Director. No person shall beg, peddle or solicit in the park. No person shall solicit political influence in the park.

Section 3.05 Signage: No person shall erect any sign in the Park System or attach any sign to property owned, leased, or otherwise controlled by the Park District, nor shall any person display any placard, notice, advertisement, circular, banner, or statement of any kind in a park other than on a vehicle. This section shall not apply to any signs erected by the Park District or any sign, placard, advertisement, circular, banner, or statement of any kind erected, attached or displayed with the permission of the Park District.

Section 3.06 Noise: No person within the Park System shall cause, make, aid, countenance, abet or assist in making any noise or play any amplified music or give amplified speeches tending to disturb other persons in the park or breach the peace in the Park System, except at a time and place as authorized by the District.

Section 3.07 Closing Hours: The Park System of the District shall be closed during the hours specified herein, except as may be authorized upon the consent of the Executive Director. No person or property of any kind shall remain in the Park System after the closing hours specified herein.

- a. Batavia Highlands Park, located directly north of the intersection of Thoria Road and Prairie Street, in the City of Batavia, Illinois and Williamsburg Park, located at 915 Sheffield Lane, in the City of Geneva, Illinois will both be closed to the public from 9:00 PM to 6:00 AM. The tennis courts at Wheeler Park will be closed to the public from 11:00 PM to 6:00 AM, River Park will be closed to the public from 10:00 PM to 6:00 AM. Hawks Hollow Nature Playground is closed to the public from 8:00 PM to 8:00 AM.
- b. Peck Farm Park shall be closed to the public from 10:00 P.M. to 6:00 A.M. every day except that at specified times, selected areas shall remain open as designated by the Manager of the Peck Farm park Interpretive Center.
- b. All other parks in the Park System shall be closed to the public during the hours of 10:00 P.M. and 6:00 A.M.
- c. Parking lot(s) may be closed at any and all park(s) as deemed necessary by the Executive Director or Board. Hours will be posted.
- d. Washroom facilities at Wheeler and Island Parks will be closed from mid October through mid April, dependent on weather conditions.

Section 3.08 Facilities: The use of park facilities shall be as determined and designated by a Department Head or the Executive Director. No person shall use park facilities other than for the purposes designated by a Department Head or the Executive Director. A Department Head or the Executive Director may restrict or prohibit certain uses of park facilities when there is a reasonable chance that any such use might result in damage to park property and/or might endanger park visitors. Where the use of facilities requires scheduling, the reserving and scheduling shall be authorized by a

Department Head or the Executive Director. Parties larger than 10 people are required to rent/reserve a shelter or pavilion at Moore Park.

Section 3.09 Encroachments: No person residing adjacent to Geneva Park District property shall be allowed to encroach upon park property at any time unless otherwise approved in advance by the Executive Director. Leaves, pine cones, seedlings or other foliage that is displaced from landscaping due to weather conditions or seasonal changes are not considered an encroachment on Park District property or adjacent residential property. Park District staff will maintain park property grounds, but will not maintain adjacent property. Examples of possible encroachment are specified herein.

- a. No residentially owned buildings or structures, including sheds and play equipment, whether temporary or permanent, shall be constructed, erected or installed on Park District property at any time.
- b. No residentially owned fences or animal containment devices, whether above or below ground, may be constructed or installed on Park District property at any time.
- c. No residentially owned utility lines or sprinkler systems, whether above or below ground, may be constructed or installed on Park District property at any time.
- d. No residentially owned decorative monuments, statues or structures may be installed or erected on Park District property at any time.
- e. No residentially owned landscaping in the form of trees, shrubs, plants, flowers or vegetable/fruit gardens may be constructed, installed or maintained on Park District property at any time.
- f. Residents are not allowed to maintain Park District property and landscaping in the form of grass mowing, gardens and/or tree, shrub, plant or flower pruning.

Section 3.10 Fires: No person shall ignite or maintain a fire in the Park System, unless otherwise authorized by the Executive Director, Superintendent of Parks and Properties, Manager of Peck Farm Park Interpretive Center or Board.

- a. Authorized fires will only be permitted in a campfire area or specific area designated by the Park District.
- b. No person shall start or maintain a fire in the Park System and leave the vicinity of the fire without fully extinguishing the fire.
- c. No person shall burn wood found in the Park System, except for wood provided by the Park District and burned in designated containers.
- d. Only charcoal grills are allowed in the Park System; users are responsible for extinguishing all hot coals and proper disposal. To disposing of coals before they've completely cooled, remove them individually with long-handled tongs and carefully bury them in a can of sand or in a bucket of water. Gas/propane grills may be used with prior Park District permission.

e. Fire pits are not allowed in the Park System.

Section 3.11 Interference with Police: No person shall interfere with, resist, hinder or delay any member of the Police or Park Security Force in the discharge of any official act of duty nor fail or refuse to obey any lawful order or direction of such member.

Section 3.12 Impersonation: No person shall falsely represent or impersonate any member of the Police or Park Security Force of the District.

Section 3.13 Disorderly Conduct: No person shall engage in any conduct or use any abusive, threatening, profane or obscene language, excessive noise or language calculated to occasion a breach of the peace, nor induce, permit or perform any indecent or obscene act of behavior, nor exhibit, possess or transfer any intoxicating beverage, obscene pornographic pictures, writings, publications, within the Park System. It shall be unlawful for any person to disturb any meeting of the Board of Commissioners or any committee thereof, or to behave in a disorderly manner at any such meeting. It shall be unlawful for any vagrant to frequent, sleep, camp or live in the Park System. Any person who has no established domicile or residence shall be considered to be a vagrant.

Section 3.14 Loitering: No person shall loiter, delay, or stand idly around in the vicinity of a rest room located in a park and no person shall enter facilities in a park provided for the exclusive use of the opposite sex or while already occupied.

Section 3.15 Minors: No parent, guardian or custodian of a minor shall knowingly assist or allow such minor to do any acts within the Park System in violation of any law, ordinance or rule of the District. A minor is defined herein as any person who is under the age of eighteen (18) years.

Section 3.16 Dumping and Refuse: No person shall dump, throw, discard or place any charcoal, ashes, dust, manure, garbage, glass, plastic, rubbish, metal, paper, wood, brush or grass clippings or cause or permit same to be deposited in, on or about the Park System, except in such receptacles and containers as may be provided for such purpose. No person shall deposit refuse or garbage in the Park System that originated from his or her residence, office or place of business. No person shall discharge, throw, drop, or cause to flow, into park waters any noxious or deleterious substance, either solid or liquid, which renders such waters harmful or inimical to the public health or animal life. No person shall release any animal in the park or other property controlled by the Park District.

Section 3.17 Trespasses: No person shall enter upon any portion of the Park System, including the Sunset Pool, Mill Creek Pool, Skate Park, Sprayground or Community Gardens, at a time or place

where persons are prohibited by sign, notice or erected fence, or fail or refuse to depart from the Park System when requested either orally or in writing by the Police or Park Security Force.

Section 3.18 Sleeping in the Park System: No person shall sleep, camp or otherwise remain in the Park System including Park grounds, facilities or bathrooms during closing hours without written permission of a Department Head or Executive Director.

Section 3.19 Fireworks, Firearms and Weapons: No person shall have possession or control or in any way use, sell, purchase, discharge or operate within the Park System any firearm, slingshot, knife, bow & arrow, air powered gun, paint pellet gun, fireworks, ax, hatchet, saw or knife with a blade length longer than three inches or other explosive substance or item, or set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, black powder devices, or other pyrotechnics without written permission by a Department head or the Executive Director. Per 2013 Firearm Concealed Carry Act, firearms are prohibited in all Geneva Park District parks & facilities.

Section 3.20 Missiles: No person shall throw, project or cast, or encourage others in throwing, projecting or casting any stone, projectile or missile into, upon or at any building or structure, object or person within the Park premises.

Section 3.21 Golfing in Parks: No person shall golf, or hit or putt golf balls within or into the parks except upon established golf courses. Disc golf is allowed at designated parks only.

Section 3.22 Damage to District Property:

- a. No person shall write upon, cut, break, paint, move, remove, injure, tamper with, damage or deface any buildings, structure, bridges, tables, benches, fireplaces, railings, paving or paving material, waterlines or other public utilities or parts thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, fences, posts, or other boundary markers, or other structures or equipment, facilities or park property that are owned, leased or maintained by the Park District.
- b. No person shall write upon, cut, chop, break, climb on, paint, move, remove or in any way injure, damage or deface any stone, tree, shrub, plant, flower or turf that are owned, leased or maintained by the Park District.
- c. No contractor may cut, chop, break, move or remove, or in any way injure or damage any stone, tree, shrub, plant, flower or turf that are owned, leased, or maintained by the Park District without written permission by the Executive Director. A restoration plan must be in place before construction of any park project that may cut, chop, break, move or remove, or in any way injure or damage any stone, tree, shrub, plant, flower or turf are disturbed.

d. ~~d.~~ Any parent or legal guardian of a minor who resides with such parent or legal guardian is liable for actual damages for the willful or malicious acts of such minor, which cause injury to a person or property, in an amount not to exceed Two Thousand Five Hundred Dollars (\$2,500.00) for each occurrence of such willful or malicious acts by the minor. The enforcement of this provision shall be made in accordance with the definitions and provisions in the Parental Responsibility Law, Illinois Compiled Statutes, 740, ILCS 115.1.

e. No person shall, upon or in connection with any property of the District, engage in metal detecting, bring in or use any device or instrument used to detect metallic objects without prior written permission of the President or designee. Permits shall not be issued for recreational purposes.

Section 3.23 Drunkenness and Intoxicating Beverages:

- a. No person shall enter upon or remain in the Park System or attend any district meetings while under the influence of any alcohol, drugs, or any controlled substance.
- b. No person shall possess, consume, sell, give, or use any alcohol, drugs and/or controlled substance or drug paraphernalia in the Park System.

Section 3.24 Special Functions: From time to time the Executive Director, a Department Head or Board may permit a special function in the Park System which allows alcoholic beverages to be distributed or sold with the purchase of special event insurance.

Section 3.25 Offering Articles for Sale or Exchange: No person shall sell, exchange, offer for sale or exchange any goods, wares or merchandise of any kind within the park premises without first having obtained the written consent of the Executive Director and/or Board to do so.

Section 3.26 Gambling and Fortune Telling: No person shall tell fortunes, play any games of chance or use any gambling device in the Park System, nor shall any person make any bet of any kind therein unless the Executive Director and/or Board gives prior written approval.

Section 3.27 Illegal Assembly: No person shall, in conjunction with others, assemble within the Park System for any unlawful purpose.

Section 3.28 Operation of Bicycles: No person while operating a bicycle upon the Geneva Park District property and upon the Fox River Bike-Way Trail, Peck Farm Trail or NICOR Bike Trail shall violate any laws, ordinances or statutes of the City of Geneva, County of Kane or State of Illinois, or to do any act forbidden or fail to perform any act required herein by this ordinance.

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- a. Definitions: The Geneva Park District or Park District Property shall be defined as all property lying within the boundaries of the Geneva Park District, the Fox River Bike-Way Trail, Peck Farm Trail and NICOR Bike Trail, as well as, the co-owned Harrison Street and Western Avenue Gymnasiums.
- b. Inspection of Bicycles: 1) Any uniformed police officer of any police department shall be authorized to inspect any bicycle at any reasonable time for the purpose of determining that it has a serial number thereon and or licensed plate or number, or upon reasonable cause to believe that a bicycle is unsafe or is not equipped as required by law, or that its equipment is not in proper adjustment or repair. 2) Any person riding a bicycle shall, upon request, by a uniformed police officer, submit the bicycle to an inspection and tests for this purpose. 3) No person shall in any manner interfere with or hinder the making of such an inspection.
- c. Parents Responsibility: A parent or guardian of any child shall not authorize or knowingly permit such child to operate any bicycle in violation of the provisions in this section.
- d. Use of Bicycle Without Consent of Owner Prohibited: It shall be unlawful for any person to use or operate any bicycle within the Geneva Park District without the consent of the owner.
- e. Traffic Regulations: Every person operating a bicycle shall strictly observe all traffic signs and signals and all other traffic rules and regulations applicable thereto, and shall obey the orders and directions of every police officer authorized to direct or regulate traffic.
- f. Riding on Bicycles: 1) A person propelling a bicycle shall not ride other than upon or astride a permanent and regular seat attached thereto. 2) No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped, except that an adult rider may carry a child securely attached to his/her person in a backpack or sling. 3) No person operating a bicycle shall carry another person on the handlebars of said bicycle. 4) When more than two (2) persons in a group are operating bicycles on a path, trail, or roadway, they shall ride single file.
- g. Exercise of Due Care: A person propelling a bicycle shall exercise due care and proper precaution, and shall sound a horn or bell or give an audible sound when necessary, in order to prevent colliding with any pedestrian, or any other person operating a bicycle, or to avoid colliding with any property.
- h. Speed: No bicycle shall be operated at any time faster than is reasonable or proper, and every bicycle shall be operated with reasonable regard to the safety of the rider and of other persons and property.
- i. Turning; Starting; Stopping: The operator of a bicycle on a roadway when making a right turn shall follow the right-hand edge of the roadway, and the operator of a bicycle on a roadway when making a left turn shall approach the point of turning in the traffic lane nearest the center of the roadway and shall not cut the left-hand corner. No operator of a

bicycle shall suddenly start, slow down, stop or attempt to turn without first indicating such movement as provided by law.

- j. Bicycle Racing: It shall be unlawful for any person to participate in a racing event upon a sidewalk, bicycle path, parking lot unless approved by the Geneva Park District. Such racing events shall only be granted under conditions which will assure reasonable safety for all participants, spectators, and other persons using the facilities and in such a manner so as to prevent the unreasonable interference with and inconvenience of the other persons using the area.
- k. Trick Riding: No person shall, while operating a bicycle, indulge or engage in any kind of trick or unsafe riding except in designated areas such as a skate park.
- l. Lights and Brakes: 1) No person shall operate a bicycle within the period from sunset to sunrise without having a properly lighted headlight attached to the front of the bicycle, visible under normal atmospheric conditions from the front thereof for a distance of not less than three hundred (300) feet, nor without having a red light or a reflector attached to the rear of the bicycle, which is clearly visible in the headlight beam of a motor vehicle for a distance of not less than two hundred (200) feet to the rear of the bicycle. 2) Every bicycle shall be equipped with a brake which will adequately control movement of, and stop and hold such bicycle.
- m. Clinging to Vehicles: No person riding upon any bicycle shall attach the same or himself to any other moving vehicle or motorized vehicle.
- n. Carrying Articles: No person operating a bicycle shall carry any package, bundle or article which prevents the use of both hands in control and operation of the bicycle. A person operating a bicycle shall keep at least one hand on the handlebars at all times.
- o. Position of Bicycles on Right-of Way: Any person operating a bicycle on any roadway or bicycle path shall ride as close as practicable to the right-hand curb or edge of the right-of-way, except under the following situations: 1) When overtaking and passing another bicycle proceeding in the same direction; or 2) When reasonably necessary to avoid colliding with any other person or object in that lane.
- p. Yielding of Right-of-Way: 1) A person propelling a bicycle upon and along a sidewalk, roadway, bicycle path, or parking lot, shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking or passing any pedestrian or any other person operating another bicycle. 2) A person shall not ride a bicycle upon or along a sidewalk, parking lot, bicycle path, roadway or any other location upon which the use of bicycles is prohibited by this Ordinance.
- q. Bicycle Parking: 1) A person may park a bicycle on a sidewalk providing it shall not impede with the normal and reasonable movement of pedestrian traffic. 2) A person may park a bicycle in a parking lot provided it shall not impede the normal reasonable movement

of motorized vehicles. 3) A bicycle may not be parked upon the bike path in such a manner so as to obstruct the movement of the pedestrians or other persons operating their bicycle thereon.

- r. Trails: All persons riding a bicycle shall remain on the trail or specified route. It is unlawful to ride in undesignated areas or to create a trail through repeated violations. No person shall ride a bicycle on a nature trail designated for foot traffic only, including the prairie paths at Peck Farm Park.
- s. Operation Prohibited on Certain Areas: It shall be unlawful for any person to operate a bicycle at the pavilion, campfire circle and silo area at Peck Farm Park. It shall also be unlawful to incorporate into use any picnic table, bench, refuse barrel or any other hardscape item in the Park System such as railings or curbs for purposes of riding or operating bicycles.

Section 3.29 Operation of Skateboards and Roller Blades: Whenever in this section the following terms are used, they shall have the meanings respectively ascribed to them in this subsection:

- a. Skateboards include a vehicle or piece of hardwood board, fiberglass, plastic, or metal with two (2) or more tandem wheels with solid or pneumatic tires and propelled by human power.
- b. Roller Blades include all roller style skates, particularly but not limited to, skates with an in-line system of wheels.
- c. Operate refers to the use, putting into action or causing to function of a skateboard by a person mounted thereon, including but not limited to standing, sitting or kneeling. Operate refers to the use, putting into action or causing to function of roller blades by a person wearing them.
- d. Operation Generally. Except as specifically prohibited in Subsection © below, skateboards and roller blades may be operated on bike trails or walkways, provided that the operator thereof exercises due care in the operation and speed of said skateboards and roller blades, and under all circumstances yields the right-of-way to pedestrians using said trails or sidewalks.
- e. Operation Prohibited on Certain Areas. It shall be unlawful for any person to operate a skateboard or roller blades in the vehicular traffic portion of parking lots, drives and roadways, as well as on/in tennis courts, basketball areas, pavilions and shelters in the Park System, including the silo, campfire circle, picnic pavilion, courtyard area of Peck Farm Park and Hawks Hollow Nature Playground. It shall also be unlawful to incorporate into use any picnic table, bench, refuse barrel or any other hardscape item in the Park System such as railings or curbs for purposes of riding or operating skateboards, bicycles, roller blades or skates.

Section 3.30 Skate Park Regulations: The Skate Park shall be governed by the following regulations:

- a. The skate/bicycle park is unsupervised and participants skate/bike at their own risk.
- b. It is required that proper protective equipment such as helmets, elbow pads, knee pads etc... be used during skating and cycling.
- c. Caution must be used at the Skate Park: Bicycling, inline skating and skateboarding are high-risk recreational activities with inherent risk of serious injury.
- d. No personally owned ramps, boxes, or other devices may be brought into the facility.
- e. No motorized equipment may be brought into the facility.
- f. Please be courteous of other park users.
- g. Bringing glass into the area is prohibited.
- h. Please keep your skate park clean.
- i. The skate park is open from March 1 – November 30, weather permitting.
- j. Daily hours are Monday – Saturday from 9:00 AM – 8:00 PM, or dusk and Sunday from 11:00 AM – 8:00 PM, or dusk.
- k. The park will be closed during inclement weather.
- l. In the event rules are not being followed, the Geneva Park District may choose, at its own discretion to temporarily or permanently close this facility.
- m. The Geneva Park District reserves the right to revise policies and/or rules regarding this skate park.

Section 3.31 Moore Park Sprayground Regulations: The Sprayground shall be governed by the following regulations:

- a. The sprayground is unsupervised and participants utilize the facility at their own risk.
- b. Caution must be used at the Sprayground– Running is not permitted within the gated area of the facility. Groups of 10 or more must secure a permit & pay all applicable fees.
- c. No pets are allowed within the gated area of the facility
- d. No motorized equipment may be brought into gated area of the facility unless required for accessibility.
- e. Please be courteous of other park users.
- f. Bringing glass into the area is prohibited.
- g. Please keep the sprayground clean.
- h. The sprayground is open from the first Saturday after Memorial Day through the first Saturday after Labor Day, weather permitting.
- i. Daily hours are Monday – Thursday, 10:00 AM – 7:00 PM, and Friday, Saturday and Sunday from 11:00 AM – 6:00 PM.
- j. The sprayground will be closed during inclement weather.

- k. In the event rules are not being followed, the Geneva Park District may choose, at its own discretion to temporarily or permanently close this facility.
- l. The Geneva Park District reserves the right to revise policies and/or rules regarding this sprayground.

Section 3.32 Hawks Hollow Nature Playground Regulations: The Playground shall be governed by the following regulations:

- a. The Nature Playground is unsupervised and participants utilize the facility at their own risk.
- b. Caution must be used at the sprayground and creek. Running is not permitted within the confines of the Nature Playground.
- c. Rocks should not be removed from the creek.
- d. No pets are allowed within the confines of the Nature Playground.
- e. No bicycles, scooters, roller blades, skate boards or motorized equipment may be brought into the confines of the Nature Playground.
- f. Smoking is not allowed ~~at Hawks Hollow or within the confines of~~ the Nature Playground.
- g. No alcoholic beverages of any kind, at any time, are allowed in the Nature Playground.
- h. The use of personal electronic devices is discouraged in the Nature Playground.
- i. The Nature Playground is open daily from 8:00 AM - 8:00 PM. The sprayground hours will be adjusted seasonally based on the weather.
- j. The Nature Playground is open year-round, but all water will be turned off October 15-April 15.
- k. The Geneva Park District reserves the right to revise policies and/or rules regarding the Nature Playground.

Section 3.33 Community Garden Regulations:

- a. The Community Garden is open for the season from the third week of April – October 31, dependent on the weather. Dawn to dusk.
- b. All garden plots must remain within designated measurements and be kept free of weeds, pests and diseases.
- c. Place all trash and garden waste in specially marked bins provided. Do NOT dump plants, weeds or trash anywhere outside of your plot, or in surrounding park or wooded areas.
- d. Garden waste may be disposed of in the compost bins provided by the District.
- e. Smoking is not allowed at the Community Garden.
- f. Pets are not allowed at the Community Garden.
- g. All Community Garden renters garden at their own risk.
- h. Please refer to the Geneva Park District Community Garden Rules and Regulations for a complete set of guidelines.

Section 3.34 Motorized and Model Vehicles: No person shall bring, operate, drive or park any motorized or model vehicle, including but not limited to, motorized or remote-controlled automobiles, trucks, mini bikes, motorcycles, snowmobiles, aircraft or drones within the Park System without first having obtained written authorization from the Executive Director or the Board. No person shall drive or take any vehicle within the park at night unless head and tail lights are lighted.

Section 3.35 Speed of Vehicles: No vehicle may be driven upon any highway, street, roadway or parking lot within the Park System at a speed in excess of twenty (20) miles per hour, or as otherwise determined by the Board and as posted. No person shall operate any type of vehicle in the Park System without due regard for the safety of persons or property.

Section 3.36 Parking: The Park System shall be governed by the following parking regulations:

a. General Parking Regulations:

1. No person shall park or permit any vehicle to be parked or unattended upon any Geneva Park District property other than on the surface of the parking lot without permission by a Department Head or the Executive Director.
2. No person shall park or permit any vehicle to be parked or unattended upon any Geneva Park District parking lot after the closing hour as designated by the Park Usage Ordinance of the Geneva Park District, Kane County, Illinois. Unless by permission or prior approval.
3. No person shall park or permit any vehicle to be parked or unattended upon any Geneva Park District parking lot for a period of more than twenty-four (24) consecutive hours unless prior permission is given by a Department Head or the Executive Director or the Board.
4. No vehicle shall be parked or abandoned in the Park System during any public emergency or disaster, including fire, storm, snowstorm, in such manner to cause or constitute an obstruction to traffic flow or emergency equipment including snow removal equipment.
5. Parking is prohibited in parking lot stalls except if the vehicle is parked within the lanes designated.
6. Parking is prohibited on grass areas of the Park System without permission by a Department Head or the Executive Director.
7. Parking lots and designated parking areas within the Geneva Park District Park System are intended solely for the patrons of the particular site or area and for patrons conducting business with, or involved in an activity pertaining to, the Geneva Park

District. Vehicles may be towed at owners' expense or Ordinance Tickets may be issued.

b. Specific Parking Regulations:

No person shall park or permit any vehicle to be parked or unattended in the Old Mill Park parking lot for more than three (3) hours in any consecutive period of time between the hours of 8:00 a.m. and 8:00 p.m. on Monday through Friday of each week; this restriction shall not be applicable on Saturdays, Sundays or legal holidays.

c. Presumption of Liability:

The fact that an automobile which is illegally parked is registered in the name of a person shall be considered prima facie proof that such person was in control of the automobile at the time of such parking.

d. Authority to Post Parking Signs:

The Board of Commissioners shall determine the parking hours and restrictions for park district property and shall post parking signs in such areas where parking is prohibited or limited, indicating such prohibition and limitations.

e. Towing Vehicles Away:

1. The Board of Commissioners, or any person designated by them, including the police department, are hereby authorized to remove and tow away or have removed and towed away by commercial towing service, any vehicle parked in violation of any posted sign or notice or otherwise in violation of the Park District parking restrictions or prohibitions.
2. Vehicles towed away shall be stored and returned to the owner or operator thereof upon payment of the expense of towing and storing such vehicle.

Section 3.37 Commercial Photography & Advertising:

- a. Commercial Photography: No person shall take or cause to be taken any still or motion pictures or video recordings, for commercial purposes or for use in commercial advertising, without written permission of the Executive Director and then only in accordance with the rules and restrictions duly set forth as part of such permission. Commercial photographers must notify a Department Head or the Executive Director two weeks in advance of the date of photography or recording session.

1. Document Fee: A fee of ~~\$5025~~.00 per day or ~~\$500-250~~ per year must be paid prior to the session. Lack of compliance to this regulation will result in a fine set by the Board and Executive Director up to a maximum of \$500 per occurrence.

- b. Honoring Permits: No person shall by act or speech willfully or unreasonably hinder, interrupt or interfere with any duly permitted activity or unreasonably or willfully intrude on any areas or into any structures designated for the use of a certain person or persons to the exclusion of others by written permission of the Executive Director or Board.

Section 3.38 Naming of Parks, Recreation Areas and Facilities: The Board of Commissioners recognizes the need to properly identify all facilities, parks and/or recreation areas within the jurisdiction of the District. The naming of all such park or recreation areas shall be a function of the Board.

Naming of facilities, parks, and/or recreation areas shall be based upon geographical, historical, or ecological relationships significant to the region. For neighborhood parks this includes the name of the subdivision or development or adjacent street in which the park is located.

In cases where individuals or organizations have provided exceptional contributions and/or service to the District, the Board may, at its discretion, officially name a facility or area within a park, or the park itself, after an individual or group of people. All maps, plats, and other records and instruments of the District shall reflect the Board's action.

Upon officially naming a park or recreation area, the Board shall cause to have erected a suitable sign identifying the facility, park, or recreation area.

Section 3.39 Winter Sports, Air and Water Related Activities:

a. Winter Sports:

1. No person shall sled, toboggan, ski or slide on any area except those areas designated by the Executive Director or Park Board, provided that these areas have not been posted as being "unsafe" or "hazardous" or as being "closed" due to inadequate snow cover or other environmental conditions. See Section 3.31 for regulations on snowmobiling in the Parks system.
2. No person shall enter on or upon frozen waters for any purpose whatsoever other than in areas designated by the Executive Director or Park Board for such and then only in compliance with the rules and regulations posted.
3. No person shall fish through the ice on any frozen waters or parts thereof designated as ice skating areas by the Executive Director or Park Board.
4. No person shall drive onto or upon the frozen waters of any lake, pond, or watercourse any iceboat or wind-driven-like device or other vehicle.

b. Swimming: No person shall swim, wade, or bathe at any time in any of the rivers, ponds, lakes, pools, streams, sloughs, or watercourses except at such place or places as may be designated by the Executive Director or Board and then only in accordance with the rules, regulations, and restrictions promulgated and posted.

c. Watercraft: No person shall bring into, attempt to launch or use, or navigate any boat, yacht, canoe, raft, kayak, or other watercraft upon waters of any watercourse, lagoon, lake, pond, or slough, except at such place or places as may be designated by the Executive Director or Park Board. Where allowed, watercraft shall be used in accordance with District rules, regulations

and restrictions duly set forth and posted as well as all applicable statutes of the State of Illinois and the United States.

- d. Engine Powered Models or Toys: No person shall start, fly or use any fuel-powered or electric-powered model aircraft, drone, boat or rocket within the Parks system, unless given permission by the Executive Director or Board for such use or unless a person is a participant in a Geneva Park District sanctioned class or program and then only in accordance with such rules, regulations and restrictions promulgated and posted by the Executive Director or Board.
- e. Fishing: No person shall fish of any type for any reason unless written authorization is obtained from the Executive Director or the Board, or unless a person is a participant in a Geneva Park District sanctioned class or program.

Section 3.40 Smoking: The Geneva Park District's philosophy is to promote health and a clean air environment. A Tobacco Free Policy was adopted by the Park District Board of Commissioners at the November 16th, 2020 meeting. The use of any and all tobacco products including but not limited to e-cigarettes and marijuana is prohibited in all park district buildings, facilities, parks and trails. Smokers must be off of Park District property completely. Effective January 1, 2008, the Smoke-free Illinois Act prohibits smoking in virtually all public places and workplaces, including offices, theaters, museums, libraries, educational institutions, schools, commercial establishments, enclosed shopping centers and retail stores, restaurants, bars, private clubs and gaming facilities. Smoking is defined as inhaling, exhaling, burning by persons of any lighted cigar, pipe, cigarette, plant or other combustible substance in any manner or in any form. Smoking is not permitted inside any Park District buildings, within 15 feet of any Park District buildings, or within any fenced-in grounds such as the Sunset Pool, the Skate Park, the Moore Park Spray ground. Smoking is prohibited at all locations where groups gather, including special events, parks where people congregate, athletic fields, community events, tennis courts. Smoking is also prohibited in the courtyard area of Peck Farm Park. This area includes all brick walkways and plazas from the area west of the Butterfly House to the Campfire Circle, including Hawks Hollow Nature Playground.

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Section 3.41 Athletic Fields: All baseball, soccer and football fields are for use by participants in Park District programs or affiliated organizations or with permission of the Executive Director or Board of Commissioners.

- a. Affiliate Organizations: All organizations must submit a signed Affiliate Agreement, roster of all participants and a league schedule to utilize fields for league play. See Affiliate Agreement for rules and regulations.
- b. Practices: Practices are not allowed on athletic "game" fields without the permission of the Executive Director or Board.

- c. Residential Use Areas: Organized practices are allowed at Somerset, Sunset, Eagle Brook, Dryden, Fisher Farm, Forni, Lovett, Randall Square, Stanley Esping, Sterling Manor, Washburn and Williamsburg Parks during open hours.
- d. Moore Park: Games and practices are not allowed at Moore Park during the summer months when the Moore Park Sprayground is operating. The sprayground is open from the first Saturday after the Sunset Pool opens through the first Saturday after the Sunset Pool closes, weather permitting.

Section 3.42 Exemption: Acts and conduct of police officers, officials and employees of the Park District, or contractors of the Park District, to the extent necessary for performance of their authorized duties, shall be exempt from the provisions of these Regulations.

Section 3.43 Penalties:

- a. Any person violating or disobeying any clause or provision of any section of this ordinance shall be guilty of a misdemeanor, and upon conviction, shall be fined not less than Five dollars (\$5.00) and not more than Five Hundred dollars (\$500.00) for each offense. A separate offense shall be deemed committed upon each day or each separate occurrence on which a violation occurs or continues. In addition, the following penalties may be imposed:
- b. Eviction: Any person violating any of the parking provisions of this ordinance may be forthwith evicted from the Park System by the Police or Park Security Force.
- c. Towing and Storage: Any person violating any of the parking provisions of this ordinance, and whose vehicle is towed away shall pay in full all towing service and storage charges in addition to the aforesaid fine before the vehicle is returned to the owner.
- d. Payment of Fines: Any person charged and issued a parking ticket for a violation of any parking ordinance in the Park System may settle and compromise and pay the fine in the amount of TEN AND NO/100 DOLLARS (\$10.00) if said fine is paid within forty-eight (48) hours after the date and time said ticket is issued. If the fine is not paid within said time period, the fine will be doubled. If the fine is not paid within ten (10) days from the date of the violation, a Notice to Appear or Warrant may be issued against said alleged offender. Any payment of fines, outside of court, shall be paid at the City of Geneva Police Department, Geneva, Illinois. Exception: if the site of the violation lies within the Geneva Park District boundaries, but in the City of Batavia, then payment of fines may be made at the City of Batavia Police Department, Batavia, Illinois.
- e. Restitution: The District may also seek in the same court action for the above penalties, in addition, or instead of fines and penalties, an order that the offender be required to make restitution for damage resulting from any violations of the Ordinance.
- f. Settlement and Compromise of Fines: Any person charged and ticketed for a violation of any offense contained in this Ordinance for Sections 3.01 through 3.34 may settle and

compromise such alleged violation by paying a fine in the amount of Fifty Dollars (\$50.00) for each alleged violation or offense, if said fine is paid with ten (10) days from the date of issuance of the ticket or citation issued for such violation or offense. If the fine is not paid within the aforesaid time period, a Notice to Appear or Warrant may be issued for the arrest of the alleged offender, and the Court will thereafter determine the amount of the fine. Any payment of fines, outside of court, shall be paid at the City of Geneva Police Department, Geneva, Illinois. Exception: if the site of the violation lies within the Geneva Park District boundaries, but in the City of Batavia, then payment of fines may be made at the City of Batavia Police Department, Batavia, Illinois.

Section 3.44 Appendix:

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STATE OF ILLINOIS } IN THE 16th JUDICIAL DISTRICT OF THE CIRCUIT COURT OF KANE COUNTY, ILLINOIS. COUNTY OF KANE }																																														
COMPLAINANT CITY OF GENEVA A Municipal Corporation																																														
TO THE DEFENDANT HEREINAFTER NAMED: YOU ARE HEREBY NOTIFIED TO APPEAR BEFORE THE CIRCUIT COURT OF KANE COUNTY AT THE ADDRESS AND AT THE DATE AND TIME SHOWN AT RIGHT, TO RESPOND TO THE CHARGE DESCRIBED IN THE FOLLOWING COMPLAINT.																																														
COMPLAINT AND NOTICE TO APPEAR																																														
THE COMPLAINANT NAMED ABOVE BY ITS POLICE OFFICER (BUILDING COMMISSIONER) (FIRE INSPECTOR) ON OATH STATES THAT:																																														
Name PETER R. Address 123 MAIN STREET City HOMETOWN State ILL Zip Code 00000 DR. LIC. P00-0000-000 State ILL EYES BLUE HT 5'07 WT 150 <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE DATE OF BIRTH 00/00/00 Type ORIG Class D Expires 00-00-17 RESTRICTION N/A ON 11/12/14 AT 10:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM DEFENDANT HEREIN, 3-07 OF THE GENEVA MUNICIPAL CODE. at DON FORNY PARK 3300 BORDER GENEVA, ILLINOIS in said Municipality by (described act) PARK Closing Hours and further states that he has reasonable grounds to believe the defendant guilty as charged for the above named Municipality by: OFFICER P. Badger ID NO. 97 its Agent Subscribed and sworn to before me this _____ day of _____ 19____ Claim for this violation if it had been paid BEFORE Due Date \$ 50.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">G- 020098</td> </tr> <tr> <td colspan="3" style="text-align: center;">DUE DATE WAS</td> </tr> <tr> <td>MONTH 11</td> <td>DATE 22</td> <td>YEAR 2014</td> </tr> <tr> <td colspan="3" style="text-align: center;">YOUR FINAL NOTICE DATE WAS</td> </tr> <tr> <td>MONTH</td> <td>DATE</td> <td>YEAR</td> </tr> <tr> <td></td> <td></td> <td>19</td> </tr> <tr> <td colspan="3" style="text-align: center;">COURT DATE IS</td> </tr> <tr> <td>MONTH</td> <td>DATE</td> <td>YEAR</td> </tr> <tr> <td>ON</td> <td></td> <td>19</td> </tr> <tr> <td colspan="2">HOUR</td> <td>ROOM:</td> </tr> <tr> <td>OF</td> <td>M</td> <td></td> </tr> <tr> <td colspan="3">AT</td> </tr> <tr> <td colspan="3">KANE COUNTY JUDICIAL CENTER 37W777 ROUTE 38 ST. CHARLES, IL 60175</td> </tr> <tr> <td colspan="3" style="text-align: center;">ISSUING AGENCY</td> </tr> <tr> <td colspan="3">GENEVA POLICE DEPARTMENT 20 POLICE PLAZA GENEVA, ILLINOIS 60134</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> HERE STAMP POSTAGE PLACE </div>	G- 020098			DUE DATE WAS			MONTH 11	DATE 22	YEAR 2014	YOUR FINAL NOTICE DATE WAS			MONTH	DATE	YEAR			19	COURT DATE IS			MONTH	DATE	YEAR	ON		19	HOUR		ROOM:	OF	M		AT			KANE COUNTY JUDICIAL CENTER 37W777 ROUTE 38 ST. CHARLES, IL 60175			ISSUING AGENCY			GENEVA POLICE DEPARTMENT 20 POLICE PLAZA GENEVA, ILLINOIS 60134		
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Claim for this violation if it had been paid BEFORE Final Notice Date \$ 55.00																																														

CHAPTER FOUR

Section 4.01 Repeal: All existing ordinances, resolutions and orders in conflict herewith are hereby repealed.

CHAPTER FIVE

Section 5.01 Publication in Pamphlet Form: In lieu of other publications, this ordinance shall be published in pamphlet form, as provided by law, and when so printed shall become effective and shall have the same force and effect as otherwise published by law; and such pamphlet shall be received as evidence of the passage of this ordinance in all courts or places without further publication, all as provided by law.

CHAPTER SIX

Section 6.01 Validity: If any provision of this code is held invalid, the invalidity of that provision shall not affect any of the other provisions of this code.

CHAPTER SEVEN

Section 7.01 "Park Usage Ordinance" Effective Date: This ordinance shall be known as the "Park Usage Ordinance" and shall take effect and be in full force from and after its passage, approval and publication in pamphlet form as provided by law.

CHAPTER EIGHT

Section 8.01 Saving Clause: The amendment, revision or repeal of any section or portion of a Section or Sections of the “Park Usage Ordinance” of the Geneva Park District by this Ordinance shall not:

- a. Affect suits pending or rights existing immediately prior to the effective date of this Ordinance:
- b. Impair, avoid or affect any right acquired or cause of action now existing under any such amended, revised or repealed Park Usage Ordinance or Section thereof.

PRESENTED to the Board of Commissioners of the Geneva Park District on this 17th day of November, 2014.

PASSED by the Board of Commissioners of the Geneva Park District on this 17th day of November, 2014.

APPROVED by the President of the Geneva Park District on this 17th day of November, 2014.

President

ATTEST:

Secretary

Votes:
Aye:
Nay:

CHAPTER EIGHT


Section 8.01 Saving Clause: The amendment, revision or repeal of any section or portion of a Section or Sections of the "Park Usage Ordinance" of the Geneva Park District by this Ordinance shall not:

- a. Affect suits pending or rights existing immediately prior to the effective date of this Ordinance:
- b. Impair, avoid or affect any right acquired or cause of action now existing under any such amended, revised or repealed Park Usage Ordinance or Section thereof.

PRESENTED to the Board of Commissioners of the Geneva Park District on this 17th day of November, 2014.


PASSED by the Board of Commissioners of the Geneva Park District on this 17th day of November, 2014.

APPROVED by the President of the Geneva Park District on this 17th day of November, 2014.



President

ATTEST:



Secretary

Votes: 4
Aye: 4
Nay: 0

STATE OF ILLINOIS)
COUNTY OF KANE) SS
GENEVA PARK DISTRICT)

I, Sheavoun Lambillotte, Secretary of the Geneva Park District, Kane County, Illinois do hereby certify that the above and foregoing is a true and exact copy of an ordinance entitled "PARK USAGE ORDINANCE OF GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS", adopted at a regular meeting of the Board of Commissioners of the Geneva Park District, held on the 17th day of November, 2014 by the votes of all Commissioners of said Park District present at said meeting being _____votes yea, and _____ votes nay, and _____ absent, and approved by the President who signed same on the 17th day of November, 2014 and filed in the office of the District on said date, all as appears from the records and files in said office.

I do further certify that said ordinance was duly published in book form in lieu of other publication, on the 17th day of November, 2014 and copies thereof placed in the office of the Geneva Park District available to the public.

Secretary

(SEAL)

STATE OF ILLINOIS)
COUNTY OF KANE) SS
GENEVA PARK DISTRICT)

I, Sheavoun Lambillotte, Secretary of the Geneva Park District, Kane County, Illinois do hereby certify that the above and foregoing is a true and exact copy of an ordinance entitled "PARK USAGE ORDINANCE OF GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS", adopted at a regular meeting of the Board of Commissioners of the Geneva Park District, held on the 17th day of November, 2014 by the votes of all Commissioners of said Park District present at said meeting being 4 votes yea, and 0 votes nay, and 1 absent, and approved by the President who signed same on the 17th day of November, 2014 and filed in the office of the District on said date, all as appears from the records and files in said office.

I do further certify that said ordinance was duly published in book form in lieu of other publication, on the 17th day of November, 2014 and copies thereof placed in the office of the Geneva Park District available to the public.


Secretary

(SEAL)

Geneva Park District

Bloodborne Pathogens & Infectious Diseases Policy

Board Approved
October~~May~~ 2020~~16~~

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1.0 INTRODUCTION

The Geneva Park District Board of Commissioners has approved the following guidelines. They are based on an extensive review of currently available information including recommendations and guidelines published by the Centers for Disease Control, the American Academy of Pediatrics, and Public Health Service and the Surgeon General's Report as well as new regulations as adopted by the Illinois Department of Labor (IDOL) with respect to blood borne pathogens. These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

The Geneva Park District recognizes that communicable diseases are a genuine health risk. It is the Park District's desire to exercise appropriate measures to assist in the prevention of the spread of this and other communicable diseases and to minimize workplace exposure to communicable diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

The Geneva Park District further recognizes that employees with life-threatening illnesses, or communicable diseases including but not limited to AIDS and Hepatitis B, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a health threat to others, the Park District believes it should take affirmative steps to reasonably ensure that they are treated equally with other employees.

The following guidelines are intended to assist the Park District in striking a reasonable balance between societal and individual concerns relating to AIDS, Hepatitis B, and other communicable diseases as they pertain to the operations of the Park District. They are not intended to create, and shall not be construed as creating 1) contractual or other obligations on the part of the Park District or 2) rights on the part of employees, program participants or park users, which are not already imposed by law.

2.0 CURRENT INFORMATION

Human Immunodeficiency Virus (HIV) and AIDS:

All current scientific evidence supports the following conclusions:

1. The HIV virus, which may cause AIDS, is fragile outside the body. Soap and water, rubbing alcohol and household bleach will kill it.
2. HIV is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold or chicken pox. These infections are transmitted through respiratory secretions. The HIV virus may be transmitted through intimate sexual contact, injection or puncture with a contaminated needle, receiving into one's bloodstream infected blood or blood products, from mother to fetus and possibly through breast-feeding. It may also be transmitted by infected blood or other body fluids coming into contact with non-intact skin, *i.e.*, cuts, open sores or lesions, skin that is chafed or abraded, and even hang-nails.
3. There is no evidence that HIV or AIDS is spread by casual social contact such as shaking hands, hugging, social kissing, crying, coughing, sneezing, spitting or runny nose.
4. There is no evidence that HIV or AIDS has been contracted from swimming in pools or hot tubs, from toilet seats, bathtubs or showers, or from eating in restaurants, or using dishes, glasses, straws, utensils or food handled by a person with HIV or AIDS.
5. There is no evidence that HIV or AIDS has been contracted from door-knobs, linens, clothing, telephones, office machinery, furniture or other articles touched by a person with HIV or AIDS.
6. In an infected person the HIV virus or AIDS may be found in a variety of body fluids and secretions including semen, blood, saliva, and tears. However, there is no evidence that saliva or tears have transmitted the HIV virus or AIDS.
7. Although current evidence indicates that the HIV virus or AIDS may not be transmitted through casual social contact, certain opportunistic infections such as pneumonia, tuberculosis, and salmonellosis are sometimes also found in persons with HIV or AIDS, particularly in the latter stages of the disease. These other opportunistic infections may be transmitted through social contact.

Hepatitis B Virus (HBV):

The Hepatitis B Virus (HBV) causes Hepatitis B, a serious liver disease once known as serum hepatitis. According to OSHA, an estimated 300,000 persons in the United States, primarily young adults, are infected with HBV annually. As many as 1,000,000 Americans are infectious carriers of the disease. Symptoms of Hepatitis B include anorexia, malaise, nausea, vomiting, abdominal pain, jaundice, skin rashes, arthralgias and arthritis. The fatality rate for the disease is less than two percent. Hepatitis B can also cause acute and chronic hepatitis, cirrhosis and liver cancer.

Like HIV, HBV is a contagious (transmissible) and infectious disease. HBV also is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle or other sharp object, receiving into one's bloodstream infected blood or blood products, and from mother to fetus. Like HIV, HBV can also be transmitted by infected blood or other body fluids coming into contact with a person's mouth, nose, other mucous membrane or non-intact skin, *i.e.*, cuts, open sores or lesions, skin that is chafed or abraded and even hang-nails.

HBV is a heartier virus than HIV. According to the Centers for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

There are two types of Hepatitis B vaccines currently licensed and available in the United States. OSHA reports that field trials of these vaccines have found that they are between 80 and 95 percent effective in preventing infection before and/or after exposure. (Vaccination is recommended for persons who may be exposed to blood or blood contaminated body fluids and for unvaccinated persons who actually have contacted such fluids.)

Other Communicable Diseases:

Other common infectious diseases that can pose a threat to children and adults include the following:

<u>Disease</u>	<u>Transmission</u>
Chicken pox (Varicella)	Respiratory & Lesion Secretions
Meningitis	Respiratory Secretions
Mumps	Respiratory Secretions
Measles (Rubeola)	Respiratory & Lesion Secretions
Pneumonia	Respiratory Secretions Salmonellosis
	Food Handling
Tuberculosis	Airborne Droplets Whooping
Cough (Pertussis)	Respiratory Secretions Hepatitis
A and C	
Impetigo	

Although these diseases are not regarded as blood borne pathogen diseases, they can become serious if unrecognized and untreated. Many are common to children and exhibit signs and symptoms that are identifiable (*i.e.*, measles result in spots). Sound hygienic practices are necessary to prevent the spread of these diseases.

3.0 PARTICIPATION IN PROGRAMS BY INFECTED PERSONS

General:

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for a program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. When it is otherwise known that a participant is infected, decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:
 - The nature of the risk (how the diseases are transmitted);
 - The duration of the risk (how long is the carrier infectious);
 - The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;
 - The probabilities that the diseases will be transmitted and will cause varying degrees of harm;
 - The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person, the person's physician, public health personnel, appropriate Park District personnel and, in the case of a minor, the minor's parents or legal guardian(s), Park District's legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel. These persons shall comprise the "review team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Director will make the final decision after consideration of the review team's recommendation.
3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.
4. If the Director determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may recommend that the person's condition and behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Director.
5. If the Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the Park District's refund policy.

Children/Mentally Challenged:

The participation of known infected children and persons who are mentally challenged will be assessed as set forth above, with the following additional considerations. Infected children and mentally challenged persons who display such behavior as biting or who lack control of their body secretions, which increases the risk of transmission of the virus, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the virus or the transmission of opportunistic infections associated with HIV or HBV infected child or mentally challenged person, under these conditions.

Even with the incorporation of additional precautions and safety measures, children and mentally challenged persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the better or worse. Accordingly, assessment of a child's as well as a mentally challenged person's participation should be performed regularly by the review team.

4.0 PRIVACY CONSIDERATIONS:

1. The infected person's right to privacy shall be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the Park District who know the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or Park District personnel other than personnel specifically designated by the Director of the Park District. The legal ramifications to both the employee involved and the Park District of a breach of confidentiality should be clearly explained to employees.

2. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the Park District may not advise the public or program participants or their parents of the participation in its programs or the employment by the Park District of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the Park District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS.

The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the Park District may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with Park District's legal counsel.

3. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in Park District programs should be directed to a single spokesperson, such as the Director of the Park District. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the Park District believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the Park District has received and is receiving expert medical and legal advice on this matter.

5.0 EMPLOYEES

1. Neither prospective nor current employees shall be asked or required to respond to the question of whether they are infected with the HIV or HBV virus, or AIDS, or with any other specific disability. The Park District may uniformly ask whether a prospective employee is willing and able to perform without qualification all the essential functions of the job.
2. Testing for HIV, HBV, or AIDS shall not be routinely conducted or required.
3. As provided in the Park District personnel policies and consistent with the Park District's uniformly applied practices and procedures for infectious disease control, as a condition of return to work or continued employment the Park District may uniformly require an employee who has been absent from work for three or more consecutive days or in other circumstances deemed appropriate by the Board, to provide a statement from his attending physician that such employee's return to or continued presence at work will not pose any substantial threat of transmission of an infectious disease to the employee's co-workers or to users of Park District property, when such employee is acting in the ordinary course of his duties or in the course of duties which he may reasonably be called upon to perform given the nature of the Park District's activities.
4. An employee infected with the HIV or HBV virus, AIDS, or any other disabling disease shall be dealt with as any other employee with a chronic illness or disability. As long as the employee is able to perform the essential functions of his job and does not pose a demonstrable risk of communicating a contagious disease to other employees or the public, the employee should be considered otherwise qualified for his job. If the infected person is unable to perform the essential functions of his job or there is a demonstrable risk of communicating a contagious disease to others, the Park District should also consider whether any "reasonable accommodation" would enable the person to perform those functions. The determination of what constitutes "reasonable accommodation" in the particular instance shall be made by the Park District in consultation with the review team.
5. Recommendations regarding employment or continued employment of an infected person shall, to the extent practicable, be made by the review team. In making such recommendation, the same factors will be considered as set forth in the previous paragraph regarding general participation in programs by participants (Section 3.0), with respect to program participants. The Park District shall make the final decision after consideration of the review team's recommendation. Any employee who poses a significant risk of communication of a disease to others will not be considered otherwise qualified to continue in their position if reasonable accommodation will not eliminate that risk.
6. As in the case of an infected program participant, and as earlier noted, an infected employee's right to privacy shall be respected including maintaining confidential records.

6.0 HEPATITIS B POST EXPOSURE

If any employee actually comes into contact with blood or other potentially infectious materials, the Park District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.
2. Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible.
3. Prompt testing of the source material or individual's blood with his or her consent to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee.
4. Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV.
5. Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service.
6. Counseling.
7. Evaluation of reported illnesses.

The Park District will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation, with a copy of the IDOL/OSHA regulations. The Park District will also provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with: (1) a description of the employee's duties as they relate to the exposure incident; (2) documentation of the route(s) of exposure and the circumstances under which exposure occurred; (3) results of the source material or individual's blood testing, if available; and (4) all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status. The Park District will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional who performs a post-exposure evaluation. The Superintendent of Finance and Personnel shall ensure all of the above named procedures have been completed in regards to post-exposure.

7.0 EDUCATION AND TRAINING

In order to minimize workplace exposure to, and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the Park District's implementation of preventative measures, the Park District believes education and training of Park District personnel is essential. Training sessions and materials shall be made available to all employees annually, to new employees as soon as they are hired, and to current employees as soon as a change in job tasks may result in exposure to blood borne pathogens, at no cost to the employees. The educational sessions and materials should include current information about what the HIV virus, the HBV virus and AIDS are, how they are spread, how to avoid contact with these viruses, and what to do when a possible contact occurs. The materials should also explain and stress the need for confidentiality. In particular, the Park District's training program will include discussion on:

1. IDOL's regulations relating to blood borne pathogens.
2. Spread, prevention and symptoms of blood borne diseases.
3. Modes of transmission of blood borne pathogens.
4. Recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials.
5. Use and limitations of methods by the Park District that will prevent or reduce exposure, including work practices and personal protective equipment.
6. Personal protective equipment.
7. Appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
8. Procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available.
9. Post-exposure evaluation and follow-up that the Park District will provide for the employee if he or she comes into contact with blood or other possibly infectious materials.

All staff and volunteers should be provided in-service training with respect to the precautionary procedures, and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign the attached compliance statement indicating their understanding of the procedures and agreement to comply with them.

8.0 PERSONAL PROTECTIVE EQUIPMENT

1. The Park District recognizes that the use of personal protective equipment (PPE) helps prevent or reduce occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the PPE will be used.
2. The Park District will provide training on, make accessible, and require the use of PPE at no cost to the employee or volunteer. PPE will also be provided in appropriate sizes when necessary.
3. Personal Protective Equipment which will be made available and kept in first aid kits include:
 - Disposable Latex Gloves
 1. Gloves should be worn in any situation in which there is potential hand contact with blood.
 2. Gloves should be checked for holes, tears, or punctures before wearing.
 3. Hands should be washed immediately after removing gloves.
 4. Disposable gloves should never be washed or decontaminated for reuse.
 5. Hypoallergenic gloves will be made available where needed.
 6. Utility gloves may be decontaminated and used again. They should not be reused if they are cracked, torn, peeling, or punctured.
 - CPR Microshields/Respirators
4. Other personal protective equipment such as smocks, coveralls, material removal apparatus, face coverings, etc. will be purchased should a need arise (i.e., job description change.)
5. The Safety Coordinator is responsible for ensuring that all PPE provisions are met.

9.0 HOUSEKEEPING

The Park District shall ensure that each worksite is maintained in a clean and sanitary condition and shall develop and implement an appropriate written schedule for cleaning and methods of decontamination based upon the location of the worksite, the type of surface to be cleaned, the type of soil present, and the tasks or procedures being performed in the area. In particular, all equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately or as soon as feasible after any known spill of blood.

10.0 PRECAUTIONS AND PROCEDURES

Because other infections in addition to the HIV Virus, the Hepatitis B Virus and AIDS can be present in blood, non-intact skin, exposed body tissue, excrement or other body fluids, the following routine procedures are required when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious.

General:

1. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The Park District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes, hand sanitizer or hand wipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves, which are impervious to blood, must be worn. Such gloves should be immediately available for use in areas where need is most predictable. Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including *e.g.*, van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore large quantities of bodily waste or fluids should be picked up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (*i.e.*, broken glass) employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band-aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the Park District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items *i.e.* cups and utensils should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area.
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

Cleaning Up Blood or Other Body Fluid Spills:

1. In situations where bleeding due to lacerations, cuts, etc. must be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
2. Wear disposable gloves that should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
3. Clean and disinfect soiled area immediately using paper towels, soap and water.
4. Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.
5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
6. Place soiled sanitary napkins in plastic bags, secure and dispose.
7. Place paper towels and disposable gloves in plastic bags and dispose of it.
8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleanser or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood, body fluids or other potentially infectious materials.

Food Handling:

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquids into sink drains.
6. Place disposable dishes in plastic-lined, covered waste receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.

Laundry:

1. Pre-soak heavily soiled items.
2. Follow manufacturer's directions for detergent use.
3. If the material is bleachable, add ½ cup of household bleach to the wash cycle.
4. If the material is not colorfast, add ½ cup non-chlorine bleach to wash cycle.
5. Use hot cycle on washer and dryer.
6. Clean laundry carts when soiled linen is washing before using for clean linen.

Cleaning of Equipment:

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

Use of Microshield or Respirators for CPR:

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the Park District under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard microshields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment for CPR or artificial respiration.

First Aid Training:

Unless first aid is specific to a job description (*i.e.*, Park Police, lifeguard, health club supervisor) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.
2. Instructors should explain sanitary manikin practice. Each student should be provided his or her own microshield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.
3. Manikin Practice
 - Manikins should be sanitized prior to the practice session.
 - New disposable head bags, airways, etc. should be inserted.
 - Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with a minimum 500-ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)
 - Always rinse the items in clean water after disinfections and allow to dry before storing.
 - Instructor trainees should be encouraged to immediately clean manikins following a first aid/CPR class they may teach.

11.0 INCIDENT RECORDS

To the extent practicable, the Park District must keep records noting incidents of employee contact with blood or other potentially infectious materials, and of non-compliance with these guidelines by employees observed during routine monitoring of the workplace. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved should be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action should be taken. In particular the Park District will maintain two categories of records:

Medical records:

The Park District shall establish and maintain an accurate record concerning each employee who may come into contact with blood or other possibly infectious materials, including the employee's name and Social Security number, his or her hepatitis B vaccination record, including any copies of results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials. These records shall be maintained during the duration of an employee's employment, plus an additional 30 years, and shall be kept confidential, except with the express written consent of the employee or as may be required by law.

Training Records:

The Park District shall maintain a record of the dates of all employee-training sessions, the contents or a summary of these sessions, the names and qualifications of the persons conducting the sessions and the names and job titles of all persons attending the sessions. These records shall be maintained for a period of three years after the training occurs.

12.0 STATE REGULATIONS

The Illinois Department of Labor (IDOL) has adopted regulations to protect employees from exposure to blood borne pathogens, including the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV). To the extent that these regulations differ from the foregoing procedures, the Park District will comply with whatever standard is most strict.

13.0 STAFF/VOLUNTEER COMPLIANCE STATEMENT:

I understand the foregoing precautionary procedures relating to blood borne pathogens and infectious diseases are a result of concern for my health, safety and physical well-being, and that of fellow employees, volunteers and participants I am serving. I have read, understand and agree to follow and comply with all of the procedures. I understand that my failure to do so may subject me to disciplinary action, including termination of my employment/volunteer services.

PRINT NAME

Signature

Date: _____

(If under the age of 18, parental signature is required.)

PRINT NAME OF PARENT

Signature

Date: _____

This signed statement is to become a part of the employee/volunteer personnel/volunteer records.



Geneva Park District

Stephen D. Persinger Recreation Center Operations Manual

Board Approved November~~July~~ 2020~~16~~

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1.0 FACILITY OPERATIONS

1.01 Hours of Operation:

The Stephen D. Persinger Recreation Center has a friendly atmosphere where people can work out in comfort. Individuals, couples and families are welcome. Discounts are available for seniors and students.

The facility hours of operation are:

Monday-Friday	5:30am-9:30pm
Saturday-Sunday	7:00am-7:00pm

The Kidz Korral (babysitting area) hours are:

Monday-Friday	8:00am-12:00pm	Available to SPRC Fitness Members Only
Monday-Thursday	12:00pm-7:00pm	Open to public
Friday	12:00pm-5:00pm	Open to public
Saturday	8:00am-12:00pm	Open to public

1.02 Facility Closings:

The facility is closed on the following days:

New Year's Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Day

The facility is open from 5:30am-1:00pm on the following days:

Christmas Eve
New Year's Eve

The facility will be closed for one week during the month of August for annual maintenance and cleaning. During this time, members may utilize the Sunset Racquetball and Fitness Center, located at 710 Western Avenue.

1.03 Directions to Facility:

The Stephen D. Persinger Recreation Center (630-232-4501) is located at 3507 Kaneville Road, Geneva, IL 60134 on the corner of Kaneville Road and Peck Road, west of Randall Road. If heading South on Randall Road, go right on Keslinger Road (West), left on Peck Road (South) and right on Kaneville Road (West). If heading North on Randall Road go left on Fabyan Parkway (West), right on Kaneville Road (West).

1.04 Crisis Management Plan at a Glance:

A crisis, whether real or perceived, is defined as a situation or event that causes, or has the potential to cause, significant concern for the public and district. It could be, but is not limited to, a facility evacuation, an accidental or near drowning, allegations of abuse, a severe vehicle accident, or a criminal act that occurred on Park District Property. The Geneva Park District has developed this crisis management plan to ensure that crisis situations are managed properly and communicated promptly and effectively. Additional details of the District's Crisis Management Plan are available in the Geneva Park District Safety Manual.

If you become aware of a crisis, follow the steps below:

1. Address the immediate emergency or crisis. If needed, dial 911.
2. Contact ~~Facility/Aquatic Manager~~Facility Manager. In the event the ~~Facility/Aquatic Manager~~Facility Manager is unavailable, the following is the order of responsibility:
 - A. ~~Sara Hawke~~, Customer Service Manager
 - B. ~~Nicole Vickers~~, Superintendent of Recreation
 - C. ~~Sheavoun Lambillotte~~, Executive Director

Fire, police, and ambulance 911

Park Security 630-921-0239

Com Ed 1-800-334-7661

Nicor 1-888-642-6748

Poison Control 1-800-222-1222

Child Abuse Hotline 1-800-25-ABUSE

*All Park District employees are required to contact their immediate supervisor to discuss the possibility of allegations of abuse prior to contacting authorities. If immediate supervisor is unavailable, follow the Crisis Management Plan.

1.05 New Employee Orientation

NEW EMPLOYEE ORIENTATION

As a **part-time employee**, here is some information that may be helpful as you orient yourself to your new position. On the following pages you will find an outline of the orientation meetings you will have and an overview of what will be covered in each.

NUMBERS TO KNOW:

SPRC phone number: 630-232-4501

SPRC facility address: 3507 Kaneville Road

Your email: @genevaparks.com

SPRC fax number: 630-232-4569

Your Supervisor

Phone Number: _____

Cell phone number: _____

E-mail: @genevaparks.com

1.06 Clocking in/Scheduled Work Hours:

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is considered to be time actually spent on the job performing assigned duties. Employees should clock in at the time clock no sooner than 7 minutes prior to their start time and no later than 7 minutes after the end of their work shift. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. ***Overtime work must —always be approved by the supervisor before it is performed.*** Altering, falsifying, tampering with time records, or recording time on another employee's time record may —result in disciplinary action, up to and including termination of employment.

1.07 Staff Absences and No Show Procedures:

Geneva Park District employees typically work when others engage in leisure and recreational activities. It is the nature of our business. Employees that are going to be late or absent from work must notify their supervisor immediately. Failure to do so may lead to disciplinary action, including termination. Their supervisors, co-workers, and customers count on each employee to be here and on time when scheduled to work.

Absence from work for three (3) consecutive days without notifying a ~~Supervisor-supervisor or Human Resources~~ Superintendent of Finance & Personnel will be considered a voluntary resignation. If employees are absent because of an illness for three (3) or more successive days, employees are to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing a Supervisor will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

1.08 Opening/Closing Procedures:

Commented [EB1]: I have a separate document for the most up-to-date procedures

Opening Procedures (Disable building alarm if first person into the facility)

- _____ Clock into work
- _____ Turn on lights and fans for front desk area and fitness center
- _____ Unlock office backroom, turn on radio, and copy machine
- _____ Grab the TV remotes and turn on all TV's and program TV in reception area
- _____ Turn on all computers and computer screens, receipt printer, card printer, and printer in the front desk area
- _____ Log onto computer under PFRC log in and password
- _____ Log onto ClassRecTrac

Desk One and Two open *Membership Pass Validation*, then open *Program Registration*

Open cash drawer and count out cash, there should be exactly \$120. If not, mark discrepancy on closing paperwork when you sign out (there is an extra \$20 in singles on side of register drawer, they are included in drawer count)

Desk Three—open *DMS* for camera view, select Geneva Park District on left and 16 view, then open *Member Pass Validation*, *Program Registration*, *Perform Facility Inspection*, then *Facility Booking*

	Make sure the free weights, magazines, magazine rack, and weights are in there proper places and neat. Check for any debris on floors. Also make sure all treadmills are at a zero incline. Fill small table in fitness center with small towels and make sure cleaning solution bottles are full.
	Remove door stoppers, turn on fans, and check toiletries in the locker rooms.
	Check for clean towels in laundry room from previous night and place in dryer. — Check and clean the dryer filter before starting the dryer.
	Unlock the crash bars on both front doors and make sure you have flipped the #35 and #37 eircuit breakers to reset the handicap doors (this should be done at 5:30am on weekdays and 7:00am on weekends).
	Read the staff notebook, beginning on the last date that you worked. Read ALL entries. Initial entry after you read it.
	Check your mailbox.

Closing Procedures

	Empty towel bins into the washer before you leave. Fold all towels in the dryer before leaving for the day. Empty lint traps. There should only be a small load for the morning crew to dry.
	Make sure neck towels are filled in the bins in the fitness area and that the towel bins are full in the locker rooms. Towels should be neat and orderly. Please refill both spray bottles in the fitness area.
	Turn off all TV's and machines and lower all treadmills.
	Turn off lights by the weights in the alcove. Clean up weights, machine accessories, magazines, check for trash or other items left behind, check stretching area and straighten up equipment.
	Prop open steam room, shower, and locker room doors. Go through the men's and women's locker room and make sure all lockers are empty. Check to make sure the hair dryers are still in both locker rooms, restock all toiletries in both locker rooms, and make sure all towels have been collected before you start the last load of laundry. (If maintenance is not working, check lockers using the master reset key, if there are lockers that are locked all items must be removed every evening).
	Shut off heaters under the front desk.
	Any membership cards left on the counter must be filed by last name in the lost card file and a text alert message needs put on their account.
	Check that all basketballs have been returned and any cards that are left are in the lost card file with a note that they did not return the basketball.
	Check that all basketballs have been returned and any cards that are left are in the lost card file with a note that they did not return the basketball.
	Put registration forms and money into an interoffice envelope and put in interoffice drawer in the work space office. Any problem registrations should be put in Customer Service Manager's mailbox.
	Desk 2, print balance sheet report, count drawer, and remove the amount the balance sheet requires, and the drawer should then balance out at \$120. Reset all names still on system. Place recap sheet into Customer Service Manager's mailbox. Drop money and paperwork into safe (located in the administrative office area).
	Turn off computers (except for Tuesday evenings, when we only log off), turn off card printer, restock cards, turn off receipt printer, and radio.
	Make sure all keys have been put in the key box and it has been locked.

	Make sure all items on the On Duty Checklist have been completed and the form is placed into Customer Service Manager's mailbox.
	Turn off all lights, fans, and release the locks on the front doors. Make sure doors are secure and flip breakers #35 and #37 for the handicap doors.
	Set the facility alarm.
	Pull doors from outside to ensure the crash bars were released and doors are secure.

SPRC OPENING AND CLOSING PROCEDURES



Opening Procedures:

- _____ Disable alarm if needed (code is your employee #)
- _____ Clock into work
- _____ Turn on lights for the front desk, fitness center, lobby, gym, and hallways
- _____ Unlock back work room, turn on Sirius radio, and copy machine
- _____ Take remotes from Computer 1 drawer and turn on all TVs (fitness center, fitness equipment, lobby area)
- _____ Turn on/Wake up all computers/screens. Turn on printer at front desk if needed
- _____ **Log on to all computers using PFRC username. Password is peckfarm01**
- _____ **DESK ONE/TWO:** Open RecTrac and login. Open Pass Visit Processing and Global Sales windows
- _____ **DESK THREE:** Open RecTrac and login. Open Pass Visit Processing
- _____ Remove Key Box key from top drawer by Desk Three and open up the key box in back work room
- _____ Get cash register key (#2). Grab cash reconciliation form, count drawer. There should be exactly \$120. If not, mark any discrepancy on the cash sheet
- _____ Go through fitness center to make sure equipment looks organized and in place. **Pick up any personal belongings left behind, dirty towels.** Reset treadmills to 0 incline if needed. Replenish small towels for machines and fill sanitation bottles at the small tables.
- _____ Check the locker rooms, steam rooms for dirty towels. **Pick up any dirty towels missed from the previous night.**
- _____ Check the washer for clean towels from the previous night, clean lint screen on dryer, place clean towels in dryer
- _____ Check AED on 1st and 2nd floor. Look for green light flicker indicating it is ready to be used. Record in staff log
- _____ Check the area by the Track door for cleanliness, check bathrooms on 2nd floor for cleanliness
- _____ Unlock crash bars when you are ready to open. This should be done by 5:30am, but no earlier than 5:25am on weekdays, by 7:00am on weekends, but no earlier than 6:55am.
- _____ Check email and mailbox for any announcements/handouts

NOTES (damaged/missing equipment, concerns, problems, etc.):

SPRC OPENING AND CLOSING PROCEDURES



Closing Procedures:

- _____ Complete gym board when convenient.
- _____ Inform patrons it's almost closing time. Use the script and PAGE button on Phone 2 to make an announcement.
- _____ Fold any clean towels in the dryers before leaving. Clean lint screens, make sure towels are neat and folded at the counter area ready for the next morning.
- _____ Count drawer, remove the proper amount of money (\$120 should be left in drawer) Complete cash sheet, lock drawer and place cash drawer key in key box. Stamp/date all deposits, cash sheets, and closing checklists. Drop in safe.
- _____ Turn off all TVs on the fitness equipment, in the lobby, and on the outer wall of fitness center. ***please do not turn off a TV early if someone may still be watching it.***
- _____ Put away any equipment that is left out in fitness center (stretching area, free weights, resistance bands, etc.)
- _____ Turn off light in the alcove by the cable-strength rig. Organize/pick up any cable rig attachments.
- _____ Pick up any towels, personal belongings left behind, etc. in the Fitness Center.
- _____ Shut off and unplug heaters at front desk.
- _____ Lock crash bars on the front doors (should be done at 9:25pm on weekdays and 6:55pm on weekends).
- _____ Shut off fan heater in vestibule (located on right-side wall). Lift off cover and flip switch off at the top.
- _____ Check Gymnasium for cleanliness. Pick up any trash, collect basketballs, roll basketball cart to the carpeted area of gym lobby. Shut off lights using key with plush foo-foo keychain. Place all keys back in key box when done.
- _____ Make sure all keys have been returned to key box. Lock key box. Place key box key in top drawer by Computer 3.
- _____ **After all members have left the facility:** use master key to unlock/check all lockers for dirty towels, or personal belongings. Put any leftover belongings in lost and found. **All lockers should be emptied and towels picked up.**
- _____ Empty towel bins into the washer, start washer if there is a full load. Spray empty towel bin with Lysol.
- _____ Log out of any open programs, shut down computers.
- _____ Lock both workroom door and office door by gymnasium. Straighten chairs in lobby under TVs.
- _____ **Complete an upstairs walk-thru:** shut off lights, lock doors of program rms, ensure no one else is still on the second floor. If there is a mess and no custodian is on duty, leave a note on Jon/Keith's computer for the morning custodian.
- _____ **SATURDAYS/SUNDAYS ONLY:** if no custodian is on duty, shut off all lights on the panel next to AED
- _____ Set alarm if custodian is not on duty. Alarm arming code is your employee #, select ALL button and countdown from 90 seconds will begin.
- _____ Check the front doors from the outside to make sure they have locked properly.

NOTES: (patrons not leaving on time, damaged/missing equipment, tasks unable to be completed, etc.)

1.09 Cash Handling Procedures:

This procedure outlines cash control practices that are important for employee protection and to protect the interest of the Geneva Park District. It is imperative that these procedures be followed

at all times. If employees on your shift are not following the procedures, report this to your supervisor immediately.

General Cash Drawer Handling

1. The designated staff member will open and close the drawer at the beginning and end of all shifts. It is strongly encouraged to limit access to the drawer.
2. It is the responsibility of the designated staff member to verify all starting cash in the cash drawer. At no time will any employee use any other starting cash other than what is supplied to them.
3. At no time will the cash drawer remain open after completing a transaction.
4. When the cashier/front desk is leaving the area for any reason or any length of time, the cash drawer is to be locked.
5. Receipts shall be attached to all paperwork for all transactions. Print receipts for customers only if they would like a copy.
6. Do not share your computer password with any other employees.
7. Under no circumstances will it be acceptable to cash a check for anyone including Park District employees.
8. All cash and checks taken in your shift are required to be deposited at the end of your shift. If there are questions concerning a deposit, please contact your supervisor.
9. No change shall be given back if form of payment is in check, credit or debit.

Daily Cash Activity Balancing

1. At the end of a shift, the employee will count the cash and checks in a secure, private location that is out of the sight of the public. The cashier/front desk attendant will complete the Daily Cash ~~Activity Report~~Recap Sheet and make sure the starting cash balances remain in the drawer. This deposit will be bundled and dropped in the safe located in the ~~administrative office area~~copy room.
2. The cash drawer with the starting balance should then be placed back in its location for the next shift.
3. The next morning the supervisor will re-count all cash and checks for each ~~batch-drop~~ and verify ~~batch-drop~~ to the Daily Cash Activity Report. The supervisor will also run the appropriate reports from VSI RecTrac software such as System Financial: GL Distribution – Daily GL Report ~~the POS system for balancing purposes such as the “Daily Cash Balance Deposit” report~~. It is the responsibility of the supervisor to run all reports and finish the daily deposit.
4. The supervisor must complete the Daily Cash ~~Activity Report~~Recap Sheet with GL Distribution – Daily GL Report a date insuring its completeness and accuracy.
5. If there is an overage or shortage an explanation must be detailed and signed by the supervisor and the Finance Department must be contacted within 24 business hours or the next business day if the overage or shortage exceeds \$20.00.
6. The GL Distribution – Daily GL Report, deposits, Daily Cash Activity Report and all backup should be sent to Finance Department after the deposit is completed, through the inter-office mail.

1.10 Phone Usage:

Telephones within the building are provided for business use (instructions for use are listed below). Calls which are made by employees that are not business related should be limited to two minutes in length. Staff is to limit usage of their personal cell phones for emergency purposes only. Cell phone usage is prohibited in the locker rooms and is strongly discouraged while working out in the weight room. Members are asked to limit their cell phone usage in the weight room out of courtesy of other members.

Instructions for ESI telephones

1. To make an interoffice call: Lift handset dial extension
2. To answer an interoffice call: Talk, lift handset, or press Speaker key
3. To make an outside call: Lift handset press an open line, Dial 9, then 1 + telephone number (including area code)
4. To answer an outside call: Lift handset or press speaker key
5. To transfer a call to a phone: Press transfer button, Press the line you want to transfer the call to, Hang up handset
6. To transfer a call to a mailbox: Press voice mail button, Press the line you line to the mailbox you want to transfer to, Hang up handset
7. To place a call on hold: Press the hold key
8. To make an overhead page: Lift handset, Press the Page SPRC button, Make announcement, Press Release button, Hang up handset
9. Redial: Press Redial key
10. Speakerphone: Press Speaker on and off
11. Speaker/Headset Volume Adjustment: Press Volume up and down keys
12. Standard Telephone Greeting: State location, State first name, How may I help you? Example: "Thank you for calling the Geneva Park District, this is (name), how may I help you."
13. Exit Greeting: Example: "Thank you and have a great day."

1.11 Petty Cash Procedure:

All ~~full-time~~full-time staff may have access to petty cash that is located in the ~~Facility/Aquatic Manager~~Facility Manager's Office. Staff must fill out the petty cash log and have a witness sign when taking possession of cash. Petty cash transactions should not exceed \$30. Staff must return a receipt for all transactions, any extra change and have the receipt coded on top with supervisor initials. The petty cash log must be filled out once staff returns with receipt. Receipts should be kept in the petty cash pouch. Once the petty cash drops below \$20, the manager will turn in all receipts for processing.

1.12 Credit Card Procedure:

All full time staff have access to the Geneva Park District credit card. The credit cards are kept in the ~~Facility/Aquatic Manager~~Facility Manager's office. Transactions over \$500 will require a purchase order be filled out. The credit card must be returned with a receipt coded on top. Purchases must be logged in the Visa folder on the Public Drive.

1.13 Facility Keys:

Staff members that will be responsible for opening the facility will be issued a master key. All other staff members have access to the key box located in the work room behind the front desk area. All keys must be signed out whenever a key is requested. Each key is labeled to a certain area of the building. A witness must initial at the time a key is taken or returned. The key log binder is located at the front desk.

1.14 Custodial Cleaning Product Protocol:

All Stephen D. Persinger Recreation Center product information is kept in the ~~MSDS~~MSDS binder located in the Elevator Equipment Closet, adjacent to the fitness center. In the event that there is ever a question/accident with cleaning supplies, staff should refer to the ~~MSDS~~MSDS binder. In the event new cleaning product is used custodial staff must update the ~~MSDS~~MSDS binder with appropriate information.

1.15 Storage Areas:

All SPRC storage space should be kept secure with lights out when not occupied. In order to maximize the capacity of storage space, areas should be kept organized, presentable, and inventoried to insure the proper items are in their designated areas.

1.16 Signage Policy:

On occasion, members of the community may request that their respective flyers and various materials and promotional announcements be displayed in GPD facilities. The ~~Facility/Aquatic Manager~~Facility Manager may approve the display of these materials upon review of content and appropriateness. The ~~Facility/Aquatic Manager~~Facility Manager will designate a specific area in which community materials may be displayed. The ~~Facility/Aquatic Manager~~Facility Manager or his/her designate will review displayed materials on a regular basis and will remove expired announcements, events, etc. promptly.

1.17 Kidz Korral: (Childcare options)

Childcare is available on a first come first serve basis. Fees are dependent on residency and membership status. A list of current fees can be found at the front desk.

The Kidz Korral (babysitting area) hours are:

Monday-Friday	8:00am-12:00pm	Available to SPRC Fitness Members Only
Monday-Thursday	12:00pm-7:00pm	Open to public
Friday	12:00pm-5:00pm	Open to public
Saturday	8:00am-12:00pm	Open to public

1.18 Birthday Parties:

Commented [EB2]: See Mike's birthday section for changes.

Birthday Party Details

- ~~1. Party package includes party host(s), invitations, envelopes, soda/juice, decorations, birthday cupcakes, drinks, paper goods and a party gift for the birthday child.~~
- ~~2. Parties are available Fridays from 5-7:00pm and Saturday & Sunday from 11-1:00pm, 2-4:00pm or 5-7:00pm; times are subject to change or expand.~~
- ~~3. The basic party for up to 15 children including the birthday child; \$5 for each additional child; maximum 30 children. Note: contracted parties or parties that require extra supplies will have an additional charge.~~
- ~~4. Parties must be booked at least 2 weeks in advance and require payment in full at time of booking or when signed agreement is returned. Birthday reservations are considered to be tentative until signed agreement and payment are received.~~

Birthdays are hassle free when you have a party with us! Our party attendants will keep the children entertained with the party of your choice while you enjoy the fun. Leave the planning and mess up to us! Theme parties are filled with a variety of games and activities.

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Parties run 90 minutes and includes up to 15 children.

For additional guests over 15, please add \$5 per person.

All parties include a decorated room and table, paper goods, party host, water, juice and cupcakes. Pizza can be added to any party for an additional \$20 per pizza. All parties are held at the Stephen D. Persinger Recreation Center (SPRC), 3507 Kaneville Road, unless otherwise noted.

Payment is due in full at time of reservation. Reservations must be made two weeks in advance. Fees and party packages are subject to change.

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For more information, please email the Birthday Party Coordinator at fborman@genevaparks.com, call 630-232-4542 to leave a message on the birthday party voicemail line or fill out Party Request Form on the Geneva Park District Website.

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1.19 Open Gym:

Gym Rules

1. Children 10-8 and under must be directly supervised by an individual 16-18 and older. Directly supervised includes being in the gym or on the track.
2. Payment must be made or membership card presented to the attendant if it is a supervised open gym, or to the front desk if unsupervised prior to participating.
3. Gym shoes must be worn on the court. Only non-marking rubber soled shoes that are clean and dry are allowed. Street shoes, roller shoes and Heelys are not permitted.
4. Proper attire must be worn, including shirts.
5. Food and beverages are not permitted in the gym. However, bottled water is permitted.
6. Foul or abusive language, attempted confrontation or physical confrontation are not permitted and will result in immediate expulsion from the facility, and could result in revocation of membership, suspension or banning from Open-open Gyngym.
7. No one person or team can "own" the court.
8. Teaching private lessons, conducting team practices, and any private instruction is not permitted.
9. The Stephen D. Persinger Recreation Center reserves the right to cancel and/or change Open Gym schedule at any time.
10. Failure to adhere to any rule can lead to being asked to leave the facility.
11. Fees and rules are subject to change.

Types of Open Gym

1. Family Open Gym (FOG): For parent/child combo of any age. No single admittance allowed.
2. Youth Open Gym (YOG): For anyone ages 8-17. Free for members.
3. Adult Open Gym (AOG): For anyone ages 18 and older. Open for basketball.
4. Volleyball Open Gym (VOG): For anyone ages 18 and older.
5. Toddler Open Gym (TOG): for ages 5 and under with parent/guardian supervision.

Open Gym Fees

1. SPRC Fitness Members: Free with Valid-valid Membership-membership Cardcard
 2. Residents: \$3 (Discounted punch card is available.)
 3. Non-Residents: \$5 (Discounted punch card is available.)
- NOTE: If the gym is not in use for programs or rentals, SPRC members and paying open gym patrons may use the gym. However, when program/rentals begin all participants must leave gym.

2.0 EMERGENCY PROCEDURES

2.01 Evacuation Plan:

In the event of an emergency necessitating the evacuation of the Stephen D. Persinger Recreation Center, staff members outlined in the following plan will be responsible for assisting in the evacuation of the building. **Examples of an emergency necessitating evacuation include but are not limited to smoke, fire, natural gas or chemical leak, bomb threat or acts of violence.**

The following plan should be followed:

1. In the event of smoke or fire any staff member may initiate the evacuation plan by activating the nearest fire alarm pull station. Upon activation of the fire alarm system, the following zone personnel and procedures will be followed:

Zone 1 – Fitness Center/Locker Rooms - The Customer Service Attendant (CSA) that is assigned to Desk 1 will check the fitness center, locker rooms and closets in their zone, directing patrons to the nearest exit and the assembly area. The CSA will close the door to the locker rooms and closets, to signify completion and help reduce the spread of fire.

Zone 2 – Dance Studio/Kidz Korral/Indoor Playground -The Customer Service Attendant (CSA) that is assigned to Desk 2 will check the dance studio, directing patrons to the nearest exit and the assembly area, and assist the staff in the Kidz Korral with evacuating the children to the nearest exit. The CSA will close the door to the dance studio, Kidz Korral, Indoor Playground, bathrooms and storage areas as they check, to signify completion and help reduce the spread of fire. Kidz Korral staff should take their sign in list with them. All instructors should take their rosters with them.

Zone 3 – Office Area/Gymnasium/First Floor Bathrooms – The ~~Facility/Aquatic Manager~~Facility Manager will check the office area, gymnasium, first floor bathrooms and closets in their zone, directing patrons to the nearest exit and assembly area. The manager will close the door to each area to signify completion and help reduce the spread of fire. In the absence of a manager in the building during an emergency evacuation, the CSA assigned to desk 1 will be assigned to this zone after completion of Zone 1. All instructors should take their rosters with them.

Zone 4 – Track/2nd Floor Program Rooms/Kitchen/2nd Floor Bathrooms – The SPRC Custodian that is on duty will check the track, all program rooms on the second floor, kitchen, bathrooms and closets in their zone, directing patrons to the nearest exit and the assembly area. The Custodian will close the door to each area to signify completion and help reduce the spread of the fire. All instructors should take their rosters with them.

2. All employees and patrons will be directed to assemble near the fenced in port-a-potty area by the soccer fields. In case of extremely cold conditions or inclement weather, patrons will be directed to Peck Farm Interpretive Center for temporary shelter at 4038 Kaneville Road (630-262-8244).
3. When all employees and patrons are evacuated, all zone personnel will report to the ~~Facility/Aquatic Manager~~Facility Manager what areas within their zone that were not evacuated. (Ex. Unable to evacuate group exercise room due to unsafe conditions)
4. The ~~Facility/Aquatic Manager~~Facility Manager will meet the fire and police personnel to communicate pertinent information including sharing the emergency services team binder.

5. The ~~Facility/Aquatic Manager~~[Facility Manager](#) will contact the Superintendent of Recreation and/or Director to activate the District's Crisis Management Plan.

2.02 Fire Exit Locations:

- Entrance Doors
- Fitness Center-Stretching Area
- Gymnasium-Each corner of the gymnasium (4 sets of double doors total)
- Dance Studio-Back corner
- Hallway on main floor-Near Dance Studio
- East side of Track-Down the stairs by gym storage
- Silo
- Room 203-Leads to track and east side exit

2.03 Fire Extinguishers Locations:

- Front Desk Area
- Elevator Room
- Fitness Center near outside of the elevator room
- Women's locker room near the steam room
- Men's locker room near the steam room
- Custodial closet in the fitness center-located between the two locker rooms
- Large storage close on the east side of the gymnasium
- Gymnasium-Each corner of the gym (4 total)
- Hallway on main floor near dance studio
- Hallway outside of room 201
- Hallway outside of Kitchen (room 209)
- Kitchen
- Track-Each corner of the track (4 total)
- Mechanical room on second floor near the track

2.04 Weather Related Closings:

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may close for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements or predetermined local area radio stations.

Due to the nature of Park District operations, various employee departments may be required to work. These instances will be determined and communicated on a case by case basis as deemed necessary. Emergency closure is considered unpaid time in the case of non-exempt personnel.

In the Event of emergency situations, please refer to the Crisis Management Plan located in the District's Safety Manual.

2.05 First Aid Kits/AED locations:

First Aid Kit Locations

- Work area behind the front desk
- Kidz Korral (babysitting area)

AED Locations

- First floor-Behind the front desk located by the entrance to the work area
- Second floor-on the wall by the restrooms near track entrance

2.06 Accident Reporting:

1. Involving Participants: Minor first aid may be administered, i.e., minor cuts, abrasions, etc. Contact supervisor, fill out accident report and turn in to your supervisor within 24 hours. Major injuries (life threatening) - contact 911, supervisor and parents of child/children. At no time leave the child/children alone. Call for help; keep victim comfortable until help arrives. Fill out accident report, and return to Facility Manager immediately.

Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff & parents only the facts; do not give opinions. Direct all ~~inquires~~inquiries to the Superintendent of Recreation or the Executive Director. Under no circumstances is staff to tell parents of participants to direct hospital bills, etc., to Geneva Park District.

2. Involving an Employee: If an employee is injured while on the job and who does not require immediate medical assistance must report to their supervisor who will direct the employee to the proper medical locations if necessary. An accident form must be completed and returned to supervisor within 24 hours.
3. Accident Reports: All accident reports must be filled out within 24 hours and returned to your supervisor. Emergency phone numbers are located in the first aid kit and are posted by all phones.

2.07 First Aid:

All Geneva Park District staff are required to become and maintain CPR, AED and First-Aid certifications. In the event of an emergency involving a situation that requires the use of these certifications, it is the expectation that staff will follow their training to assist the individual.

2.08 Safety:

Employee Responsibilities:

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Immediately report all accidents and unsafe conditions to the Facilities Manager.
3. Cooperate and assist in the investigation of accidents.
4. Attend all required safety programs and in-service education meetings.
5. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.
6. Pay strict attention to housekeeping of work area(s) and general facility.

General Safety Rules:

1. Smoking is not allowed.
2. Possession of alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs is not permitted.
3. Equipment is to be operated only by trained and authorized personnel.

4. Periodic inspections of workstations will be conducted to identify potentially dangerous conditions.
5. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
6. All accidents must be reported on the Accident Report form to a supervisor, regardless of the severity of the injury or damage.
7. All employees must follow recommended work procedure outlines for their job.
8. All employees are responsible for maintaining an orderly environment.
9. Safety and restraint belts must be fastened before operating any motorized vehicle.
10. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate.
11. All employees must know departmental rules regarding first aid, evacuation routes, and fire department notification.
12. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.
13. Each employee in the department must follow department rules and procedures specific to departmental operations.
14. Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
15. Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
16. Personal protective equipment must be used when potential hazards cannot be eliminated.
17. Equipment is to be operated only by trained and authorized personnel.
18. Periodic inspections of workstations will be conducted to identify potential hazards to ensure that equipment or vehicles are in safe operating condition.
19. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
20. If there is any doubt about safety, your supervisor should be consulted immediately.
21. Observe the Safety Policy Statement located in the Geneva Park District Safety Manual.

3.0 FITNESS CENTER OPERATIONS

3.01 Facility Amenities

- 4,000 square foot fitness center
- Hammer Strength ~~Free-free Weight-weight Equipmentequipment~~
- Cardiovascular ~~Equipment-equipment~~ equipped with individual TV monitors
- Most cardiovascular equipment is ~~i~~iPod compatible and provides a USB port for fitness tracking
- Strength Equipment
- Men's & ~~Women's-women's Locker-locker Rooms-rooms~~ with ~~Showers-showers & Steam steam Roomsrooms~~
- Wood lockers with electronic key pads
- Towel ~~S~~service
- Member ~~Open-open Gymgym~~
- Core ~~Conditioningconditioning/Stretching-stretching Areaarea~~
- Three-lane track for walking, jogging or running
- 16,200 square foot gymnasium space
- Two full-size basketball courts
- 10 basketball nets, 2 volleyball, ~~pickleball courts~~ & 2 badminton courts
- Floor to ceiling dividers provide for one full court and two half court gyms
- Bleacher seating available
- Batting ~~Cage-cage~~ available
- 1,100 square foot playroom/babysitting room with a multi-level farm-themed play structure with spiral slide, spiral steps, bumper blast, tube crawl and more

3.02 Daily Fees:

Proof of residency required

Resident \$8

Non-Resident \$10

Allows full use of the facility. Age restrictions apply.

3.03 Kidz Korral/Indoor Playground:

Kids will have a great time playing with friends. Kidz Korral, the babysitting service is available for SPRC fitness members, those who participate in recreational classes and to the general public. Kidz Korral offers times that are exclusive to SPRC fitness members. Kidz Korral annual memberships are available for SPRC members. Kidz Korral is for children 3 months – 11 years old. Availability is on a first come, first serve basis. Assistance for those with special needs is available through Fox Valley Special Recreation Association (FVSRA).

3.04 Membership Pass Options:

Individuals, couples or families may join the Stephen D. Persinger Recreation Center for one year or may pay a daily fee to use the facility. Youth ages 11 and under are not permitted in the fitness center at any time. Youth ages 12 – 13 must be supervised and in the immediate vicinity of an adult 18 years or older. Members must be 14 years or older to use the fitness center unsupervised. Members may pay their membership in full or pay on a monthly basis.

Types of Memberships

1. Adult – Entitles one person (18 & older) to use the facility during scheduled public hours. May not be transferred or shared.
2. Couple – Entitles two individuals residing in the same household to use of the facility during scheduled public hours. May not be transferred or shared.
3. Family – Entitles three or more immediate family members (including dependents ages 12 – 23 yrs.) residing in the same household to use the facility during scheduled public hours. May not be transferred or shared.
4. Youth – Entitles one person (14 – 17 yrs old) to use the facility during scheduled public hours. May not be transferred or shared.
5. Senior – A senior pass may be purchased by adult's age 60 and better. May not be transferred or shared.

3.05 Rules and Policies:

Management has tried to limit these rules and policies to the minimum required for the mutual enjoyment of its members and their guests. The enforcement of these rules and policies is for the good of all members to assure the comforts and service to which each member of the Stephen D. Persinger Recreation Center. Management shall have the right to suspend or withdraw center privileges from any member, who in their opinion, has abused prescribed privileges or conducted himself or herself in a manner detrimental to Geneva Park District, the Stephen D. Persinger Recreation Center or its members. The manager or designee shall have complete charge of the center while on duty. If you have any questions or concerns, please ask for the manager on duty or contact the membership department. The Geneva Park District shall not be held responsible or liable by any member or guest for personal injury damage or loss of personal property for any reason. Anyone using GPD facilities does so at their own risk.

1. Member Health Warranty: The member warrants and represents that he/she has no disability, impairment or ailment that will prevent him/ her from engaging in active or passive exercise or that will be detrimental to his/her health, safety or physical condition if he/she does participate. Member assumes any risks normally associated with the use of health, fitness and spa facilities and the participation in activities or programs conducted at the Stephen D. Persinger Recreation Center. This representation and warranty is made by member knowing that Geneva Park District will rely upon the same in connection with the sale of membership.
2. Center Hours: The center hours are subject to change without notice. Management reserves the right to close the facility from time to time to facilitate center programs and on certain holidays.
3. Membership Cards: A membership card will be issued to all members. The card is not transferable and must be presented at the front desk upon entering the facility. A \$3 fee will be charged for replacement of lost membership cards.
4. Fitness Center Usage Policy: Members must be 14 years or older to use the fitness center unsupervised. Youth ages 11 and under are not permitted in the fitness center at any time. Youth ages 12 – 13 must be supervised and in the immediate vicinity of an adult 18 years or older.
5. Equipment:
 - Please use the fitness equipment in a circuit fashion. If you are in a multiple set, please leave the machine momentarily during your rest to allow others to workout.
 - Members are responsible for wiping down their equipment after use. There are two wipe down stations located in the fitness center.
 - Members are asked to be courteous during peak hours and limit their time on cardio machines if necessary.

6. Attire: Proper attire must be worn to use the facility. Closed toed athletic shoes must be worn at all times. Men and women must wear shorts or pants and a shirt at all times.
7. Locker Rooms: The facility provides locker rooms with free daily use lockers for members and guests. Please take all belongings with you when leaving the center. Items left overnight will be removed. Please note that the Geneva Park District is not responsible for loss or damage to any personal belongings.
8. No Smoking Permitted: Tobacco use of any kind is not permitted in the facility.
9. No Alcoholic Beverages may be brought into the facility.
10. Drinks and Food: Food is not allowed in the fitness center or gymnasium at any time. Water is allowed in appropriate containers.
11. Be considerate of others, loud or abusive language will not be tolerated. Patrons listening to their own music must use headphones at all times.
12. Removal of GPD property from the premises may result in the termination of membership privileges.

3.06 Member Open Gym Policy:

The gym is open to fitness members at any time when programs are not in session. Ages ~~13-9~~ and older may use the gym unsupervised, those ~~12-8~~ and under must be directly supervised by an individual 16 and older.

3.07 Track Pass Option:

Residents of the Geneva Park District also have the option to purchase an annual Track Pass. The track may be accessed by anyone ages 8 and older. Users between the ages of 8 – 12, however, must be under the direct supervision of an individual age 16 years or older.

3.08 Steam Room Operation:

SPRC is equipped with two steam rooms, one in each locker room. The steam rooms are on an automatic timer. Members may utilize the turn dial on the outside of the steam room in order to turn the steam on or off. The steam room doors should be propped open every evening at closing time to allow the area to air out.

3.09 Towels:

There are three different size towels available for member use. Wipe clothes are to be replenished at each wiping station as needed. Members are to put all used towels in the dirty towel bins located at the entrance of the fitness center. Staff needs to insure that towels are washed and dried in a timely manner in order to keep a sufficient number in circulation for members.

1. Maximum load for washing machine is $\frac{3}{4}$ full.
2. Washing machine:
 - SOAP – Fill to line, approximately $\frac{1}{3}$ scoop.
 - WATER – Always have setting on HOT
 - CYCLE – Runs approximately 25 minutes long
3. Dryer:
 - Clean lint screen after each load.
 - Use the timed cycle (usually needs 60 minutes to dry).
 - Both dryers can be used simultaneously, however, they should not be started at the same time.

4.0 MAINTENANCE OPERATIONS

4.01 Custodial Staff Schedules:

Monday-Friday	5:00am-1:00pm	Full-Time Building Custodian
Monday-Friday	11:00am-7:00pm	Full-Time Building Maintenance Custodian
Monday-Friday	6:00pm-11:00pm	Part-Time Evening Custodian
Saturday-Sunday	7:00am-7:00pm	Part-Time Weekend Custodian

4.02 Repair Request Procedures:

Any area in need of repair should be reported in the following manner:

1. Inform Custodian that is on duty at time of incident [via email and verbally, if possible.](#)
2. Inform ~~Facility/Aquatic Manager~~[Facility Manager](#) and/or Customer Service Manager verbally or via email
- ~~3. Log in staff book to inform other employees that the repair is being taken care of~~
- ~~4.3~~ Place an out of order sign (if feasible)

SPRC WEEKLY MAINTENANCE CHECKLIST

	MON	TUES	WED	THUR	FRI	SAT	SUN
NURSERY							
Vacuum Carpet							
Mop Tile Floor							
Sanitize & Clean Countertops, Sinks, Toilets							
Clean Windows							
Sanitize Used Toys							
Wipe Down Indoor Playground							

WEIGHT ROOM

Clean Stairmasters, Treadmills & Bikes							
Clean Weight Machines							
Clean Wall Fans							
Clean Mirrors & Windows							
Vacuum Carpet & Mats							
Clean Free Weights & Benches							
Straighten Stretching Areas							

LOCKER ROOMS

Sanitize & Clean all Toilet Areas							
Sanitize & Clean all Urinal Areas							
Sanitize & Clean Sinks & Faucets							
Clean All Countertops & Sides							
Clean All Mirror Surfaces							
Refill All Dispensers as Needed							
Clean Hand Dryers & Floor Scales							
Mop Shower, Steam Room, Washroom Floors							
Scrub Shower Walls & Partitions							
Disinfect & Squeegee Steam Room Walls & Benches							
Spot Clean Walls & Areas as Needed							
Clean Benches & Pedestals							

HALLWAY & LOBBY

Mop Tile area in Lobby							
Vacuum Carpet Areas							
Sanitize Water Fountain							
Vacuum Hall Furniture & Clean							
Spot Clean All Window Areas							

GYM FLOORS & TRACK

Dust, Mop Floor Areas							
Vacuum Floor Cracks & Bare Walls							
Spot Clean Walls as Needed							
Spot Clean Floors as Needed							
Use Riding Floor Scrubber on Gym Floors & Track							

SPRC WEEKLY MAINTENANCE CHECKLIST (CONT)

	MON	TUES	WED	THUR	FRI	SAT	SUN
ADMINISTRATIVE OFFICES							
Dust & Clean Desks, Cabinets, Counters & Sinks							
Vacuum All Carpet							
Brush/Vacuum Cloth Chairs							
Wet Mop Workroom & Vault Room							
Spot Clean Walls as Needed							
Spot Clean Carpets as Needed							
HALLWAY & LOBBY AREA							
Clean Windows in Entry Way							
Clean Hallway Windows							
Sanitize & Clean Water Fountain							
Vacuum Carpet Areas							
Sanitize & Clean Water Pop Machine							
Dust & Clean Coat Racks							
Brush/Vacuum Lobby Cloth Furniture							
Spot Clean Lobby Tables							
Spot Clean Walls as Needed							
SPRC PUBLIC WASHROOMS							
Sanitize & Clean Toilet Areas							
Sanitize & Clean Urinals							
Sanitize & Clean Sinks/Faucets/Counters							
Clean Mirrors							
Spot Clean Partition Areas							
Refill All Dispensers as Needed							
Lemon Oil Aluminum Areas as Needed							
Wet Mop Tile Floors							
Spot Clean Walls as Needed							
SPRC PROGRAM ROOMS							
Vacuum All Carpet Areas							
Wet Mop All Tile Areas							
Spot Clean Windows							
Dust Mop Floor of Storage Closets							
Spot Clean Walls & Doors							
Dust Mop Wood Floors							
Clean Countertops							
KITCHEN AREAS							
Dust & Wet Mop Tile Floor							
Clean Countertops							
Sanitize Sinks							
Sanitize Refrigerator							

4.04 Monthly Safety Inspection Checklist:

**STEPHEN D. PERSINGER RECREATION CENTER
MAINTENANCE FACILITY MONTHLY SAFETY INSPECTION**

Hazards	Yes	No
Housekeeping <ul style="list-style-type: none"> Tools are stored and secured in designated areas, cribs or cabinets. Trash, debris and other materials are stored in appropriate or designated receptacles. Walkways, stairways and work areas are free of debris, holes slip and trip hazards. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Electrical <ul style="list-style-type: none"> Breaker switches are labeled and readable. Electrical covers are present on all outlets and junction boxes. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
HVAC <ul style="list-style-type: none"> Heating units have been inspected cleaned and filters changed. Portable heaters are in good condition and unplugged at the end of the day. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Chemicals <ul style="list-style-type: none"> Chemicals are properly labeled and stored in designated cabinets and/or storage areas... Material Safety Data Sheets (MSDS) for each chemical are current, stored in a three ring binder near chemicals and properly signed. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Property Protection	Yes	No
Fire Prevention/Reduction <ul style="list-style-type: none"> Appropriate number and type, charged, accessible? Annually inspected and tagged? Storage rooms clean, minimum 18" clearance overhead sprinklers? Public hydrant front of building clear? (Snow, parked cars, etc.) No evidence of smoking in non-smoking areas. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Flood/Water Run off <ul style="list-style-type: none"> Drains outside lower level exit doors clear of debris Downspouts and gutters clean and directed away from building? 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Windstorm <ul style="list-style-type: none"> Are there any loose exterior building items, subject o wind damage? (i.e., gutters, shingles, flashing, vents, lights, downspouts, etc.) 	<input type="checkbox"/>	<input type="checkbox"/>
Other	Yes	No

<ul style="list-style-type: none">• Exits clear and signs in place and illuminated?• Emergency lighting checked?• Emergency call numbers available at front desk?• First aid kit maintained?• Check condition of AED unit.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Recommendations and Comments:		
Recommendation follow-up and correction:		
Inspection by: _____ Date: _____		
Reviewed by: _____ Date: _____		

5.0 FACILITY RENTALS (Updated 2020)

Reservation, Deposit & Payment

- ◆ Filing a request form does not automatically constitute approval of the facility, nor time requested. Please allow 3-5 working days for approval/denial.
- ◆ All rentals will be processed on a first-come, first-serve basis. Reservations will be taken no sooner than three (3) months in advance of the rental date.
- ◆ The Park District reserves the rights to reject any rental which it feels is not appropriate.
- ◆ The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
- ◆ All requests will be reviewed and accepted/denied based on: park policy, nature of rental, and facility/staff availability.
- ◆ Renter filing request must be at least 21 years of age and must be in attendance the entire duration of the event.
- ◆ Rental is guaranteed when confirmed by Geneva Park District. Payment in full of all fees is required to secure rental at that time.
- ◆ Any renter who arrives early or stays beyond their scheduled time will be required to pay for additional time.
- ◆ The "rental period" is defined as the entire amount of the time during which the renter occupies the facility. This includes time for set-up and take-down. Facility use will be the time designated on the application. The Park District's clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the building/facility will be closed and staff sent home.
- ◆ The Geneva Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
- ◆ Room rentals are not permitted on any of the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

Commented [EB3]: Jim and I made significant changes to the rental policies. The new rental request form and policies are in a separate document.

Security Deposit, Cancellation & Refund Policy

- ◆ A deposit of \$100 is required for all room rentals. An additional \$500 deposit is required if liquor is served. When filling out the request form, the exact time of arrival and departure must be stated. The security deposits will be returned provided there is no damage to the rented area, excessive cleanup required, and the scheduled hours of the rental were adhered to.
- ◆ Cancellations made 10 days or less prior to the rental date will forfeit the deposit.
- ◆ If the room is not left in satisfactory condition, or you arrive prior to or stay longer than your approved rental time, the Geneva Park District may keep all or part of the deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or area being used and will be responsible for leaving the facility in satisfactory condition. The security deposit will be refunded if the facilities rented are found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.

Room Usage

- ◆ The building, facilities or equipment shall not be used by any person(s), corporation or non-profit organization for private or business profit or gain.
- ◆ Any materials/decorations brought in must be removed at the end of the rental. No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room.
- ◆ Any room/area rented must be left in the same condition as you found it. The Park District will remove the filled garbage can liners and replace them.
- ◆ If the fire alarms are activated, the renter will be responsible for all costs incurred to reset the systems.
- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Geneva Park District, City of Geneva and the State of Illinois in use of the facility.
- ◆ The Sunset Community Center is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental. Use of the facility by the renter and all

parties present is confined to those areas rented and public restrooms only. No other areas of the building may be accessed.

- ◆ Candles may not be used as decorations for any rental. Use of smoke/fog machines is not permitted.

Insurance

- ◆ The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

Food and Drink

- ◆ Renter may not bring alcoholic beverages onto Park District property unless liquor insurance has been purchased. Liquor liability insurance must be secured by the rental through eventhelper.com. Verification of purchase of liquor license is required within 7 days of securing rental date.
- ◆ Kitchen use is confined to storage, heating and refrigeration of food only.
- ◆ All food and drink must be kept in the area being rented; participants may not carry food/drink to other areas of the building.

Conduct and Supervision

- ◆ All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
- ◆ For any function, a competent adult (21 years of age or older) or chaperone must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
- ◆ All rentals will be overseen by a Building/Rental Supervisor or Park District staff. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Should guests become unruly, the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to notify guests of the duties and authority of the supervisor/staff.
- ◆ A police officer will be on site for all rentals that include liquor.
- ◆ The Building/Rental Supervisor and Park District staff are not on duty to assist with the renter's activities.

Equipment

- ◆ For room rentals, the Park District only provides tables and chairs. All other items must be supplied by the renter.
- ◆ The kitchen is available at an extra charge for warming and serving only.
- ◆ The Geneva Park District is not responsible for loss, theft or damage of personal property or equipment.

General Policies

- ◆ Smoking is not permitted in Geneva Park District Facilities in compliance with the Illinois Clean Air Act.
- ◆ Smoking is not permitted within 15 feet of the building in compliance with the Smoke Free Illinois Act.
- ◆ The renter gives the Park District the right to pursue collection methods for bad checks, damages or additional time used, and agrees to pay for such methods.
- ◆ The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
- ◆ Not complying with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.

Rates and policies are subject to change.

6.00 FACILITY JOB DESCRIPTIONS

6.01 ~~Facility/Aquatic Manager:~~ SPRC Facility Manager/Fitness Supervisor

Summary:

Commented [EB4]: This needs to be Sandy's job description

Under the direction of the Superintendent of Recreation, the ~~Facility/Aquatic Manager~~ SPRC Facility Manager/Fitness Supervisor is responsible for the planning, coordinating and supervision of all operational and program functions for the Stephen D. Persinger Recreation Center and operations of the fitness/health-wellness programs, Sunset/Mill Creek Pool including the fitness center, indoor playground, nursery and custodial staff.

Supervisor:

The ~~Facility/Aquatic Manager~~ SPRC Facility Manager/Fitness Supervisor reports to the Superintendent of Recreation and the Executive Director.

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Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; three years full time experience in public recreation facility management; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Hours:

The ~~Facility/Aquatic Manager~~ SPRC Facility Manager/Fitness Supervisor shall have varying hours due to programs, special events and facility operating hours. Due to the varying nature of the work, evening and weekend hours of duty are expected.

Essential Functions:

Administration:

1. Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, memberships, registration, inventory and schedules, and other miscellaneous statistics as necessary for the operation and management of the facility, fitness center, pools, indoor playground, nursery and custodial staff.
2. Evaluate the effectiveness of services provided at the facility and make recommendations on modifications of existing services and the introduction of new services.
3. Prepare annual and special reports in relationship to all facilities.
4. Implement operating procedures established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
5. Oversee the building and counter operations during operating hours in accordance with the policies established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
6. Oversee the completion of all front counter responsibilities including computer work, filing and inventory of supplies.
7. Review and recommend the need for replacement of all equipment. ~~Oversee the processing of mail-in and drop off registration and assist with on-site registration for all Park District programs and facilities.~~
8. Oversee ~~and the scheduling all~~ ad-rentals throughout the Stephen D. Persinger Recreation Center, operations of SPRC and Sunset/Mill Creek Pool.
9. Oversee all matters related to fitness programming including staffing, scheduling, training, implementation of new programs, and human resource responsibilities.
- 9-10. Other duties as assigned. ~~Review and recommend the need for replacement of all equipment.~~

Finance:

1. Prepare and administer the annual budget for the Stephen D. Persinger Recreation Center, ~~fitness center, indoor playground, Sunset/Mill Creek Pool, and nursery.~~ Authorization of budget and expense is through the Superintendent of Recreation.

Communications:

1. Inform the Superintendent of Recreation and other staff members of all pertinent matters.
2. Establish internal communication of the staff at each the facility.
3. Plan and conduct a promotional program at each of the facility and publicize through different media sources.
4. Develop and maintain cooperative working relationships among staff members, program participants, public agencies and community organizations.

Personnel:

1. Recruit, hire, train and evaluate all full-time and part-time personnel for the Stephen D. Persinger Recreation Center.
2. Supervise the SPRC Customer Service Manager, ~~Recreation/Aquatic Supervisor~~, custodians, fitness staff and front counter staff.
3. Assist with preparation~~Prepare of~~ work schedules of all full-time and part-time personnel.
4. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:

1. Maintain an adequate inventory of all supplies needed at the facility including maintenance supplies.
2. Recommend repairs or replacement of facility equipment and arranges for repairs of facility with Superintendent of Recreation.
3. Maintain an awareness of current trends in fitness to be incorporated as a part of the comprehensive plan of the Park District.

Safety Program:

1. Implement facility safety code and preventive maintenance program for the facility equipment.
2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.
3. The SPRC Facility Manager/Facility/Aquatic-Fitness Supervisor may be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual, Section 5.01.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The SPRC Facility~~ies~~ Manager/Fitness Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. The SPRC Facility Manager/Fitness Supervisor must exhibit good computer skills in order to perform all duties efficiently and effectively.

6.02 SPRC Customer Service Manager:

Summary:

The SPRC Customer Service Manager is responsible for assisting in the day to day operations of the Stephen D. Persinger Recreation Center.

Supervisor:

The SPRC Customer Service Manager reports to the SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum of a high school diploma; Bachelor's Degree preferred, experience in public relations and office work or a combination of education, experience and training which provides the required knowledge, skills and abilities. Computer experience necessary.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Prepare deposit daily.
3. Process memberships, track passes and registration forms as needed.
4. Oversee day to day operations of the front desk at SPRC.
5. Inventory supplies and equipment and recommend replacements as necessary.
6. Greet and assist patrons and members during visits.
7. Answer phones and greet Geneva Park District patrons in a pleasant and cheerful manner.
8. Perform daily operations of the front desk including: POS transactions, washing and folding towels, preparing membership forms for entry, processing program registration forms, etc.
9. Maintain cleanliness in the fitness center.
10. Assist in keeping front desk areas organized and back workroom organized.
11. Assist in sorting and distributing incoming mail.
12. Assist in keeping bulletin boards & table areas updated with current information.
13. Attend ~~recreation monthly~~ staff meetings.
14. Hire, train, oversee, and evaluate recreation department birthday parties.
15. Administer First Aid according to the Park District's Communicable Disease Policy.

Communications:

1. Inform the SPRC Facility Manager and other staff members of all pertinent matters.
2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.
3. Establish a pleasant attitude on the telephone and in person.

Personnel:

1. Recruit, hire train and evaluate all Customer Service Attendants.
2. Supervise all Customer Service Attendants.
- ~~3. Supervise all birthday party hosts.~~
- ~~4.~~3. Prepare work schedules.
- ~~5.~~4. Conduct staff meetings with all Customer Service Attendants on a monthly basis.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Serves as recorder for Safety Committee meetings.

Marginal Functions:

1. Complete other duties as assigned by the SPRC Facility Manager.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. Exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving for errands or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature

6.03 SPRC Building Maintenance Custodian:

Summary:

The SPRC Building Maintenance Custodian shall perform maintenance tasks which include, but are not limited to, cleaning and security of the Stephen D. Persinger Recreation Center. This includes repairs and improvements to the interior and exterior of these facilities and grounds. The SPRC Building Maintenance Custodian has a scheduled work week for Monday-Friday and may be scheduled for particular weekend hours as needed.

Supervisor:

The SPRC Building Maintenance Custodian reports to the SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge toward repairs and maintenance of facilities and grounds.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the recreation center.
2. Operate and maintain cleaning equipment.
3. Review inventory of cleaning supplies and equipment, prepare purchase orders, obtain written approval from SPRC Facility Manager and order products from preferred vendors.
4. Secure all doors and windows in the facilities during operating hours and at closing.
5. Remove snow on sidewalks at front entryway to the recreation center and at the exterior of all exit doors.
6. Complete facility maintenance schedule and checklist including cleaning wood floors, shower room walls and floors, steam rooms, exercise equipment, vacuuming all carpeted floors, cleaning of windows, etc.
7. Set-up and clean-up classes/programs offered at SPRC.

Safety Program:

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1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.
3. Ability to operate machines necessary for job function, including but not limited to, riding floor scrubber, carpet extractors, etc.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The SPRC Building Maintenance Custodian must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. The SPRC Building Maintenance Custodian must exhibit some computer skills in order to perform all duties efficiently and effectively.

6.04 SPRC Building Custodian-PT:

Summary:

The SPRC Part-Time Building Custodian shall perform maintenance tasks which include, but are not limited to, cleaning and security of the Stephen D. Persinger Recreation Center. The SPRC Part-Time Building Custodian's schedule varies throughout the seven day work week.

Supervisor:

The SPRC Part-Time Building Custodian reports to the SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge toward repairs and maintenance of facilities and grounds.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the Recreation Center.
2. Operate and maintain cleaning equipment.
3. Review inventory of cleaning supplies and equipment and report any new or replacement materials to the SPRC Building Maintenance Custodian via written request.
4. Secure all doors and windows in the facilities during operating hours and at closing.
5. Remove snow on sidewalks at front entryway to the recreation center and at the exterior of all exit doors.
6. Complete facility maintenance schedule and checklist including cleaning wood floors, steam room walls and floors, exercise equipment, vacuuming all carpeted floors, cleaning of windows, track floor, etc.

7. Set-up and clean-up classes/programs offered SPRC.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.
2. Ability to operate machines necessary for job function, including but not limited to, riding floor scrubber, carpet extractors, etc.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Building Custodian must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

6.05 Kidz Korral Coordinator:

Summary:

The Kidz Korral Coordinator is responsible for overseeing the day-to-day operations of the Kidz Korral area of the Geneva Park District, including the safety and well-being of children ages 6 months to 11 years who attend the Kidz Korral.

Qualifications:

Minimum includes completion of high school education. Prior experience in an organized nursery setting preferred. CPR and First Aid training is required as well as criminal background check clearance.

Supervisor:

The Kidz Korral Coordinator reports to the SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Essential Functions:

1. Watch, direct and safeguard children at all times.
2. Interact with Kidz Korral parents.
3. Under the supervision of the SPRC Facility Manager, the Kidz Korral Coordinator is responsible for the hiring, training, scheduling, and evaluating of Kidz Korral Attendants.
4. Evaluate the Kidz Korral program and assist in developing the child care needs of the nursery.
5. Current certification in CPR and First Aid.
6. Keeps updated and accurate records of certifications of the Kidz Korral Attendants.
7. Provide equipment and supply recommendations.
8. Prepare timesheets for Kidz Korral Attendants.
9. Display a high standard of personal conduct in the administration of the Kidz Korral program.

~~10. Is courteous, personable and responsible in the administration of programs.~~

~~11. Responsible for policies and procedures in the Geneva Park District Safety Manual.~~

~~Marginal Functions:~~

~~1. Attends in-service training and all meetings so indicated by the SPRC Manager.~~

~~2. Administers First Aid as necessary and according to the Geneva Park District Communicable Disease Policy.~~

~~Physical Requirements:~~

~~1. Ability to operate Park District vehicles.~~

~~2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.~~

~~Cognitive Considerations:~~

~~1. Resolve differences and problems that arise with patrons and work together with employees.~~

~~2. The Kidz Korral Coordinator must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.~~

~~3. Activities are performed indoors; these conditions include lighting and temperature.~~

Commented [EB5]: We currently do not have this position, not sure if we ever intend on refilling it.

6.056 Kidz Korral Attendant:

Summary:

The Kidz Korral Attendant is responsible for the safety and well-being of children - ages 6 months to 11 years who attend the Kidz Korral.

Supervisor:

The Kidz Korral Attendant reports to the ~~Customer Service Manager~~~~Kidz Korral Coordinator~~, SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

High school education preferred. CPR and First Aid training is required as well as criminal background check clearance.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Watch, direct and safeguard children at all times.
3. Interact with parents.
4. Distribute Park District information.
5. Administer First Aid according to the Park District's Communicable Disease Policy.
6. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Kidz Korral Attendant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

6.067 Customer Service Assistant-PT:

Summary:

Under the supervision of the Customer Service Manager, the Front Desk Customer Service Assistant provides a wide range of front desk operations and administrative duties as assigned by Geneva Park District staff. This position includes duties both within the administrative office as well as operations of Sunset Racquetball and Fitness Center/Stephen Persinger Recreation Center. Hours will vary and include evenings and weekends.

Supervisor:

The Front Desk Customer Service Assistant reports to the Customer Service Manager, Facilities Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

The Front Desk Customer Service Assistant must have a minimum of a high school diploma, experience in public relations and office work or a combination of education, experience and training which provides the following required knowledge and skills; modern office support skills and procedures; standard methods of filing; clear writing, grammar, punctuation, spelling, vocabulary; establish and maintain positive and cooperative working relationships with a focus on quality services to internal and external customers; use initiative and sound, independent judgment within established guidelines; prioritize and coordinate work activities; compose routine correspondence, board material and other documents; make accurate arithmetic calculations; maintain confidentiality of work.

Essential Functions:

1. Answer phones and greet Geneva Park District patrons in a pleasant and cheerful manner.
2. Process program registration forms and all other follow up requirements of registration including class input procedures.
3. Process memberships and all follow-up requirements for Sunset Racquetball and Fitness Center; including monthly membership renewals.
4. Perform daily duties of Sunset Racquetball and Fitness Center/ Stephen Persinger Recreation Center including cash register transactions, washing towels, maintaining safety, etc.
5. Maintain cleanliness throughout office and Fitness Center.
6. Maintain racquetball court operations/gymnasiums.
7. Maintain accurate and organized files.
8. Keep front desk, back workroom and hallway/bulletin board areas organized and updated with current information.
9. Assist with necessary clerical typing as assigned by manager.
10. Assist with class cancellations/waitlists/class changes, etc.

11. Maintain current CPR and First Aid Certifications.

12. Other duties as assigned.

Communications:

1. Inform the Customer Service Manager and other staff members of all pertinent matters.

2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.

3. Establish a pleasant attitude on the telephone and in person.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Complete other duties as assigned by the Customer Service Manager, Facilities Supervisor, Superintendent of Recreation or Executive Director.

2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.

2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.

2. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

3. May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.



BestLife Fitness MEMBERSHIP APPLICATION

**Residency Status:**

- ☐ Resident ***Proof of Residency Required***
☐ Non-Resident

Payment Option:

- ☐ Pay in Full
☐ Ongoing Monthly Payment

Membership Plan:

- ☐ 10-Day Free Trial
☐ Persinger Rec Center ☐ Sunset Fitness Center
☐ Gold (Both Fitness Centers) ☐ Track Pass

Membership Type

- ☐ Adult ☐ Senior ☐ Youth ☐ New
☐ Couple ☐ Family ☐ Corporate ☐ Renewal

NAME _____

ADDRESS _____

CITY _____ ZIP _____ BIRTHDATE _____

PRIMARY PHONE _____ SECONDARY PHONE _____ EMAIL _____

REFERRED BY _____ (Members Only)

Emergency Contact: Provide at least one

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

List names and birth dates of each individual included on this membership.

NAME	BIRTHDATE	AGE	GENDER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FITNESS CENTER POLICY

Children must be between the ages of 8 and 23 to be placed on a Gold or SPRC family membership, and between ages 12 and 23 years for a Sunset Membership. Children ages 21 – 23 must be full-time students to be on a family membership. Proof of age or student status for children must be provided upon request. Members must be 14 years or older to be in the weight room unsupervised. Ages 12-13 yrs. must be directly supervised by an adult member 18 years of age or older. Children 11 yrs. and under are not permitted in the weight room at any time. Children ages 8 years and older may use the track; ages 8-12 must be directly supervised by a member age 16 years or older on the track.

Geneva Park District Waiver and Release of All Claims**IMPORTANT INFORMATION**

The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies) (including transportation services, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies).

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

Membership Agreement

I hereby apply for a fitness membership in the Geneva Park District, and agree to abide by the policies established by the management and the Park District Board. I understand that violation of a policy may result in revocation of a membership. I further understand that this membership requires an initial 12 month commitment and, regardless of my choice of payment option, this membership must be paid in full and is **neither refundable nor transferable**.

Ongoing Membership Terms

ONLY APPLICABLE IF SELECTING MONTHLY PAYMENT OPTION

In consideration thereof, and not withstanding any other terms and conditions of this agreement, I agree to be liable for a continuous monthly membership, with an initial term of 12 months, that will be automatically renewed at the prevailing rate. Membership is to be paid via a valid credit/debit card on the first business day of each month for the complete term of the contract, regardless of usage, subject only to the termination of membership and notice provisions within this agreement.

1. I understand that if I am purchasing this membership after the 1st of the month that I will be charged the appropriate pro-rated amount immediately with the next amount charged to my debit card on the 1st day of the following month.
2. No refunds will be issued for lack of facility use.
3. The Geneva Park District reserves the right to cancel a membership when insufficient funds occur. When an ongoing membership is cancelled for insufficient funds, the membership can only be reinstated by payment in full. Cancelled memberships cannot be reinstated as ongoing memberships, and are not eligible for monetary reimbursement.
4. A \$25.00 service fee will be charged for each returned or refused payment from the member's account, or if a participant closes the recorded account without required notice detailed in item 6 below.
5. I understand that I must provide written notice of any changes to recorded credit/debit card information by the 20th of the month prior to my next draft date.
6. **To cancel my ongoing membership, I agree and understand that my membership has been active for a period of no less than 12 months and that I must submit an Ongoing Membership Cancellation Form to the Geneva Park District, before the 20th of the current month to cancel the next withdrawal. I further understand and agree that in the event I do not fulfill these cancellation requirements in a timely manner, it may result in the imposition of additional fees.**
7. Membership is subject to rate changes. The Geneva Park District will notify members about any membership fee increases at least 30 days in advance. I accept that the increases will be automatically passed onto my account, therefore adjusting my monthly payment amount to the current monthly rate accordingly.

Ongoing Payment Information

I have
read
and
fully

Only required if different from member/payment information already provided.

Acct. Holder Last Name _____ First Name _____

I understand the Waiver and Release of All Claims, Membership Agreement, and if choosing a monthly payment option, the Ongoing Membership Terms. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

If I have chosen the ongoing monthly payment option, I authorize the Geneva Park District, through its bank, to establish automatic payments from my credit/debit card account. These payments are in accordance with the terms listed on the agreement form, and will continue until the Geneva Park District is properly notified as described in item number 6 in the agreement form.

Signature _____ Date _____

PARTICIPATION WILL BE DENIED if the signature of adult member or parent/guardian and date are not on this waiver.

PAYMENT

Please indicate your choice of payment:

☐ Check ☐ Cash ☐ Credit Card

Card Number

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Expiration Date

--	--	--	--

CVV

--	--	--

Office Use Proof of Residency: () Driver's License () Utility Bill () Tax Bill Other _____

10-Day Trial Start Date _____ End Date _____ Membership Start Date _____ End Date _____



BestLife Fitness STUDENT SUMMER FITNESS PASS


Residency Status:

- ☐ Resident (*Proof of Residency Required*)
☐ Non-Resident

- ☐ NEW
☐ Renewal

Membership Type:

- ☐ Sunset Fitness Center \$68 (N/R \$78)
☐ Stephen Persinger Recreation Center (SPRC) \$79 (N/R \$89)
☐ Gold (Both Fitness Centers) \$90 (N/R \$100)

A Student Summer membership is for full-time students age 14-23 years. Most recent student schedule is required as proof of student status. Passes are sold April 26 – August 1, 2019 and expire 3 months from purchase or September 5th 2019, whichever comes first. Memberships may not be prorated. Students under 18 years require a parent/guardian signature before the membership will be processed.

NAME _____

ADDRESS _____

CITY _____ ZIP _____ BIRTHDATE _____ SCHOOL _____

PRIMARY PHONE _____ Age _____ (proof of age must be provided upon request)

Emergency Contact: Parent/Guardian Names (Provide both parents is applicable)

Name _____ Phone _____ Relationship _____
 Name _____ Phone _____ Relationship _____

FITNESS CENTER POLICY

Children must be between the ages of 8 and 23 to be placed on a Gold or SPRC family membership, and between ages 12 and 23 years for a Sunset Membership. Children ages 21 – 23 must be full-time students to be on a family membership. Proof of age or student status for children must be provided upon request. Members must be 14 years or older to be in the weight room unsupervised. Ages 12-13 yrs. must be directly supervised by an adult member 18 years of age or older. Children 11 yrs. and under are not permitted in the weight room at any time. Children ages 8 years and older may use the track; ages 8-12 must be directly supervised by a member age 16 years or older on the track.

Geneva Park District Waiver and Release of All Claims
IMPORTANT INFORMATION

The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies) (including transportation services, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies).

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

Participant's Signature _____ **Date** _____

(18 yrs or older, or Parent/Guardian)

PARTICIPATION WILL BE DENIED if the signature of adult member or parent/guardian and date are not on this waiver.

PAYMENT

Please indicate your choice of payment:

- ☐ Check ☐ Cash ☐ Credit Card

Card Number

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Expiration Date

--	--	--	--	--	--

CVV

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Office Use Proof of Residency: () Driver's License () Utility Bill () Tax Bill Other _____

COMMENTS _____



We Make It Happen! 630-232-4542

Geneva Park District
710 Western Ave.
Geneva, IL 60134

Membership Agreement – Ongoing Membership

In consideration thereof, and not withstanding any other terms and conditions of this agreement, I agree to be liable for a continuous monthly membership, with an initial term of 12 months, that will be automatically renewed at the prevailing rate. Membership is to be paid via a valid credit/debit card on the first business day of each month for the complete term of the contract, regardless of usage, subject only to the termination of membership and notice provisions within this agreement. I understand that if I am purchasing this membership after the 1st of the month that I will be charged the appropriate pro-rated amount immediately with the next amount charged to my debit card on the 1st day of the following month.

Terms of Automatic Payment Plan:

By participating in the automatic payment plan, I understand and agree to the following terms:

1. **The initial term for all ongoing memberships is 12 months from the date of acceptance. I understand that I am liable for a 12-month membership. Thereafter, my membership will be automatically renewed monthly unless I notify the Geneva Park District in writing before the 20th of the current month. Member Initials_____**
2. No refunds will be issued for lack of facility use.
3. The Geneva Park District reserves the right to cancel a membership when insufficient funds occur. When an ongoing membership is cancelled for insufficient funds, the membership can only be reinstated by payment in full. Cancelled memberships cannot be reinstated as ongoing memberships, and are not eligible for monetary reimbursement.
4. A \$25.00 service fee will be charged for each returned or refused debit from the member's account, or if a participant closes the recorded account without required notice, as detailed in item 6.
5. I understand that I must provide written notice of any changes to recorded credit/debit card information by the 20th of the month prior to my next draft date.
6. **To cancel my ongoing membership, I agree and understand that my membership has been active for a period of no less than 12 months and that I must submit an Ongoing Membership Cancellation Form to the Geneva Park District, before the 20th of the current month to cancel the next withdrawal. I further understand and agree that in the event I do not fulfill these cancellation requirements in a timely manner, it may result in the imposition of additional fees. Member Initials_____**
7. Membership is subject to rate changes. The Geneva Park District will notify members about any membership fee increases at least 30 days in advance. I accept that the increases will be automatically passed onto my account, therefore adjusting my monthly payment amount to the current monthly rate accordingly.

SIGNATURE_____ DATE_____

Membership Agreement – Ongoing Membership

I agree to the terms of the Ongoing Membership payment option outlined above. I further authorize the Geneva Park District, through its bank, to establish automatic payments from my credit/debit card account. These payments are in accordance with the terms listed on the agreement form, and will continue until the Geneva Park District is properly notified as described in item number 6 in the agreement form. It is the responsibility of the account holder listed below to notify the Geneva Park District of any credit/debit card changes. Insufficient funds will result in a loss of membership.

Please Print:

Member: Last Name: _____ First Name: _____

Account Holder: Last Name _____ First Name _____

(If different from member name)

Credit/Debit Card Type: Visa Mastercard Discover

Credit/Debit Card Number _____ Expiration Date _____

Signature of Account Holder

Date

Office Use Only



GENEVA PARK DISTRICT KIDZ KORRAL

Please complete all:

Number of Children: ☐ One ☐ Two ☐ Three or more

Payment Options: ☐ Annual ☐ Monthly Debit Payment (12 Month Agreement)

LAST NAME _____

CHILD 1 FIRST NAME _____ BIRTHDATE _____

CHILD 2 FIRST NAME _____ BIRTHDATE _____

CHILD 3 FIRST NAME _____ BIRTHDATE _____

CHILD 4 FIRST NAME _____ BIRTHDATE _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (HM) _____

E-MAIL _____

PARENT/GUARDIAN NAMES (Provide both parents if applicable)

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

EMERGENCY CONTACT IF PARENT CANNOT BE REACHED:

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

Signature Required Please see reverse side for Insurance Liability Waiver Form and Payment, and provide required signature.

INSURANCE LIABILITY WAIVER

The Geneva Park District, a member of Park District Risk Management Agency, is complying with the Agency's regulation by including a waiver and release of all claims form, to be signed by adults, 18 years and over when registering for a program or registering their minor child/ward for participation in a program. This regulation is an attempt to hold down insurance costs and assure adequate coverage for the Agencies programs and services. Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation in the program/programs, you will be waiving and releasing all claims for injuries you or your child/ward sustain arising out of the program/programs. "I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s) and I agree to assume the full risk of any such injury, damages or loss regardless of severity which I or my child/ward may sustain as a result of participating in any activities connected or associated with any program(s). I waive and relinquish all claims I or my child/ward may have against the Geneva Park district and its officers, agents, servants and employees as a result of participating in any of the program(s). I hereby fully release and discharge the Geneva Park District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my child/ward may have or which may accrue to me or my child/ward on account of my participation or the participation of my child/ward in any of the program(s). I further indemnify and hold harmless and defend the Geneva Park District and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by me or by my child/ward; and arising out, connect with, or in any way associated with the activities of any program(s). I have read and fully understand the program details and waiver and release of all claims."

PHOTOS: I understand that my child/ward, my family or myself may be photographed or videotaped by participating at a Geneva Park District facility or in a program or event. I give permission to photos and videotapes of my child/ward, family or myself to be used to promote the Geneva Park District. Such photos/videotapes will remain the property of the Geneva Park District. Please call us with any questions at 630-232-4542.

PAYMENT

KIDZ KORRAL

☐

PAYMENT IN FULL

☐

MONTHLY PAYMENT (12 Month Agreement)

NOTE: Only registrations paid by credit card are accepted by FAX. When registering by FAX, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.

Card Number

Expiration Date

Please indicate your choice of payment: ☐ Check ☐ Cash ☐ VISA ☐ MasterCard

SIGNATURE

I have carefully read the Member Agreement and Insurance Liability waiver on this form and understand that my signature is required below in order for myself or my child/ward to participate in the Geneva Park District programs. My signature also authorizes payment via the credit/debit card number if provided.

Signature of Participant/ Parent/Guardian

Or Credit/Debit Card Holder : _____ Date _____

OFFICE USE ONLY

TOTAL FEE _____ DATE PROCESSED _____ MEMBERSHIP# _____
DISCOUNT AMT _____ TERM START DATE _____ EXPIRATION DATE _____
AMOUNT PAID _____ PROCESSED BY _____ CHECKED BY _____
COMMENTS _____

Facility Rental Agreement

Printed: Jun 30 2016, 11:34 AM


User: MBoyle

Contract #: 533

Date: Apr 26 2012

User: jill

Status: Tentative

 Geneva Park District, 710 Western Avenue, Geneva, IL 60134 hereby grants GPD-1 (hereinafter called the "Licensee") represented by GPD, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use

GCC Rental

ii) Conditions of Use

iii) Date(s) and Time(s) of Use

of Bookings: 1

Starting: Thu May 03 2012 06:45 PM

Expected: 0

Ending: Thu May 03 2012 10:00 PM

Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
Sunset Community Center - Room 102/Conference	Thu	May-03-2012	06:45 PM	May-03-2012	10:00 PM	\$0.00-	\$0.00-	\$0.00-	\$0.00-

iv) Additional Fees

v) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$0.00-	\$0.00-	\$0.00-	\$0.00-	\$0.00	\$0.00-	\$0.00-	\$0.00-

Balance of rental due and payable immediately.

The undersigned has carefully read the Geneva Park District Insurance Liability Waiver and understand that their signature is required below in order to secure rental of this Geneva Park District facility. The undersigned has read the Geneva Park District's facility rental policies and agree to abide by them or risk forfeiture of this and any future facility rental and/or security deposit and/or rental fees. As an authorized representative of the above named group/organization, The undersigned hereby request the use of park facilities as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities as outlined in the Building Use Policy and the Park Code. As authorized representative of the above named group/organization, The undersigned agree to personally coordinate and supervise the use of the facility to include set up, deliveries and cleanup.

X:

Date:

1-GPD

GPD, 1
710 Western Ave.

Geneva IL 60134

Home: (630)232-4542 Business: ()

Printed: Jun 30 2016, 11:34 AM
User: MBoyle

Facility Rental Agreement

Contract #: 533
Date: Apr 26 2012

User: jill
Status: Tentative

Geneva Park District Waiver and Release of All Claims IMPORTANT INFORMATION

The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physical fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies) (including transportation services, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies).

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

PARTICIPATION WILL BE DENIED If the signature of adult participant or parent/guardian and date are not on this waiver.

Facility Rental Agreement

Contract #: 533

Date: Apr 26 2012

User: jill

Status: Tentative

ROOM RENTAL POLICIES & PROCEDURES

Room Usage

◆ Any renter who arrives early or stays beyond their scheduled time will be required to pay for additional time. The "rental period" is defined as the entire amount of the time during which the renter occupies the facility. **This includes time for set-up and take-down. Facility use will be the time designated on the application.** The Park District's clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the building/facility will be closed and staff sent home.

◆ The Geneva Park District shall not be liable for damages or its failure to perform due to
contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake,
explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots,
equipment failures, building failures, or acts of God/nature.

The building, facilities or equipment shall not be used by any person(s) or corporation for private or business profit or gain.

Any materials/decorations brought in must be removed at the end of the rental. **No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room.**

Any room/area rented must be left in the same condition as you found it. The Park District will remove the filled garbage can liners and replace them.

If the fire alarms are activated, the renter will be responsible for all costs incurred to reset the systems.

It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Geneva Park District, City of Geneva and the State of Illinois in use of the facility.

The Geneva Park District Facilities are multi-use facilities. Please be aware that there may be other activities/programs/events taking place in the building during your rental. Use of the facility by the renter and all parties present is confined to those areas rented and public restrooms only. No other areas of the building may be accessed.

Candles may not be used as decorations for any rental. Use of smoke/fog machines is not permitted.

Insurance

The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

Food and Drink

Renter may not bring alcoholic beverages onto Park District property unless liquor insurance has been purchased through the Park District for the rental. A separate form must be filled out for liquor insurance.

All food and drink must be kept in the area being rented; participants may not carry food/drink throughout the building.

Facility Rental Agreement

Contract #: 533
Date: Apr 26 2012

User: jill
Status: Tentative

Conduct and Supervision

All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.

Use by renters is confined to the rented room(s) only. Participants may not enter other areas/rooms in the building. For any function, a competent adult (21 years of age or older) or chaperones must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.

All rentals will be overseen by a Building/Rental Supervisor or Park District staff. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Should guests become unruly, the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to notify guests of the duties and authority of the supervisor/staff.

The Building/Rental Supervisors and Park District staff are not on duty to assist with the renter's activities.

Equipment

For room rentals, the Park District only provides tables and chairs. All other items must be supplied by the renter.

The kitchen is available at an extra charge for warming and serving only. Cooking is not permitted by renters.

The Geneva Park District is not responsible for loss, theft or damage of personal property or equipment.

General Policies

Smoking is not permitted in Geneva Park District Facilities in compliance with the Illinois Clean Air Act.

Smoking is not permitted within 15 feet of the building in compliance with the Smoke-Free Illinois Act.

The renter gives the Park District the right to pursue collection methods for bad checks, damages or additional time used, and agrees to pay for such methods.

The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.

Not complying with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.

Rates and policies are subject to change.

Cancellations made 72 hours or less prior to the rental date will forfeit the rental fees.



Geneva Park District

Sunset Community Center Manual

Board Approved November~~July~~ 2020~~2016~~

1.0 SCHEDULE

Staff is responsible for submitting schedule availability each month. Schedules are created and submitted for review by staff and are finalized approximately one week prior to the start of the month. Once the final schedule is posted, it is the responsibility of each staff member to maintain their schedule. If they are unable to work a shift, they are to contact co-workers to arrange for a substitute. Schedule requests are requests only. Every effort is made to honor requests off.

2.0 CLOCKING_IN / OUT

Punctuality is essential to the smooth operation of the department. Staff is to arrive 5 – 10 minutes prior to their start time in order to be prepared to begin working at the scheduled start time. Staff must not clock in more than seven minutes before or after their scheduled shift, unless approved by a supervisor.

3.0 UNIFORM

Customer Service Staff is required to wear the provided Geneva Park District/BestLife Fitness shirt or jacket with black slacks or capris (below the knee). Staff is allowed to wear jeans and a sports shirt on Fridays. Jeans may not have holes or rips.

4.0 EVALUATIONS

Customer Service Assistants receive a 90-day evaluation. Annual evaluations are given by the supervisor at the beginning of each fiscal year.

5.0 EMPLOYEE DISCOUNT

Customer Service Assistants receive discounts on programs and memberships as described in the personnel manual.

6.0 COMMUNICATION

Effective communication is key to providing the best internal and external customer service possible. Every document that comes into the front office should be date stamped. Written communication, account alerts, waitlist notes and all other forms of communications should be detailed and accurate and should always be initialed or signed, and dated. Face-to-face encounters with patrons should be friendly, positive and professional at all times. If at any time a staff member feels that they can no longer be of effective assistance to the patron, they should seek assistance from a supervisor or assure the patron that they will pass their issue to a supervisor as soon as possible.

7.0 EMPLOYEE EMAIL

Each customer service staff member will have a Geneva Park District email address. Staff is required to check their email at the beginning of each shift. This email address will be used to communicate to other staff team members, the Customer Service Manager, Facility Manager and all other Rec Supervisors, Admin Staff and Park Staff.

All front desk staff members will need to create an email signature. Follow the below steps;

- Open your email in the web browser and click “options” in to top right hand corner of the screen
- Click “See all Options”
- Click “Settings” on the left hand column.
- Within mail settings you will be able to input your email signature
- See Fig. 1 below which includes how the signature should look

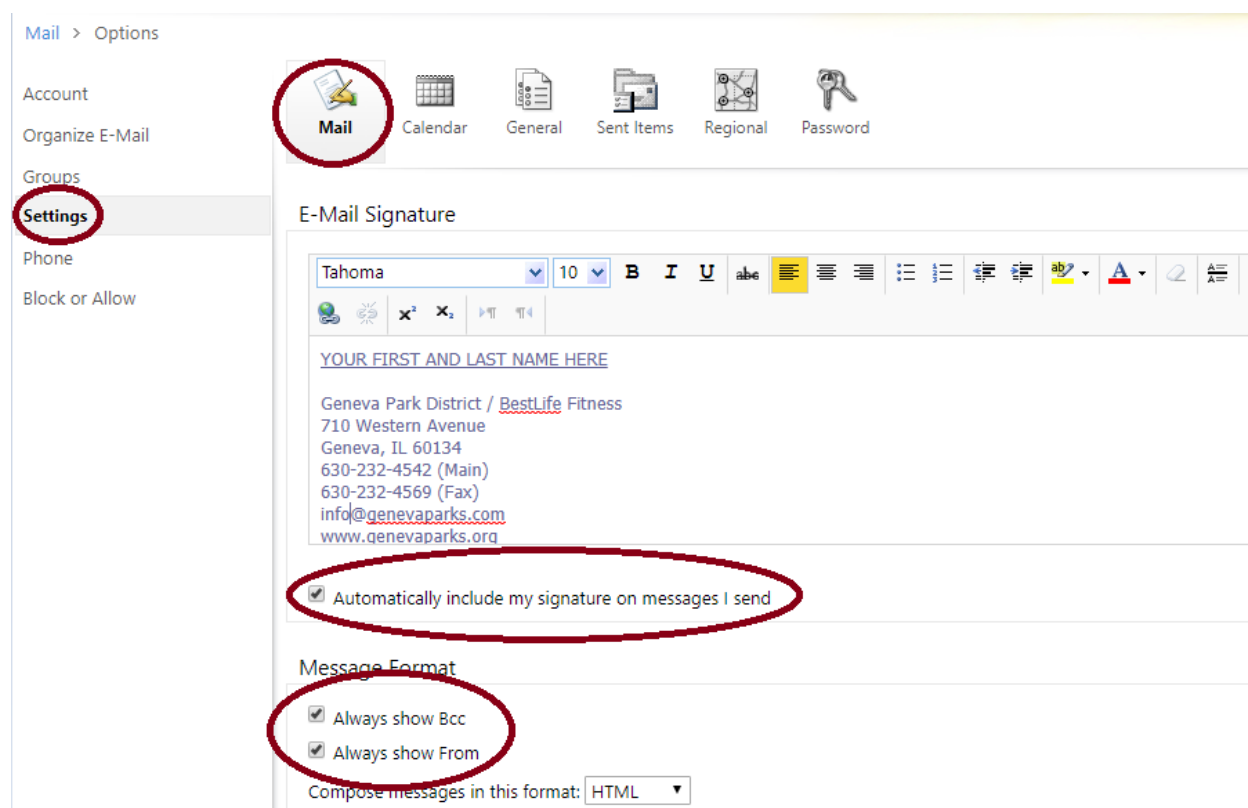


Fig. 1

8.0 GENERAL PARK DISTRICT EMAIL

Patrons inquiring about park district information, registering for a class/program, providing proof of residency or sending in a refund form may email the Park district email; info@genevaparks.com

The Sunset front desk staff is in charge of answering all emails that come through this account. It is the desks duty to check the email throughout the day. All emails need to be responded to within the same day unless the email is sent after business hours. The account for this email is programmed to the 3rd work station at the front desk and the email should always remain open to inbox.

Please use the below steps when responding to an email

- ALL emails sent in by customers need to be responded to
 - o This email account does receive junk/spam mail. Please do not respond and delete.
 - o If an email needs to be answered by a supervisor please forward to appropriate supervisor and respond to the email sender that the email has been sent to the appropriate supervisor.
- Kick back emails from undelivered email addresses should be addressed as well.
 - o Pull the registration form to see if the email was typed into RecTrac incorrectly and/or call the primary guardian to get the correct address.
- When responding to an email you must include your name in the signature
- Now that the email is responded to please save it to tasks – in the tasks subject line please include the last name, what the email is regarding and your initials
 - o Example: *Smith, John Day off Trip Refund - HS*

9.0 TELEPHONE

A positive and friendly attitude should be conveyed in all phone communications.

- Standard phone greeting for all GPD employees is “Thank you for calling Geneva Park District, this is _____, how may I help you?” OR “Good morning (afternoon, evening) Geneva Park District, this is _____, how may I help you?” Always identify yourself!
- If the caller must be placed on hold, ask them if they can please hold. Check back with on-hold calls as needed.
- When the caller needs to be transferred to another employee, inform them of the name and title of that person.
- Any specific questions that cannot be answered by front office staff should be referred to the supervisor. Supervisor responsibilities may be found in the brochure, in Class and on the “What Supervisor is in Charge” chart. *

*KidsZone/Summer Camps/Friendship Station calls can sometimes be difficult to direct. Any questions regarding program availability, accounting, payments, receipts, taxes, etc. should be directed to Accounts Receivable. Questions about program curriculum should be directed to the supervisor or coordinator of the program.

TELEPHONES AND CELL PHONE USAGE

1. **Members/Patrons** Talking on a cell phone is prohibited anywhere in the fitness center and locker rooms. Members are asked to move to the community center lobby if they must make or take a call.
There is no pay phone in the building. If someone asks to use the phone for a local call (this should be limited to something very important!), give them the handset and dial the number for them. Do not allow the person into the office to use phone.

2. **Customer Service Assistants** The use of cell phones, personal computers, ipads and other electronic devices by fitness center staff is strictly prohibited. These items are to be kept out of sight at all times.
Telephones within the building are provided for business use. Calls by employees that are not business related, should be limited to two minutes in length.

Instructions for ESI telephones

1. To make an interoffice call: Lift handset dial extension
2. To answer an interoffice call: Talk, lift handset, or press Speaker key
3. To make an outside call: Lift handset press an open line, Dial 9, 1, area code and phone number
4. To answer an outside call: Lift handset or press speaker key
5. To transfer a call to a phone: Press transfer button, Press the line you want to transfer the call to,
 - a. Hang up handset
6. To transfer a call to a mailbox: Press voice mail button, Press the mailbox you want to transfer to, Hang up handset
7. To place a call on hold: Press the hold key
8. SPRC: To make an overhead page: Lift handset, Press the Page SPRC button, Make announcement, Press Release button, Hang up handset
9. Redial: Press Redial key
10. Speakerphone: Press Speaker on and off
11. Speaker/Headset Volume Adjustment: Press Volume up and down keys

10.0 EMERGENCY PHONE NUMBERS

In the event that a problem arises that front desk staff does not feel comfortable with or capable of handling, the following numbers should be called in the specific order until someone is reached:

****UNDER NO CIRCUMSTANCES SHOULD
HOME OR CELL NUMBERS BE GIVEN OUT TO ANYONE****

Francesca Borman	630-262-2218	Office
Customer Service Manager	630-796-9635	Cell

Jim Huetson	630-232-2212	Office
Sunset Facility Manager	630-479-5466	Cell
Security Staff	630-921-0239	Cell
Nicole Vickers	630-262-2211	Office
Superintendent of Recreation	630-338-3749	Cell
Gerald Culp	630-232-0605	Office
Supt. of Parks & Properties	630-921-0237	Cell
Sheavoun Lambillotte	630-262-2216	Office
Executive Director	630-222-5512	Cell

11.0 JOB DESCRIPTION

Summary:

Under the supervision of the Customer Service Manager, the Front Desk Customer Service Assistant provides a wide range of front desk operations and administrative duties as assigned by Geneva Park District staff. This position includes duties both within the administrative office as well as operations of Sunset Community Center and BestLife Fitness. Hours will vary and include evenings and weekends.

Supervisor:

The Front Desk Customer Service Assistant reports to the Customer Service Manager, Sunset Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

The Front Desk Customer Service Assistant must have a minimum of a high school diploma, experience in public relations and office work or a combination of education, experience and training which provides the following required knowledge and skills; modern office support skills and procedures; standard methods of filing; clear writing, grammar, punctuation, spelling, vocabulary; establish and maintain positive and cooperative working relationships with a focus on quality services to internal and external customers; use initiative and sound, independent judgment within established guidelines; prioritize and coordinate work activities; compose routine correspondence, board material and other documents; make accurate arithmetic calculations; maintain confidentiality of work.

Essential Functions:

1. Answer phones and greet Geneva Park District Patrons/ Sunset Racquetball and BestLife Fitness Center Members in a pleasant and cheerful manner.
2. Process program registration forms and all other follow up requirements.
3. Assist with class cancellations/waitlists/class changes.

4. Update schedule board with daily staff schedule and update dry erase board with class cancellations, class makeups and other important information.
5. Process memberships and all follow-up requirements for BestLife Fitness; including monthly membership renewals, upgrade/downgrades (after contract fulfilled), membership changes
6. Maintain 10-day Trial log and follow procedures set when selling a new membership
7. Perform daily duties of BestLife Fitness including; member check-in, cash register transactions, washing towels, maintaining safety, etc.
8. Maintain cleanliness throughout office and Fitness Center.
9. Maintain racquetball court operations.
10. Maintain accurate and organized files.
11. Keep front desk areas clean, organized and fully stocked with all paperwork, forms, brochures, etc.
12. Attend mandatory monthly staff meetings
13. Arrive to work on time and dressed in designated staff attire.
14. Turn in schedule availability on time. Work scheduled hours and follow appropriate procedure in handling schedule changes.
15. Maintain current CPR and First Aid Certifications.
16. Other duties as assigned.

Communications:

1. Inform the Customer Service Manager and other staff members of all pertinent matters.
2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.
3. Establish a pleasant attitude on the telephone and in person.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Complete other duties as assigned by the Customer Service Manager, Sunset Facility Manager, Supt. of Recreation or Executive Director.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. Must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Benefits:

1. Free fitness center membership
2. Free pool pass
3. 50% discount on in-house programs
4. For employees working 30 hours, 30-minute paid lunch

12.0 PERSONNEL POLICY

The operation of the Sunset Racquetball Community Center and BestLife Fitness is governed by the park district's personnel and operations policies, and by this manual. All employees are subject to the provisions of these policies. If any questions arise, please consult these policies and manual. There is a Full-time, as well as a Part-time and Short-Term, Personnel Policy Manual. A copy of all manuals is located in the front office.

1. An employee is late if he/she reports late for work at the scheduled starting time, or abuses any break privileges, leaving early for lunch or returning late, or leaving work before the scheduled time.
 - a. Employees are expected to report 5 - 10 minutes before their scheduled shift and to be engaged in productive work until their scheduled quitting time. If a supervisor observes a problem of lateness with an employee, a discussion of the incident or problem with the employee will occur to attempt to gain employee compliance.
 - b. If an employee realizes that they will be late, they should notify their supervisor. If advance notice cannot be given, the employee should report to their supervisor upon arrival.
 - c. If an employee continues a pattern of lateness, the supervisor may make the incident or incidents a matter of record. To do this he/she presents a letter to the late employee. After the employee reads the letter, or has it read to him, the employee signs the letter. Finally, it becomes part of the employee's permanent personnel file.
2. The Park District will not permit the use of drugs unless prescribed by a licensed medical physician. The use of alcohol is not permitted during working hours.
3. Work schedules will be determined by the Customer Service Manager/ Assistant Facilities Facility Manager as deemed necessary to perform the assigned task. An attempt will be made to schedule employees on the hours requested. Schedule availability is to be turned in to the Customer

Service Manager by the date requested. After the final schedule is posted, any schedule changes are the responsibility of the employee and are to be indicated on the master schedule.

4. Loitering: The image of the Sunset Community Center is of great importance. If upon entering the building, the first thing you see is people “hanging around” your impression is lowered. Therefore, no Sunset employee shall enter the front office unless on duty or conducting Park District or Sunset business. At all times, attendants are to refrain from sitting on counters, putting feet up on chairs or counters, or generally “lounging” at the desk.
5. Attire: Neat and appropriate dress is expected of all employees while on duty. Customer Service Assistants are required to wear designated Geneva Park District logo shirts, provided by the Park District. Optional outerwear with GPD logo may also be worn. Name tags are provided to all staff and must be worn on outermost clothing. Full-length black pants are required by all attendants. Pants of any other color, shorts, workout pants, sweatpants, flip flops and hats may not be worn while on duty.
6. The use of cell phones, iPads, personal computers, or any other electronic devices is strictly prohibited while on duty. Any such devices are to be kept turned off and out of sight at all times. Personal calls, if necessary, may be made or taken on the park district phone and are to be limited to two minutes in length.
7. Clocking In/Out: All employees are required to clock in at the beginning of their shift and at the end of their shift. No one is to work before/beyond their scheduled time without approval from the Customer Service Manager. Violation of this rule could result in disciplinary action.
8. All rules, regulations and disciplinary policies within the Personnel Policy Manual apply to Customer Service Assistants.

13.0 INCIDENT REPORTS

An Incident Report is used when any member of the community contacts the front office with a report of a problem that would require the attention of the Parks Department. For example, vandalism, hazardous conditions on park district property, improper use of park district property, etc.

Pub Works is located on both front desk computers desktop. The password for Pub Works is PubWorks378

To Submit a Service Request in PubWorks

1. Open the remote desktop for PubWorks by double-clicking this icon



2. Login Credentials:

- a. First.Last@Corp.PWCloud.com
- b. PubWorks378

3. Double-click PubWorks icon to open it in the remote desktop



4. Log-in to your account:

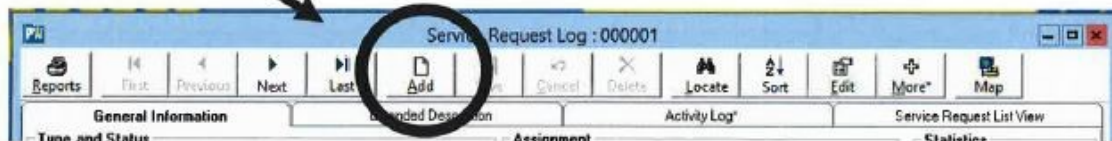
- a. First.Last
- b. (use your personalized password)

5. Select "Service Requests"

6. Click "Service Request Log"



7. Click "Add"



8. The only fields the Recreation Staff will need to fill out are:
 - a. **Type and Status**
 - i. Req Type (Request Type)
 - ii. Call Date/Time (The word "Call" is there if someone phoned in the request)
 - b. **Assignment**
 - i. Taken By (your name should autofill)
 - c. **Location**
 - i. Location Name
 - d. **Caller***
 - i. *in case the request was phoned in
 - e. **Description and Contact Notes**
9. Click "Save"

Service Request Log

Menu: Reports, First, Previous, Next, Last, Add, Save, Cancel, Delete, Locate, Sort, Edit, Move, Map

Tabs: General Information, Extended Description, Activity Log, Service Request List View

General Information

Type and Status
 Serv Req# **New** Status **Open**
 Req Type **I** **T**
 Call Date **05/20/2013** Time **18:07**
 Completed **Time** **Closed Under**
 Scheduled **Time**
 Target **Misc**

Assignment
 Taken By **Bortner, Elliott** **EM**
 Assignee **EM**
 Department **EM**
 Priority **EM**
 District **EM**

Location
 Location Name **L** **LQ**
 Location Feature Name **F**

Caller
 Last Name/First **Find** Notes **State** Zip **Zip**
 Street Num/Name **Edit** City **City**
 Home/Work/Cell **Clear** Email **Email**

Statistics
 Days **Days** Hours **Hours**
 Cost (\$) **Cost (\$)**

Add Work
 Daily **Daily**
 Crew **Crew**

Work Order
 Work Order **Work Order**

Description and Contact Notes

User	Date	Time	Contact	Note
*				

New Record 000001 Open

14.0 ACCIDENT REPORTS

1. Involving Participants: Minor first aid may be administered, i.e., minor cuts, abrasions, etc. Contact supervisor, fill out accident report and turn in to your current Safety Coordinator within 24 hours. Major injuries (life threatening) - contact 911, supervisor and parents of child/children. At no time leave the child/children alone. Call for help; keep victim comfortable until help arrives. Fill out accident report, and contact the current Safety Coordinator immediately. The accident report will need to be faxed to PDRMA within 24 hours.
2. Under no circumstances are employees to give any information to the media, verbally or in writing.
3. Give medical staff & parents only the facts; do not give opinions. Direct all inquiries to the Superintendent of Recreation or the Director. Under no circumstances is staff to tell parents of participants to direct hospital bills, etc., to Geneva Park District.
4. Involving An Employee: If an employee is injured while on the job and does not require immediate medical assistance must report to their supervisor who will direct the employee to the proper medical locations. Accident forms must be completed and returned to their supervisor within 24hrs.
5. Accident Reports: All accident reports must be filled out within 24 hours and returned to your supervisor. Emergency phone numbers are located in the staff binder.

STEPS TO BE TAKEN

1. Employee nearest the injured shall attend to the victim.
 2. Second employee shall call 911 if needed and alert the Superintendent of Recreation
 3. Emergency first aid shall be applied.
 4. Third employee shall direct bystanders away from the injured.
 5. A written accident report shall be submitted to the office that day.
 6. Parents should be notified by phone.
- REMEMBER: Accidents can be prevented. Look for problems and correct them before an accident occurs

15.0 EMERGENCY RESPONSE PLAN

Response Team:

DEFINITION

The response teams will consist of the following:

Sunset Community Center

1. Superintendent of Recreation
2. Facility Manager
3. Safety Coordinator

Stephen D. Persinger Recreation Center

1. Superintendent of Recreation
2. Facility Manager
3. Safety Coordinator

Stone Creek Miniature Golf Course

1. Manager or Attendant on Duty

Sunset Pool

1. Pool Management staff
2. Front Desk Manager

Mill Creek Pool

1. Superintendent of Recreation
2. Facility Manager
3. Maintenance Safety Representatives

Playhouse 38

1. Superintendent of Recreation
2. Recreation Supervisor
3. Maintenance Safety Representatives

Moore Park Sprayground

1. Superintendent of Recreation
2. Maintenance Safety Representatives

Wheeler Maintenance Facility

1. Superintendent of Parks
2. Park Foreman
3. Maintenance Safety Representatives

Peck Farm Park & Peck House

1. Manager of Natural Areas and Interpretation
2. Park Foreman

Peck Farm Maintenance Facility

1. Superintendent of Parks
2. Park Foreman
3. Maintenance Safety Representatives

Friendship Station Preschool

1. Instructors
2. Aides

16.0 FIRE

- Begin evacuation of occupants and give directions for other response team members to continue the same, according to posted evacuation routes.
- Pull the nearest fire alarm and have response team member contact the fire department by calling 911.
- Close any doors or windows only if the size of the fire will permit this.
- Attempt to extinguish the fire under the above recommended guidelines.
- Contact the immediate supervisor as well as Alarm Detection Agency to report the situation.
- Re-enter the facility only when told to do so by the fire department. No one is to enter the facility until told to do so.

FIRE EVACUATION ROUTES

LOCATION	PRIMARY EXIT	SECONDARY EXIT	RESPONSIBLE STAFF
SCC - 105, 106, 107, 108	Exit west door to outside	Exit east door, turn left and exit double doors to outside	Program Instructor Custodian
SCC - 109, 110	Exit south door to outside	Exit north door, turn left, turn left again and exit south doors to outside	Custodian Staff
SCC - Back Hall, Wash Rooms	Exit west through back hall through double doors to outside	Exit north through front hall, through main doors outside	Custodian Staff
SCC - 104, Lobby, Kitchen	Exit west double doors to corridor, turn right & exit double doors to outside	Exit east doors, turn left & exit mains doors to outside	Program Instructor CSA
SCC - Toddler Room 103	Exit east door, turn left, exit main doors to outside	Exit west door, go through kitchen & community room, turn right & exit double doors to outside	Program Instructor CSA
SCC - 101	Exit east door, turn left & exit main doors to outside	Exit west door, go through closet & community room, turn right and exit double doors	Program Instructor CSA
SCC - Front Hall	Exit north through hallway & exit main doors to outside	Exit through employee corridor, and exit door to outside	CSA Staff
SCC - Conference Room 102	Exit west door, turn right & exit main doors to outside	Exit south door, turn left, go through employee corridor, and exit door to outside	Staff
Executive Director's Office	Exit west door, turn right & exit main doors to outside	Exit south door, turn left, go through employee corridor, and exit door to outside	Staff

SCC - General Offices	Exit through west door, turn right & exit main doors to outside	Exit through employee corridor, and exit door to outside	Staff
SCC - Weight Room	Exit northeast door, turn left through corridor to exit main doors to outside	Exit south door to outside	CSA Staff
SCC - Locker Rooms	Exit north through hallway & exit main doors to outside	Exit south through hallway & exit south door to outside	CSA Staff
SCC - Racquetball Court and Functional Fitness Studio	Exit to south exit door to outside	Exit to north corridor to main doors to outside	CSA Staff

17.0 TORNADO PLAN

1. When threatening conditions exists: The office staff will monitor the weather online and keep all facility staff informed with updates.
2. Tornado Watch (conditions exist in the area that may spawn a tornado): If area is placed under a tornado watch, the office staff will monitor the weather online and keep all facility staff informed with updates. Staff should consider relocation or suspension of activities based upon the threat until severe weather has passed. In many areas adequate shelter may not be available to meet the volume of patrons, especially if the majority are minors. Strong consideration towards rescheduling or suspension of the activity should be made.
3. Tornado Warning (Tornado sighted in area): If the area is placed under a tornado warning, office staff will post a lookout. Staff should immediately inform patrons of the imminent danger and assist them in seeking appropriate shelter. Runners will be sent to classes or athletic teams who are outside the building, instructing them to come in. An announcement will be made over the public address system informing all building occupants of the tornado warning, and alerting them to the possibility of the Tornado Plan being put into effect in case of a tornado is sighted in the immediate area. If a tornado is sighted, the lookout is to inform the main office. An announcement will be made that the Tornado Plan is now in effect.
 - All participants are to stay away from windows.
 - Participants and staff are to move quickly to their assigned shelter area. Once in assigned areas, participants and staff should get into the approved position: on the knees with elbows on the floor and hands behind the neck.
 - Remain in this position until an all-clear is announced.
 - If a tornado occurs without warning, instructors and staff are to instruct their participants to take cover by getting under anything in the room that will give them protection (desks, chairs, next to cabinets, etc.) Warn them to stay clear of all glass areas.

<u>LOCATION</u>	<u>SHELTER ASSIGNMENT</u>
103	103
105-106	103
109-110	Men's/Women's Restrooms
Conference Room	Conference Room
Community Room/Kitchen	Community Room/Kitchen
Director's Office	Conference Room
General Offices	Conference Room
Locker Rooms	Locker Rooms
101	103
Racquetball Courts	Men's Locker Room
Weight Room	Men's Locker
Functional Fitness Studio	Women's Locker Room

18.0 FIRST AID

ATTENDANT RESPONSIBILITIES

- To recognize and manage life threatening emergencies
- Attendant must recognize and treat
 - Breathing
 - Circulation
 - Bleeding
 - Illness
- At no time will you administer medications

EMERGENCY ACTION PRINCIPLES

- Survey the scene
- Check for breathing
- Circulation
- Bleeding
- Poisoning
- Shock
- Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway

CIRCULATION

- Finding the pulse
- Adults and children - carotid pulse
- Infant - inside upper arm

BLEEDING

- Two ways to stop bleeding
- Direct pressure and elevation
- Control pressure at pressure
- Use gloves when you handle a bleeding victim
- Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
- Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

- Change in behavior
- Sudden onset of pain
- Vomiting
- Heavy breathing
- Bad odor to breath
- Burns around the mouth
- Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

- Call poison control center
- Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

- Confused
- Ill or uncomfortable
- Rapid breathing with or without rapid pulse
- Recent history trauma
- Dizziness
- Victim needs to lie down

SHOCK: TREATMENT

- Position victim on back
- Elevate head and feet slightly
- Maintain normal body temperature
- Call EMS
- Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

- Chest pain - crushing or heavy feeling in the chest
- Pain in front of neck, upper chest, left arm and shoulder
- Dizziness
- Feeling faint
- Poor color
- Victim needs to lie down

HEART ATTACK: TREATMENT

- Position victim in a comfortable position
- Maintain body temperature
- Keep victim calm
- Call EMS
- Do not give food or drink
- Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

- Difficult or slurred speech
- Paralysis or weakness to one side of the body
- Pupils of unequal size
- Headache
- Unconsciousness

STROKE: TREATMENT

- If the victim is unconscious, check for respiration and pulse
- If absent, begin CPR
- If victim is conscious, help him or her to a comfortable position
- Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

- Rigid muscles and jerky movements
- Clenched teeth and inability to answer questions
- May be drooling or foaming at the mouth
- May have loss of bowel control
- May bite tongue
- Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

- Protect the victim and yourself from "flailing" injuries
- Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
- Do not pry the teeth open or put an object in the person's mouth.
- Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic

environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

FAINTING: TREATMENT

- Lay victim down
- Check for breathing and pulse
- Treat the cause of the loss of blood

HEAT STROKE: Heat stroke is a life threatening, most severe case of overheating.

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HYPOTHERMIA

- Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
- It can be life threatening.
- If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

Are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

For additional emergency information please reference Geneva Park District Emergency Plan located within the Safety Manual.

FIRST AID KITS/AED USE AND LOCATIONS

First Aid Kit Location

- Work area behind the front desk

AED Location

- Attached to the wall behind the front desk by the Customer Service Manager's desk

AED Use

The AED is a computerized device that can evaluate a person's heart rhythm. If it recognizes a rhythm that requires a shock, it can deliver the shock. It is very simple and safe to use, and will not incorrectly discharge an electrical shock. The AED provides the user with simple directions through voice prompts and visual aids on the monitoring screen. Without immediate AED use, the CPR survival rate is approximately 5%. When an AED is used together with CPR immediately after collapse, the survival rate can be as high as 74%!

Stopping Ventricular Fibrillation

In sudden cardiac arrest, the heart stops beating and is overwhelmed with chaotic electrical activity known as **ventricular fibrillation**. There is no circulation. Although CPR can supply fresh oxygen to the brain and vital organs to keep them alive, it cannot restore a heartbeat in the adult patient. CPR buys time until defibrillator arrives.

Defibrillation is the only way to stop the chaotic electrical impulses and correct ventricular fibrillation. The sooner the shock from a defibrillator is given, the better the chance of restoring the heart beat to a normal rhythm.

Defibrillation

A defibrillator runs a rapid, powerful electrical current through the heart, resulting in a brief pause of the heart's electrical activity. This allows the heart to resume its normal electrical rhythm, hopefully creating a muscular contraction (heartbeat).

An AED can be used by first responders for both adults and children before the arrival of the paramedics. It's important to be familiar with the location and operation of the AED at the facility. An AED should be used within 3-5 minutes of cardiac arrest for the best outcome.

ABCD'S

The **ABCD'S** are a series of actions a rescuer takes to determine if an unresponsive patient's **A**irway is open, if he or she is **B**reathing, if **C**ompressions and **D**efibrillation are needed, and if the patient is bleeding **S**everely or in **S**hock. Before performing the ABCD'S, attempt to establish a response from the patient.

Establish Responsiveness: Put on gloves, tap the patient's shoulders and shout at the patient if the patient does not respond, begin the ABCD'S. For an unresponsive adult, go call 911 or send bystander before beginning the ABCD'S.

A – OPEN THE AIRWAY

The airway extends from the lips to the lungs. When a patient becomes unresponsive, the tongue relaxes, falling back in the throat and covering the trachea (windpipe). **The tongue is the most common cause of airway obstruction in the unresponsive patient.** A patient may begin to breathe again when a rescuer opens the airway, lifting the tongue off the back of the throat. Log roll a victim who is faced down onto his/ her back.

Open the airway with head tilt/chin lift maneuver.

1. Place one hand on the forehead. Place two or three fingers on the bony structure of the jaw.
2. Lift the chin up while tilting the head back.

B – CHECK FOR BREATHING

While maintaining an open airway, place your head near the patient's face with your ear near his/her mouth. Look, listen and feel for breathing for 5 -10 seconds.

Look for chest movement

Listen for sounds of breathing.

Feel with your cheek and ear for air flow or warmth.

If the patient is not breathing normally (adult), give 2 rescue breaths. For 1 Second each. Just enough for chest rise.

Adult: Gasping or irregular breathing is not normal breathing.

Child or Infant: Check for the presence of any breathing.

C – CHEST COMPRESSIONS

If an unresponsive patient is not breathing, give 2 rescue breaths and immediately begin **compression**.

PRESS FIRM AND FAST

Depth –

Adult: 1 ½ - 2 inches

Child: 1-1 ½ inches

Infant: ½-1 inch

Location-

Adult and child: Center of the chest between the nipples

Infant: Just below the nipple line

Ratio – 30 compressions to 2 ventilations (30:2), Perform 5 cycles of 30:2 in 2 minutes. Allow full chest recoil. Decrease interruptions to compressions

D – DEFIBRILATION

An AED should be ready to deliver a shock within 90 seconds of its arrival. If a second trained rescuer is present, continue CPR while the AED is prepared for use:

1. Turn on the AED
2. Apply pads to chest; attach connector cables if needed.
3. Allow the AED to analyze the heart rhythm.
4. Press shock button if prompted.
5. Immediately resume chest compressions.
6. Follow the AED prompts.

SAFETY

Employee Responsibilities:

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Immediately report all accidents and unsafe conditions to the Facilities Manager.

3. Cooperate and assist in the investigation of accidents.
4. Attend all required safety programs and in-service education meetings.
5. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.
6. Pay strict attention to housekeeping of work area(s) and general facility

General Safety Rules:

1. Smoking is not allowed.
2. Possession of alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs is not permitted.
3. Equipment is to be operated only by trained and authorized personnel.
4. Periodic inspections of workstations will be conducted to identify potentially dangerous conditions.
5. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
6. All accidents must be reported on the Accident Report form to a supervisor, regardless of the severity of the injury or damage.
7. All employees must follow recommended work procedure outlines for their job.
8. All employees are responsible for maintaining an orderly environment.
9. Safety and restraint belts must be fastened before operating any motorized vehicle.
10. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate.
11. All employees must know departmental rules regarding first aid, evacuation routes, and fire department notification.
12. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.
13. Each employee in the department must follow department rules and procedures specific to departmental operations.
14. Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
15. Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
16. Personal protective equipment must be used when potential hazards cannot be eliminated.
17. Equipment is to be operated only by trained and authorized personnel.
18. Periodic inspections of workstations will be conducted to identify potential hazards to ensure that equipment or vehicles are in safe operating condition.
19. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
20. If there is any doubt about safety, your supervisor should be consulted immediately.

19.0 HOURS OF OPERATION

Monday through Friday: 5:30 AM – 9:30 PM
Last court time is at 8:00 PM

Saturday and Sunday: 7:00 AM – 8:00 PM
Last court time is at 7:00 PM

20.0 HOLIDAYS

During specific holidays, Sunset Community Center is either closed or only open for a portion of the day. The following are those holidays and their respective hours of operation:

NEW YEAR'S EVE	CLOSED at 1:00 PM 11:00 AM is the last court time
NEW YEAR'S DAY	CLOSED
EASTER	CLOSED
MEMORIAL DAY	CLOSED
FOURTH OF JULY	CLOSED
LABOR DAY	CLOSED
THANKSGIVING	CLOSED
CHRISTMAS EVE	CLOSED at 1:00 PM 11:00 AM is the last court time
CHRISTMAS DAY	CLOSED

21.0 OPENING PROCEDURES

1. Unlock and unlatch front doors (both doors)
2. Turn on hall lights (switch just past front door)
3. Turn on all office lights/Turn on FFS room lights (on wall in office behind my desk)
4. Clock in. Check your mailbox
5. Log into retrack: Open Camera (Honeywell Application). Open your email. On last work station ensure Microsoft Outlook (fax) email DM viewer is open
6. Unlock vault room door, turn on radio and get front desk starting cash pouches
7. Count starting cash and place in cash drawers - \$200 for fitness, \$100 for admin.
8. Turn on weight room lights.
9. Turn on all TVs (Including TV in the kid's play area). Make sure all are on mute and closed caption is on. Check condition of room – pick up any debris or towels left behind, replace free weights to racks, check spray bottles, straighten magazine rack, etc. Return all treadmills to zero incline
10. Check court area for cleanliness
11. Check locker rooms. Close all lockers. Turn on sauna heat and lights (men's sauna switch is located in laundry room), and close sauna doors. Check room for towels, debris, etc. Check toiletries and fill as needed. Close doors.
12. Check for clean towels in laundry area. (Washer and dryer). Check/clean dryer filter
13. Check the court reservation sheets. There should always be exactly eight sheets out. Turn on court lights (on wall behind my desk) if 6am court reserved.
14. Check voicemail messages if blue or red voicemail light is flashing
15. Check email and Correction Log as soon as possible
16. Complete Daily Equipment Checklist
17. Perform AED check
18. Unlock file drawers (key in Francesca's desk top left drawer)
19. Check Outlook for faxes and record or forward as instructed. Any Menards fax send to Accounts Payable, any BMO Harris fax, send to Accounts Receivable.
20. Familiarize yourself with the Super Grid
21. Place magnets for staff "IN" or "OUT" and change day/date
22. Monday A.M. person copy and distribute "staff schedule"

22.0 CLOSING PROCEDURES

1. Count out starting cash in both cash drawers (for fitness \$200, for admin \$100) and place in pouch. Remove remaining cash and checks and place in pouch. Remove all registration forms, clip to the day's pouch and place all items into vault room drawer
2. Turn off radio
3. Lock vault room door
4. Log off on Sunset 1 & Sunset 2 computers. Far right computer stays on.
5. Change date stamps
6. Lock file drawers
7. Once courts are vacated TURN OFF COURT LIGHTS and FFS light.
8. Remove the day's court sheet and place in back cabinet. Add next court sheet to bottom of clipboard
9. Collect towels and cleaning rags
 - Collect and replace cleaning rags in room 105
10. Fill spray bottles
11. Clean up weights, machine accessories, magazines / check for trash or other items left behind
12. Turn off all fans, TVs (Including TV by the Kid's play area), and weight room lights
13. Put last load of towels in washer. Dryer is not to be run after closing
14. Turn off saunas (prop doors open), fan in men's locker room
15. Prop locker room doors open
16. Check all lockers and unlock any that are locked. Open all locker doors
17. Turn off fan and clean up all stretching area equipment
18. Clock out, turn off office lights
19. Turn off hall light switches next to room 101
20. Turn off vestibule heater, if on
21. Latch and lock front doors

23.0 CORRECTION LOG

The seasonal brochure is proofed multiple times prior to printing, however it is impossible to detect every error. Once the brochure has been printed and distributed, any additional errors are reported and corrected using the Correction Log. It is located in the Front Desk folder on each computer.

- Errors found by front office staff should be reported to their supervisor so that the error can be investigated.
- Once the proper correction has been determined it will be entered into the Correction Log.
- Front office staff is responsible for checking the log daily. Any corrections that are not initialed and dated should be corrected in the brochures in the binders provided for use by the public

24.0 CLASS CANCEL – MAKEUP MAKEUP LOG

Throughout the year there will be times when individual class will be cancelled due to a number of different reasons; weather, instructor issues etc. When this occurs and a class is cancelled, the supervisor will add it to the Class Cancel – Makeup Log. On this log it states the day, date and time of the cancelation, the class code, name and location as well as when the makeup will be or if a credit will be credited to the household account. In most instances the supervisor will not be able to inform the participants right away whether they will receive a makeup class or a credit to the account. If a participant is inquiring please let them know that as soon as the supervisor can determine if they can reschedule or not all participants will be informed. Please refer to this document when questions arise from participants.

25.0 FAXES AND CUSTOMER SERVICE EMAIL/BESTLIFE FITNESS EMAIL

All faxes, generic park district emails and BestLife fitness emails are set up on the Sunset 3 computer. This computer will always have Outlook open and is to be checked throughout each day by the front desk staff. The fax number is (630) 232-4569, generic emails will be sent to/from info@genevaparks.com and emails regarding the fitness centers will be sent to/from bestlifefitness@genevaparks.com.

- When necessary, email/faxes must be replied to and/or forwarded to the appropriate park district employee.
- There is a signature section that reads Customer Service, all staff must add their name before the signature. This lets the customer know who they are dealing with and assists other staff if someone else should see a response or need to deal with the patron at a later time.
- After the fax/email has been answered, or forwarded to the appropriate employee, it must be sent to tasks, renamed and then dated. This allows staff to go back and retrieve it easily if needed.

26.0 WEATHER / INSTRUCTOR CANCELLATIONS

Occasionally specific programs must be cancelled for one or more days due to adverse weather conditions, instructor illness, etc. On rare occasions, severe weather warrants the cancellation of all programs.

1. Cancellation of programs is the responsibility of the program supervisor. In the event a program needs to be cancelled, the supervisor will print a *Class List* and will provide specific details on the cancellation and instructions on what should be told to the participants regarding makeup class(es) or a credit for the cancelled class(es). This information will also be entered into the class cancellation/make up log by the supervisor.
2. Front desk staff is responsible for contacting all participants. The phone number shown on the Class List should be called first. If they are not reached directly, a voice message should be left and the account should be checked for an alternate phone number. If not reached at either number, an email should be sent, if one is provided on the account. Copy supervisor on email. See script in below in section 26.0.
3. The Rainout Line will be updated by a supervisor for outdoor program cancellations. See info regarding the Rainout Line below in section 27.0. In the event ALL programming is cancelled due to weather, the GPD website will also be updated and an email will be sent to all email addresses in the GPD database. The following policy appears on the GPD website:

Weather Cancellation Policy

Geneva Park District Weather Policy stipulates that all Geneva Park District programs will be cancelled if Geneva School District 304 cancels school for the FULL day. Partial school closures or late starts will result in the Geneva Park District making day of determinations and contacting all participants in the event of any class cancellations.

4. These cancellations should also be written on the dry erase board and communicated to other front office staff.

27.0 CLASS CANCELLATION SCRIPT

If speaking to a person:

"This is _____ from the Geneva Park District calling to inform you that _____ (participant's name) class _____ (program name) has been cancelled due to _____ (reason).^{*} A full refund has been credited to your Geneva Park District account. Would you like that left on your account or refunded to you?" (Indicate their preference as detailed below)

If leaving a message:

"This is _____ from the Geneva Park District calling to inform you that _____ (participant's name) class _____ (program name) has been cancelled due to _____ (reason).^{*} A full refund has been credited to your Geneva Park District account. Unless you notify us within 2 days that you wish to leave the credit on your account, it will be refunded to you within 10 days of the cancellation. Please contact us a 630-232-4542 with any questions."

For each call made, indicate the following next to each name on the class list: If you spoke to a person: **OKAY**, left a message: **LM**, leave credit on account **LOA**, refund **REF**. If they chose to switch to another class **Switched to** _____ (class code), **Initial and date the roster**. **If you can't reach them or leave a message, check under account to look for an alternative phone number. If that fails and an email is listed on the account, send an email message and copy to supervisors.**

28.0 Weather Corner

During inclement weather participants can refer to Weather Corner. Weather Corner can be found on our website within the Weather Corner button. You can also sign up for email or text alerts OR download the app onto your mobile device. We recommend patrons to download the free rainoutline.com app from the app/market store instead of signing up for alerts via email/text. The app gives the benefit of quickly checking the status whenever they need to know opposed to alerts that are sent every time the status is updated.

29.0 RACQUETBALL COURT

Reservations for the Racquetball Court is done in 1-hour blocks. Court fees may be paid with Cash, Check, or Credit/Debit Card, which are charged at the time of play OR with a Bulk Court Time Card which is punched for the appropriate charge. Bulk Court Cards are worth \$25 and are purchased at the front desk for \$20. Court fees may be split between players in any way they wish, as long as the ENTIRE court fee is paid. Court reservations by fitness members are allowed to be made at any time up to 7 days in advance. Non-members may “walk-on” or reserve the court up to 3 hours in advance.

- Fitness Center members are not charged a fee to use the court
- Non-Members must be charged \$3 to play
- Court Fees
 - Mon/Tues/Thurs/Fri
 - 6:00am – 3:00pm \$6 an hour
 - 4:00pm – 8:00pm \$9 an hour
 - Wednesday
 - 6:00am - 3:00pm \$4 an hour
 - 4:00pm – 8:00pm \$9 an hour
 - Sat/Sun
 - 7:00am – 11:00am \$9 an hour
 - 12:00pm – 7:00pm \$6 an hour

All reservations are required to be initialed with whoever took the reservation as well as the date and time the reservation was taken. A phone number must be recorded for any reservation that is made by a non-fitness center member. Reservations must be marked off with a check if the time is used or erased if the reservation was cancelled. Individuals of any age are allowed to use the racquetball court. Individuals 14 yrs. or younger must be accompanied with an adult 18 yrs. or older.

30.0 RACQUETBALL COURT LIGHTS

The court lights are located on the switches behind the fitness center desk labeled “RB Court” (The Functional Fitness Room lights are also located on this switch labeled “FFS”)

- Turning Lights ON:
 - Turn the lights on when the first player arrives for the court reservation. If half or all the lights do not come on, do not turn off the switch. Go to the fitness maintenance room and check the breaker box on the back wall, marked Court Lights. There will be one or two breakers that are tripped. Turn off and back on and the lights will come up.

- Turning Lights OFF:
 - Turn the lights off if there is more than 1 hour until the next court time. ALWAYS MAKE ABSOLUTELY SURE THE COURT IS VACANT BEFORE TURNING OFF THE LIGHTS! GO DOWN AND DO A VISUAL CHECK IF NECESSARY.

31.0 RACQUETBALL LEAGUES

There are days and times that the Racquetball Court is reserved specifically for league players. These times are outlined in yellow highlighter to indicate "league only times".

- League reservations are only allowed to be made up to 7 days in advance
- Non-league court reservations (members OR non-members) are ONLY allowed to reserve a time within the highlighted block 3 hours in advance
- Those who sign up pay for ½ the court time for all their matches as well as additional practice matches
- It is each players responsibility to set up their matches and record their scores
- The score sheet is kept at the front desk on a clip board next to the black basket where members keep their keys
- Once a week we will update the scores and display them on the bulletin board in the BestLife Fitness hallway
- Each time a racquetball league player comes in to play (whether it is a league match or a practice match) they must check in at the front desk before game play
- They can check in by last name or with their key fob. A screen will appear where you will indicate "1 visit"
 - If no visits remaining they MUST pay for half the court fee
 - There will be times when someone will play two matches in a row you MUST check them in twice!
- To check them in without a key fob please type in their last name into the text field in "Visit Processing" Make sure the non-member has a current waiver on file (have them sign one if they do not)
- Once all of their visits have run out they will need to pay for ½ the court time for all remaining matches
- League players can use one of their visits to play a non-league player. IF this happens the non-league player MUST pay for the other half of the court; \$4.50 and if they are not BestLife members they must also pay an additional \$3.
- League players are able to use 2 visits to play a non-league player, additional \$3 must be collected for those non-league players who are not BestLife Fitness members
- There will be designated league times. NO ONE outside of the league is allowed to schedule court time during these hours outside of 3 hours in advance.
- League matches can be made for any time available if the designated times do not work for their schedule.
- When making court reservations over the phone please ask if it is a league match and who is playing. Make sure both names are indicated on the court reservation sheet.
- IF there are not two names on the court sheet the staff will assume that the league member is playing a non-league member and additional payment is needed.

32.0 BULK COURT CARDS

Bulk court cards have a value of \$25.00 in court time, and are sold for \$20.00. Bulk Court Cards may be used for court time only – not guest or any other fees. Processing Bulk Court Cards in RecTrac can be found in 'POS Service'. The Bulk Court Cards that are for sale are in the black index card box at the front desk.

33.0 COURT RESERVATIONS

The court reservation sheets are kept on a clipboard. There should always be exactly eight court sheets out.

To Make A Reservation:

- Write last name in box.
- Circle RB, WB, HB, LGE as applies
- Record date and time of reservation and attendant initials
- For a non-member, get a phone number.
- Repeat back the date and time to the patron to confirm the reservation. Be sure to check whether it is AM or PM.

Who May Make a Reservation?

- Members may reserve up to seven days in advance (i.e. any sheet that is on the clipboard).
- Non-members may "walk-on" or reserve a court 3 hours in advance.

Walk-on:

- Any reservation made 2-3 hours before the court time.
- Anyone (member or non-member) may walk-on.
- Court rates are the same as usual.
- Remember to charge a guest fee for all non-members.

34.0 WEIGHT ROOM AGE POLICY

1. No one under 12 permitted.
2. Children ages 12-15 permitted only with an adult member age 18 or older. Direct supervision is required.
3. Individuals age 16 or over are allowed in the weight room

35.0 CHECKING IN MEMBERS

1. Members are required to present their membership key fob to the front desk staff.
2. If a membership comes up as expired, inform the member of this and provide them with a membership application. Permit them to work out, but let them know that they will not be required to pay a guest fee on this visit, but will need to renew prior to their next visit. An alert text should be entered on the account to this effect.
3. If the member does not have their card, look up their membership information by name.

36.0 GUESTS

Fitness center and court guests are required to fill out and sign the daily waiver each day time. All applicable guest fees apply. Sunset locker rooms are available for use by paid guest. At the end of the day, the daily waiver is placed on **Francesca's** Customer Service Managers desk.

37.0 COMMUNITY CENTER RENTALS

Community Center Rentals are managed by the Facility Manager. ~~All inquiries should be directed to Jim Huetson.~~ Applicable rental permit forms should be provided to interested parties.

38.0 SAUNA OPERATION

Sunset is equipped with two sauna rooms, one in each locker room. The saunas can be best operated in the following manner:

- Saunas are turned on upon opening and turned off at close. The heater switch and light switch is located in the laundry room for the men's sauna. For the women's both the heater and the light switches are next to the sauna.
- NO water is to be put on the saunas

39.0 TOWELS

Laundering towels/ Wiping clothes and filing the spray cleaner bottles is the responsibility of all front office staff. These items should be check regularly.

- Small Washing Machine:
 - DETERGENT – One scoop powdered detergent, ½ cup bleach
- Large Washing Machine
- Dryers:
 - Clean lint screen after each dry load. Use the timed cycle: 30 minutes to dry with 10 minutes of cool down for either dryer. Temperature dial should be on HIGH.
 - The dryer should NEVER RUN AFTER CLOSING. Leave wet towels in the dryer, running a last load in the washer is fine.

40.0 VENDING MACHINES

Beverage and snack vending machines are located throughout the Sunset Community Center. A change pouch is available to assist with making change or providing refunds if a Pepsi machine is not operating properly. Fill out the log card with details regarding any refund. NO CHANGE OR REFUNDS ARE TO BE GIVEN FROM THE CASH DRAWER. **IF there is an issue with the Snack Machine please contact Francesca Borman** the Customer Service Manager.

41.0 REFUNDS

UNDER NO CIRCUMSTANCES SHOULD A CASH REFUND BE GIVEN. ANY SITUATION IN WHICH A PERSON REQUESTS A REFUND SHOULD BE REPORTED TO THE CUSTOMER SERVICE MANAGER.

The Sunset Facility Manager must approve refunds relating to the return of pro shop materials. Under no circumstances should an attendant exchange merchandise or return cash to a customer for returned merchandise without prior approval.

COURT FEES – Cash refunds for court fees are not allowed. Individuals who request a refund will be given appropriate “credit” if allowable under the credit procedures. See “Free Court Coupons”.

42.0 EQUIPMENT RENTALS/ PRO SHOP SALES

A \$2.00 rental fee covers the cost of whatever the player needs to play racquetball; balls, racquets and goggles are in the left side cabinet behind the fitness desk.

The Pro Shop is designed to meet the essential playing needs of the racquetball player. Suggested items to stock include racquetballs, gloves, racquets, goggles, and socks. Other items may also be kept on hand. Tax is automatically added when subtotal is added to the cart in RecTrac.

43.0 BESTLIFE FITESS – Facilities of the Geneva Park District

****Please refer to the BestLife Fitness Training Manual for directions on sales procedures**

RecTrac Training

SEARCH FOR AN ACCOUNT

Accounts may be accessed– by last name, home phone number, street address, email address or several other different ways in Global Sales and Household Management.

1. By last name (most common): Enter client's last name into the **LOOKUP** field. Press enter. If there is only one client with this name, it should appear on the screen. If there are multiple names (Johnson, Smith, Anderson, Etc.) enter last name comma first initial. Before proceeding to do any type of registration or give out any information make sure the correct family is selected.
2. By phone number: Enter client's complete phone number in the **LOOKUP** field. Select phone in the green tabs. Keep in mind that the client may give a cell phone number when the account is actually listed under the home phone number or vice-versa. Proceed to check under last name.
3. By street address: Enter in the street name with or without the numbers and select the green address tab. All the accounts with a similar address will pop up. Click on the correct household account to proceed.
4. By email address: Enter the full email address and select the email green tab. When entering the email address only those emails that were entered under the primary guardian will show up. Click on the correct household account.
5. **ALWAYS** check both the **phone number** and **last name** given. If it still shows **No clients found to match criteria** proceed to create a new account, as instructed below.

CREATING A HOUSEHOLD ACCOUNT

If the above procedure is followed and no account is found **you will need to add a new account in Global Sales by clicking on “Add Household” OR clicking on “Add” under Household Management.**

Enter all relevant personal information on the client. **Accuracy is critical.** Enter the client's first and last name, birth date and gender and the main contact's name and address. Enter all family members the same way. Always enter a parent name on an account with children. Geneva Park District residents* must show proof of residency in order to register as such. Driver's license, major utility bill, bill of sale from home, rental lease contract, etc. are acceptable.

1. Not all residences in Geneva are within the Geneva Park District boundaries. Alternately, some areas of Batavia and West Chicago *are* in. Residency is determined strictly by which city the Park District property taxes are paid to. If there is any dispute as to whether a patron is in or out of district, refer them to the supervisor.

2. To check if their residence is within the Geneva Park District boundaries; visit the Kane County taxes website saved to the favorites bar on each front desk computer
3. If there is any dispute as to whether a patron is in or out of district, refer them to your supervisor. Once all of the family information has been entered click SAVE! The family can then be registered for classes, given their LOGIN ID & PIN for online registration, etc.

REGISTERING A CLIENT IN A PROGRAM

1. **Patron must fully complete registration form.**
2. **Date-stamp the form and initial.**
 - Enter the class code without entering the section number. Before a section number is typed all the classes/activities will pop up that contain the same 7 digits of the activity code. From here you can click on the correct class and add to the shopping cart.
 - Once the correct class/activity is checked you must then make sure the correct family member is selected
 - If a family member isn't checked when you try to add to the cart a new screen will pop up and prompt you to choose a family member. Once you choose RecTrac will automatically add the class/activity to the cart.
 - You can choose to remove, or empty the cart if you have any reason to delete before processing.
 - Once all programs have been added to the cart the total due will be displayed in the green payment button. (Any credit or balance that existed on the account prior to the registration will affect the total amount due)
 - **Credit/balance on account:** If there is a credit on the account or if they have a balance and they do not want to apply the credit, simply highlight the credit amount that will show up in the top left hand section under payments and select delete line item. The credit will remain on the account and proceed as usual. If you choose to use the credit, it should reflect it in the amount area and you won't have to change anything in the payment screen.
 - When completed click payment and it will bring you to the process screen. You will have to choose the pay code; cash (take payment and give change as needed), check (with check number) or credit card lastly, for gift certificate enter the entire amount of the gift certificate and enter the gift certificate number in the "other" field. If you are registering a family member that does not reach the age requirement, it will stop you stating that the participant does not meet the age requirement. At this time you will need to collect an age waiver form.
 - There are 3 options to take the payment
 - Pay with a precious credit OR pay a portion with the previous credit
 - Split payment: You can change the amount and only pay a portion. To finish the payment you will have to go back to the shopping cart in the account and pay

the remaining balance (ALL PAYMENTS THROUGH THE FRONT DESK MUST BE PAID IN FULL)

- Pay in full
 - You will have an option on the right hand side of screen to before you process a payment to print receipt, or email receipt. All receipts must be emailed unless patron indicates otherwise
 - **Processing registrations and email receipts:** always hit the process button on the payment screen lower right, even when there is no money exchange or doing a waitlist.
3. Lastly, complete all fields at the bottom of the registration form – initials, date, total amount of payment and payment method. And place in the cash drawer to be placed in the vault room at the end of the night.

***AGE REQUIREMENT:** If the client does not meet the minimum or maximum age requirement for a course, an alert will appear asking if you wish to continue with registration. If the client will reach the designated age within 2 weeks of the start date for the program, proceed with the registration. If not, unless specific permission is indicated in a tickler on the account, the registration may not be done. The client/parent must complete an Age Waiver Request Form, which must be submitted to the supervisor of the program for possible approval.

If the course being registered for is full, an alert will appear indicating that the registration will overbook the program limit. Again, unless instructed to do so by a supervisor, the maximum cannot be exceeded and participant must be added to the wait list. Send a receipt to the customer. The receipt will indicate what number they are on the wait list along with all the class/activity information.

ZZZ ACCOUNT

The ZZZ account is to be used for internal payments, reservations (ex. adding camp onto the Super Grid) and purchasing tickets through WebTrac without a household account

- **ZZZ Internal**
 - This household account is used almost exclusively by the supervisors to reserve space for their programs and space in co-op programs
- **ZZZ Daily Guest**
 - This household account will be used by the front desk when a patron is making a one-time only purchase. (example: PH38 tickets, mini golf visit)
 - The daily guest ZZZ account cannot be used when purchasing anything with an activity code. Activity codes do not allow duplicate enrollments.
 - Patrons are able to purchase dance recital tickets or PH38 tickets online. When this is done they are purchasing those tickets through the ZZZ Daily Guest account.

FINDING A RECEIPT WITHIN THE ZZZ HOUSEHOLD ACCOUNT

- The easiest way to find a receipt is to go into “Purchase History”
- Scroll through purchase history looking at “description” to determine if and when the purchase was completed
- Once you have located the transaction scroll to the right to find the column “Current Receipt” which will give you the receipt number

RECEIPT REPRINT

To reprint a receipt, go to “Reporting” and click on “Receipt Reprint”

- In Fig. 1 you can see in the ZZZ account the receipt number for the tickets purchased

- After clicking “Receipt Reprint” input the receipt number at the top and click “Search” Fig. 2
- The search will bring up ALL receipts close to that number. You will have to scroll down to find the correct receipt
- Once the receipt is located click and highlight to either print, preview or email.

The screenshot shows the ZZZ System Household account interface. The top navigation bar includes 'Home', 'Processing', 'Management', 'Inquiry', and 'Reporting'. The 'Reporting' menu is expanded, showing options like 'Receipt Reprint', 'Household Calendar', 'Ticket Reprint', and 'Household Trial Balance'. The 'Receipt Reprint' option is highlighted with a red circle. Below the navigation bar, the 'Purchases' section is displayed, showing a list of transactions. The 'Current Receipt' column is highlighted, and the receipt number '464254' is circled in red. The 'Family Member Selection' table on the right shows the household member 'Daily Guest' with the account name 'ZZZSystemHousehold'.

Order	First Name	Last Name
1	Daily Guest	ZZZSystemHousehold

Description	First Name	Status	Total Due	Total Paid	Current Receipt	Begin
MG - Groupon (MG - Groupon)	Daily Guest	Sold	0.00	0.00	464158	06/08/
Sunset Resident (Sunset Resident)	Daily Guest	Sold	0.00	9.00	464114	06/08/
Sunset Resident (Sunset Resident)	Daily Guest	Sold	0.00	9.00	464186	06/08/
Sunset Resident (Sunset Resident)	Daily Guest	Sold	0.00	9.00	464188	06/08/
1A 101 Dalmatians Kids Fr. 6pm 8-03	Daily Guest	Sold	0.00	8.00	464254	06/15/
1A 101 Dalmatians Kids Fr. 6pm 8-04	Daily Guest	Sold	0.00	8.00	464254	06/15/
1A 101 Dalmatians Kids Fr. 6pm 8-05	Daily Guest	Sold	0.00	8.00	464254	06/15/
1A 101 Dalmatians Kids Fr. 6pm 8-06	Daily Guest	Sold	0.00	8.00	464254	06/15/
Pass Visit for Fit for Life on 06/07/2018 at 9:48 am	Daily Guest	Swiped In	0.00	36.00	461718	06/07/
\$11.00 Disc (MGC-700-004)	Daily Guest	Sold	0.00	11.00	463697	06/07/
\$18.00 Disc (MGC-700-005)	Daily Guest	Sold	0.00	18.00	462259	06/07/
\$18.00 Disc (MGC-700-005)	Daily Guest	Sold	0.00	18.00	463692	06/07/
16oz fountain drink (spc-100-034)	Daily Guest	Sold	0.00	1.00	463424	06/07/

Fig. 1

Receipt Number *

464254

☐ Print/Email additional receipt documents

Household Number

Begin Date 06/08/2018

End Date 06/08/2018

Begin User

End User ZZZ

Begin Drawer 0

End Drawer 99999

Search

Receipt Number	Date	Time	User Name	Fee Amount
464255	06/08/2018	1:06 pm	SPRCFront6	\$ 0.00
464254	06/08/2018	1:12 pm	WWW	\$ 32.00
464253	06/08/2018	1:02 pm	dflesvig	\$ 135.00
464252	06/08/2018	1:02 pm	WWW	\$ 40.00

☐ Print Receipt

☐ Preview Receipt

☐ Email Receipt

Freeform Email Address

Printer

Email Address

-- Enter a freeform email address

Fig. 2

TICKET REPRINT

- To reprint tickets go to "Reporting" and click on "Ticket Reprint" instead of "Receipt Reprint"
- Type in the receipt number for the tickets and click "Search"
- All tickets purchased within that transaction and on that particular receipt will appear
- You can click on 1 or all tickets and either reprint or preview
- YOU WILL NOT BE ABLE TO RE-SUBMIT THE TICKETS BY EMAIL
- IF they cannot come and pick up the new tickets please scan and email the tickets to them using the Park District printer in the work room.

Ticket Reprint

Begin Date: 06/08/2018 End Date: 06/08/2018 Receipt Number: 464254

Begin Time: 12:00 am User Name: Household: Search

☐ Begin/End Times Are Fixed ☐ Include Already Printed Tickets

Module	Code	Serial/Access Number	Sale Date	Sale Time	Sold User	Receipt No	Printed	HH ID
✓ PST	1A 101 Dalmatians Kids	7524	06/08/2018	1:03 pm	WWW	464254	<input type="checkbox"/>	999
✓ PST	1A 101 Dalmatians Kids	7523	06/08/2018	1:03 pm	WWW	464254	<input type="checkbox"/>	999
✓ PST	1A 101 Dalmatians Kids	7522	06/08/2018	1:03 pm	WWW	464254	<input type="checkbox"/>	999
✓ PST	1A 101 Dalmatians Kids	7521	06/08/2018	1:03 pm	WWW	464254	<input type="checkbox"/>	999

Ticket Reprint

SPLIT PAYMENTS

Split payments are allowed to be done within the same household account

- The Geneva Park District asks you to process the CASH first and then either the check or credit payment. If no cash is involved please process the check first.
- Please use the following 3 figures to process a split payment

Processing a Single Payment using Multiple Pay Codes [1176]

Knowledge Base Entry: 1176

Issue:

The patron wants to remit with both cash and check. The cashier is having to do this as two separate transactions. Is it possible to use two different tender types on one payment?

Applies To:

RecTrac Version All Current, RecTrac Version 10.1, RecTrac Version 10.2

Solution:

Yes. Use the Add Split Pmt button on the Payment Screen. Detailed steps appear below.

To Process a Split Payment in RecTrac:

- 1 Ring up sale as you normally do and proceed to the Payment screen.
- 2 In the Pay Code field, select the first Paycode (for example: 1 for Check).
- 3 Enter the amount for this payment code in the pay amount field.
- 4 Enter a payment reference if needed.
- 5 Click Add Split Pmt. This will populate the browser on the right-hand side of the screen. The Pay Amt field will default to the amount remaining.
- 6 Enter the second payment type in the Pay Code field (for example: 2 for Cash).
- 7 Click Add Split Pmt.
- 8 Repeat these steps as needed to account for all payment types being received.
- 9 Click Print or No Print when done.

Global Sales Payment for Sticker

<< Back

Name Lookup

Total Due

\$ 3.00

Total Paid

\$ 2.00

Pay Code

02 - Cash

Payment Reference 1

Payment Reference 2

+ Add Payment

Options Templates (0) Refresh

Payments

Pay Code	Description	Amount	Type	Payment Reference 1

+ Apply Coupon

Use/Refund Credit

+ Add Credit

Delete

Shopping Cart

Options Templates (0) Refresh

	Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Amou...	Deposit Paid	New Deposit...	Total Due
<input checked="" type="checkbox"/>	Pass Visit for Fit for Life on 06/08/2018 at 11:59 am	Hannah	\$ 3.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00

Global Sales Payment for Sticker

<< Back

Name Lookup

Total Due

\$ 1.00

Total Paid

\$ 1.00

Pay Code

03 - Credit Card

Linked Credit Cards

--- Not Selected ---

Payment Reference 1

Payment Reference 2

+ Add Payment

Options Templates (0) Refresh

Payments

Pay Code	Description	Amount	Type	Payment Refer
02	Cash	2.00	Payment	

+ Apply Coupon

Use/Refund Credit

+ Add Credit

Shopping Cart

Options Templates (0) Refresh

	Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Amou...	Deposit Paid	New
<input checked="" type="checkbox"/>	Pass Visit for Fit for Life on 06/08/2018 at 11:59 am	Hannah	\$ 3.00	\$ 2.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

MULTIPLE NAMES ON A HOUSEHOLD ACCOUNT

There will be times when the same person is on the account more than once. This can happen for a couple different reasons but most commonly because someone tries to create an account online and add additional family members. RecTrac does not allow the primary guardian to add family members that has to be done on our side of things. When you come across an account like this please do the following.

- Within the household check "Transaction History" within "Household Inquiry" to see if that particular person has any purchase history.
- If you do not see any purchases under transaction history you may go into "Update Household" and then click on "Member Details" and click on "Delete Family Member."

- If you click on “Delete Family Member” and there is indeed no transaction history then RecTrac will allow you to delete that family member.
- If it does not allow you to delete please send an email to your direct supervisor with the first and last name as well as the household account number. (HH acct. numbers can be found in the top left corner within “Update Household”)
- FYI, in any case Primary Guardians are NOT allowed to be deleted

DELETING AN ACCOUNT WITHOUT ANY PURCHASE HISTORY

Only accounts without any purchase history can be deleted

- To delete an account look it up under “Household Management”
- Highlight the account and click the green “Delete” button
- RecTrac will NOT allow the deletion to be completed if there is any purchase history

SWITCHING THE PRIMARY GUARDIAN TO SECONDARY AND VICE VERSA

- Look up the household account in “Household Management”
- After typing in the last name please click on “Household Last Name”
- After click on “Household Last Name” any and all accounts with that last name should appear
- Highlight the appropriate account and click “Change Primary Guardian”
- A box will appear with the primary and secondary guardian change.
- Hit continue

RecTrac 3.1 LIVE

Home Processing Management Inquiry Reporting

Global Sales Touch POS Household Management Change Password

Household Management

Lookup

slepikas

Household Last Name Family Member Household Number Phone Address Email Organization Name Team Name

Options Templates (1) Refresh

Last Name	First Name	Status	HH ID	Address 1	Address 2	City
Slepikas	Michelle	(1) Active	8535	927 Marion Ave		Geneva

+ Add Change Delete Grade Bump/Reduction Installment Billing Update Change Primary Guardian Approve Batch Household

mail Organization Name Team Name

Household DataGrid

Address 2 City State Zip Code Email #1

Change Primary Guardian ⓘ ? ✕

Current Primary Guardian = Michelle Slepikas

Current Primary Guardian's New Relationship

Secondary Guardian

New Primary Guardian

2. Michael Slepikas

Continue Cancel

LOGIN ID & PIN REQUEST

The majority of GPD programs can be registered for online. A Login ID and Pin are required for this type of registration. To retrieve a household's login information, follow the below steps

- Lookup the household account
- Click on "Update Household"
- Then click on "Web Details"
- If the account has never been used before the username will be their household account number and their password will be their last name with the first letter capitalized
- When logging into an account for the first time WebTrac will prompt the user to update both the username and password before proceeding.
- You will be unable to see passwords so if a password needs to be reset please use the generic password of 1234.
- You may also email a forgotten username and password by clicking on "Email Username"
- Two emails will be sent to the primary guardian; one containing the username and the other containing the password.

SWITCHING CLASSES – SAME PATRON TO A DIFFERENT CLASS

There are limited circumstances under which a participant may be switched from one program to another. The following parameters must be met in order to do so.

1. Switches may be done between classes in any program area (for example, dance to gymnastics, fitness to adult, etc.)
2. Front desk staff may switch participants from one class to another without supervisor or instructor approval AND provided the switch will not place the class under its minimum or exceed its maximum number of participants. However, once the schedule indicated below applies to either class to be switched, supervisor approval is required.

<u>Class Day</u>	<u>Last day to switch w/o supervisor approval</u>
Monday	Monday prior to start date
Tuesday	Tuesday prior to start date
Wednesday	Wednesday prior to start date
Thursday	Thursday prior to start date
Friday	Friday prior to start date
Saturday	Monday prior to start date
Sunday	Tuesday prior to start date

Under no circumstances may front office staff switch a class after these deadlines without Supervisor approval.

Summer Camps are the only exception to these parameters. Summer camp registration for each week closes at 9:30pm on the Wednesday prior to the start date. Any switches and registrations may be done until that deadline. Absolutely no changes or registrations permitted after that date.

3. Whether before or after the start of a class, if the participant has been told they can move up to a higher level class (primarily applies to gymnastics and dance), there must be an alert text on their account from the supervisor showing the approval. Front office staff is not permitted to make a switch to a higher level course without this approval.

Steps to making the switch

- Look up account in Global Sales
- Go to “Purchase History”
- Highlight Activity and select the change button at the bottom
- Enter the new activity number and select continue
- Proceed to the payment screen
 - If the switch did not result in a different cost – process as normal
 - If the switch results in a balance due please do not proceed unless you have the additional payment in hand

- If the switch resulted in a refund due – on the payment screen go to refund option and pull down to select REFUND APPLY then select process. This will place the credit on the account
- YOU ARE NEVER ALLOWED TO SELECT REFUND NOW
- If the patron requests that the refund go back to their original form of payment you will need to email Dawn with that request. Subject line of the email to Dawn should read “REFUND – HH last name”. The body of the email should read “Please refund the credit of \$XX on the account of Name/Phone #, per their request.

USING A CREDIT WITH A REFUND

- For example: If someone wants to use their senior discount AND the credit on their account
 - Add the class to the cart
 - Click “Payment”
 - Any credit on the account should have been automatically applied as the line item
 - Click “Apply Coupon”. A box will appear that says it will replace the credit with the coupon. Click “YES”
 - Choose the appropriate discount (Senior, Military etc.) and apply it
 - Click the back button to go back to the shopping cart. The payment button should be updated to read the discounted price. Click the payment button and go back to the processing screen. The system should now automatically apply the credit and retain the discounted coupon price.
 - Process as normal

CORRECTION LOG

The seasonal brochure is proofed multiple times prior to printing, however it is impossible to detect every error. Once the brochure has been printed and distributed, any additional errors are reported and corrected using the Correction Log. It is located in the Front Desk Folder on each computer.

1. Errors found by front office staff should be reported to their supervisor so that the error can be investigated.
2. Once the proper correction has been determined, it will be entered on the Correction Log.
3. Front office staff is responsible for checking the log daily. Any corrections that are not initialed and dated should be corrected in the brochures that are in binders provided for use by the public.

WAITLISTS

Each program has a maximum number of participants that may register. In general, front office staff is not permitted to exceed the maximum number of participants. When a class code is entered, the class description will appear, showing the number of spots *Available, Registered, Waitlisted*. If there are no remaining spaces available, the client may choose to be placed on a waitlist. A client may be placed on a waitlist from a registration form, in person, by phone or online. The same client may be placed on multiple

waitlists. Payment is not taken for waitlisted programs. There is no guarantee of being called from a waitlist, but always suggest that the client go on it.

Clients may be called from the waitlist in two ways. A participant may withdraw from the program, creating an opening, or the supervisor may choose to increase the class size. In either case, those on the waitlist will be called and offered the available space. They must respond that they wish to take the space and will need to register and pay for the program. A Waitlist Binder, arranged by program area, is maintained to track pending waitlist activity.

Waitlist Script

If speaking to a person:

"This is _____ from the Geneva Park District. _____ (person) was on a waitlist for _____ (class) and an opening has become available. Are you still interested?" (If yes, follow the instructions above. If no, enter notes to that effect on the waitlist in Class.

If leaving a message:

"This is _____ from the Geneva Park District. _____ (person) is on a waitlist for _____ (class) and an opening has become available. If you are still interested, please contact us at 630-232-4542 as soon as possible so that we can get you into the class. If we do not hear back from you we will go to the next person on the waitlist."

Enter detailed notes on the waitlist in Class. Initial & date. Print the waitlist and place in the waitlist binder.

CLASS CANCELLATIONS

Recreation supervisors may decide to cancel a class for a variety of reasons. Class cancellations generally take place within a week of the scheduled start date. There are two manners in which a class will be cancelled. In either case, it is imperative that all steps in the cancellation process be completed as soon as possible to ensure that accurate information is available to patrons and to prevent registration in the class once the decision has been made to cancel.

21.1 Classes with Registrants

The program supervisor will complete a Class Cancellation Form and forward to the office. In the upper right of the form, there is a list of all steps required. Each step must be completed by front office staff as follows and dated and initialed when complete. Any action that does not apply fill in with N/A.

1. Roster Notified

1. Each participant must be notified by phone of the cancellation of their class. See attached script.

3. Brochure Updated

Brochures that are provided to the public for use while in the building need to be updated with cancelled program. The specific cancelled program (indicated by the code) should be highlighted in blue.

4. SPRC/SCC NOTIFIED

1. SPRC/SCC must be notified of all class cancellations so any applicable steps can be completed there. For SPRC, E-mail designated front desk staff at SPRC, for SCC email GCC Front Office with the information on the cancellations. Class code, start date, page number.

Once all of the steps have been completed the Class Cancellation form, with class list attached put in basket in front of accounts payable desk. If a patron returns a call, indicating they wish the program fee to be left on their park district account, find the correct cancellation form on Dawn's desk and write LOA on the class list next to the participant's name.

Classes With Zero Registrants

If a supervisor cancels a program which has no registrants, no paperwork is needed. For these programs, the Zero Enrollment Class Cancellation Log is used. It is located in the Front Desk Folder on each computer. The supervisor is responsible for cancelling the program in Class and completing all sections indicated in red on the Log. The supervisor will also email the front office supervisors with the cancellation. All front desk staff members are responsible for checking the Zero Enrollment Class Cancellation Log every day and completing all additional steps, indicated in black on the log. Initial and date each. Any action that does not apply fill in with N/A.

Class Cancellation Script

If speaking to a person:

"This is _____ from the Geneva Park District calling to inform you that _____ (participant's name) class _____ (program name) has been cancelled due to _____ (reason)."
A full refund has been credited to your Geneva Park District account. Would you like that left on your account or refunded to you?" (Indicate their preference as detailed below)

If leaving a message:

"This is _____ from the Geneva Park District calling to inform you that _____ (participant's name) class _____ (program name) has been cancelled due to _____ (reason)."
A full refund has been credited to your Geneva Park District account. Unless you notify us within 2 days that you wish to leave the credit on your account, it will be refunded to you within 10 days of the cancellation. Please contact us a 630-232-4542 with any questions."

*In some cases, the supervisor will indicate alternate class suggestions at the bottom of the cancellation form. **If speaking directly to the patron**, give these suggestions and if they choose to switch to one of the suggested programs or any other, register them immediately. If the switch results in a balance due, this must be paid immediately. The patron must either pay the difference over the phone with a credit card or they must come in person to pay by the end of that business day and staff must follow up to insure it is paid. An alert should be placed on the account with details regarding the transaction and an email must be

sent to Joann/Dianne. If the switch results in a credit, the patron has the option to leave it on their GPD account or have it refunded. If refund is chosen, indicate "refund" on the roster. **If leaving a voice message**, inform the patron that there are some alternate suggestions and they may contact us for further information.

For each call made, indicate the following next to each name on the class list: If you spoke to a person, left a message: **LM**, leave credit on account **LOA**, refund **REF**. If they chose to switch to another class **Switched to _____** (class code), **Initial and date the roster**. **If you can't reach them or leave a message, check under account to look for an alternative phone number. If that fails and an email is listed on the account, send an email message and copy to supervisors.**

REFUND APPLICATIONS

When a patron wishes to withdraw from a program, they are required to complete an Application for Refund Form.

1. Check that the form is completely filled out. If the request is for medical reasons, supporting documents will help and should be attached to the form. Date stamp the form.
2. The program supervisor makes the determination of how much, if any, refund will be granted. Refunds are generally processed within one week.
3. Look up the course code.
4. Check to see if there is a waitlist. Circle YES* or NO, as applicable, in the box provided. Initial and date the form and forward to the appropriate supervisor. **DO NOT WITHDRAW THE PERSON FROM THE CLASS.**

* If there is a waitlist, contact the first person, following the waitlist procedure detailed for this circumstance. There are certain programs where waitlist should not be called based on a refund request. Preschool waitlists are never called except as directed by the supervisor. Other programs will generally have an alert text added by the supervisor to indicate that.

CO-OP PROGRAMS/ BORROWING SPOTS

Co-op programs are those which are run by Geneva, Batavia and St. Charles Park districts, in some combination. *All Trips are co-op'd.* They may be held at the facility of any one of the three park districts. Participants generally register at their own park district and separate rosters are provided to the instructor. In the case of trips, pick up and drop off for the trip takes place at the pickup location of each park district. A list of co-op programs is provided with the class name and program code numbers for each park district. These programs will generally have a lower number of participant spots in the system, as the registrants for all three are combined. If one park district fills their spots, they may borrow additional spots from the others. In general, we do not begin borrowing spots until after non-resident registration day of the season. Spots are borrowed in the following way:

To borrow FROM another park district

Call Batavia Park District, 879-5235 or 406-5282, and ask if they have a spot available, using their program code (program codes are located in the plastic folder behind the front desk in the bottom bin). If so, ask them to reserve the spot. If not, and St. Charles also co-ops contact them at 584-1055. We would then register the patron and take payment in our system, overriding the maximum number of registrants.

To GIVE a spot to another park district

If another park district calls to request a spot from us, the spot is taken just as a registration would be, except at no charge. ***(This is only to be done if the program supervisor is not in the office)***

1. Pull the account under Batavia Park District
2. Select one of the spots – doesn't matter which
3. Enter the GPD course code
4. Go to "update fees" and change the fees to 0.00
5. Register
6. Repeat for each spot needed

FACILITY RENTALS / BIRTHDAY PARTIES

Many of the park district facilities may be rented by the public. Rentals for each facility are arranged by specific supervisor. Reservations are managed only by that person and no other staff may give scheduling or specific pricing information. General information and rental paperwork may be found on the GPD website.

BIRTHDAY PARTIES

SPRC	FRANCESCA BORMAN
GCC	FRANCESCA BORMAN
POOL	FRANCESCA BORMAN
MINI GOLF	FRANCESCA BORMAN
PECK FARM PARK	CHRISTINE SHIEL

ROOM RENTALS

SPRC	SANDY HARRIS
SCC	JIM HUETSON
PECK FARM PARK	CHRISTINE SHIEL

FACILITY RENTALS

**POOL GROUP RENTAL	JOEY KALWAT
MINI-GOLF GROUP RENTAL	JIM HUETSON

WHEELER/ISLAND PAVILIONS	FRANCESCA BORMAN
BASEBALL FIELDS	RYAN COFFLAND
SOCCER FIELDS	JERRY CULP
PECK FARM PARK	CHRISTINE SHIEL

** This is a large group rental where the entire pool is rented to a group, typically after regular hours.

PROCESSING POOL PASSES

ALL POOL PASSES ARE PAID IN FULL AND PROOF OF RESIDENCY IS REQUIRED FOR GPD RESIDENTS EVERY YEAR. PASSES SHOULD NOT BE REGISTERED WITHOUT PROOF OF RESIDENCY AND ONLY IN PERSON

1. Pool Pass Application has been properly and completely filled out, signatures included.
2. Check proof of residency and indicate what proof was provided on form
 - a. IF THE OFFICE IS EXTREMELY BUSY WITH POOL REGISTRATIONS, SKIP TO THE LAST STEP. ALL OTHER STEPS SHOULD BE COMPLETED AS SOON AS TIME PERMITS
3. Lookup Household account in “Global Sales”
 - a. If they do not have a household account you can create one for them
4. Proof of Residency must be shown every year upon pool pass purchases
5. Click on “Standard Passes”
6. Narrow down the passes within standard passes
 - a. Type in “Aquatics” under “Type” – Figure. 1 **AND/OR**

Global Sales

Activity Facility **Standard Pass** Punch Pass POS Service POS Ticket Touch Visit Purchase History Super Grid Waitlist

Options Templates (0) Refresh

Passes 1 to 11 of 11 (Filtered from 76)

Pass Code	Pass Code	Short Description	Type	SubType	Category	Period	Period Of
			Aquatic				(0) Sel...
<input type="checkbox"/>	Gold Lap Swim	Gold Lap Swim	Aquatic			0	Month
<input type="checkbox"/>	Gold Pool Pass	Gold Pool Pass Family Primary	Aquatic			0	Month
<input type="checkbox"/>	Gold Pool Pass	Gold Pool Pass Family Secondary	Aquatic			0	Month
<input type="checkbox"/>	Gold Pool Pass	Gold Pool Pass Individual	Aquatic			0	Month
<input type="checkbox"/>	Mill Creek Pass	Mill Creek Pool Pass Individual	Aquatic			0	Month
<input type="checkbox"/>	Mill Creek Pool	Mill Creek Pool Pass Family Primary	Aquatic			0	Month
<input type="checkbox"/>	Mill Creek Pool	Mill Creek Pool Pass Family Secondary	Aquatic			0	Month
<input type="checkbox"/>	Sunset Lap Swim	Sunset Pool Lap Swim Pass	Aquatic			0	Month
<input type="checkbox"/>	Sunset Pool Pass	Sunset Pool Pass Family Primary	Aquatic			0	Month
<input type="checkbox"/>	Sunset Pool Pass	Sunset Pool Pass Family Secondary	Aquatic			0	Month

Member Begin Date
02/21/2018

Figure 1

- b. Type in the type of pass you want under “Short Description” – Figure. 2 & 3
Example: “Mill” “Gold Pool” “Sunset Pool”

Global Sales

Activity Facility **Standard Pass** Punch Pass POS Service POS Ticket Touch Visit Purchase History Super Grid Waitlist

Options Templates (0) Refresh

Passes 1 to 3 of 3 (Filtered from 76)

Pass Code	Pass Code	Short Description	Type	SubType	Category	Period	Period Opt
Mill Creek Pass	Mill Creek Pass I	Mill Creek Pool Pass Individual	Aquatic			0 Month	(0) Sel...
Mill Creek Pool	Mill Creek Pool F	Mill Creek Pool Pass Family Primary	Aquatic			0 Month	
Mill Creek Pool	Mill Creek Pool F	Mill Creek Pool Pass Family Secondary	Aquatic			0 Month	

HH Lookup
Add To Cart
\$0.00 Payment

Figure 2

Global Sales

Activity Facility **Standard Pass** Punch Pass POS Service POS Ticket Touch Visit Purchase History Super Grid Waitlist

Options Templates (0) Refresh

Passes 1 to 3 of 3 (Filtered from 3)

Pass Code	Pass Code	Short Description	Type	SubType	Category	Period	Period Opt
Gold Pool Pass	Gold Pool Pass F	Gold Pool Pass Family Primary	Aquatic			0 Month	(0) Sel...
Gold Pool Pass	Gold Pool Pass F	Gold Pool Pass Family Secondary	Aquatic			0 Month	
Gold Pool Pass	Gold Pool Pass I	Gold Pool Pass Individual	Aquatic			0 Month	

Figure 3

7. Click and highlight which pass you are selling – Individual or Family
 - a. Family passes are 2 or more people
8. Click and highlight the primary pool pass holder
9. Click “Add to Cart” Fig. 4

Global Sales

Activity Facility **Standard Pass** Punch Pass POS Service POS Ticket Touch Visit Purchase History Super Grid Waitlist

Options Templates (1) Refresh

Passes 1 to 3 of 3 (Filtered from 76)

Pass Code	Pass Code	Short Description	Type	SubType	Category	Period	Period Opt	Memb Date
Gold Pool Pass	Gold Pool Pass F	Gold Pool Pass Family Primary	Aquatic			0 Month	05/26/2018	
Gold Pool Pass	Gold Pool Pass F	Gold Pool Pass Family Secondary	Aquatic			0 Month	05/26/2018	
Gold Pool Pass	Gold Pool Pass I	Gold Pool Pass Individual	Aquatic			0 Month	05/26/2018	

HH Lookup
Add To Cart
\$0.00 Payment

Family Member Selection Update Household HH Inquiry

Order	First Name	Last Name	Birthday	Age
1	Darlene	Sielisch	11/28/1956	61 yrs 2 mos
2	Patrick	Sielisch	10/30/1955	62 yrs 3 mos
3	Colin	Sielisch	12/12/2008	9 yrs 2 mos
4	Ben	Sielisch	08/26/2011	6 yrs 5 mos
5	Cady	Sielisch	10/27/2016	1 yr 3 mos
6	Mindy	Sielisch	02/21/1985	33 yrs 0 mos

Shopping Cart Remove Empty Cart Update Fees Change

Description	First Name

Figure 4

10. If you are selling and individual pass once you click “add to cart” the price of the pass will go into the cart and you can proceed to payment. IF you are selling a family pass once you hit “add to

cart” an additional screen will pop up that will ask you if each family member will be on the pool pass. Either click “Continue” to add them to the pool pass OR “Cancel” to NOT include them on the pass – Fig. 5

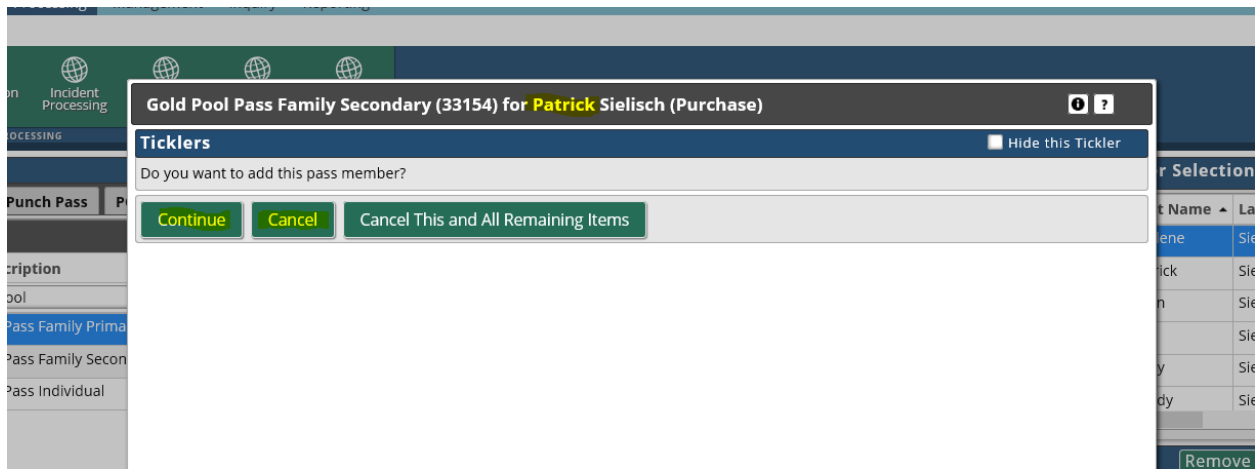


Figure 5

11. Once you have continued or cancelled through the entire family those members getting a pass will be added into the cart
12. The primary pool pass holder will be charged for the “Family of 2” price for both themselves and the 2nd pass holder. The 3rd & 4th pool pass holder will be charged the same additional price and if there is a 5th person, or more, that person will be charged a different additional price. Fig 6

Family Member Selection Update Household HH Inquiry +

	Order ▲	First Name ▲	Last Name	Birthday	Age
<input type="checkbox"/>	1	Darlene	Sielisch	11/28/1956	61 yrs 2 mos
<input type="checkbox"/>	2	Patrick	Sielisch	10/30/1955	62 yrs 3 mos
<input type="checkbox"/>	3	Colin	Sielisch	12/12/2008	9 yrs 2 mos
<input type="checkbox"/>	4	Ben	Sielisch	08/26/2011	6 yrs 5 mos
<input type="checkbox"/>	5	Cady	Sielisch	10/27/2016	1 yr 3 mos
<input type="checkbox"/>	6	Mindy	Sielisch	02/21/1985	33 yrs 0 mos

Shopping Cart Remove Empty Cart Update Fees Change +

	First Name	Total Amo...	Previous P...	Total Due
<input type="checkbox"/>	Darlene	\$ 340.00	\$ 0.00	\$ 340.00
<input type="checkbox"/>	Patrick	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/>	Colin	\$ 45.00	\$ 0.00	\$ 45.00
<input type="checkbox"/>	Ben	\$ 45.00	\$ 0.00	\$ 45.00
<input type="checkbox"/>	Mindy	\$ 45.00	\$ 0.00	\$ 45.00
		Total Amo...	Previous P...	Total Due
		\$ 475.00	\$ 0.00	\$ 475.00

Fig. 6

13. Once all family members are in the cart and you have assured they are being charged the correct price please click on the green "Payment" button and proceed to checkout.
14. All pass holders will need a picture taken!
15. Pass holder 10 years old and older will be issued a Finger Scan (Key fob can be assigned upon request)– any pass holder 10 years or younger will be issued a key fob
16. Any pass holder not present at the time of purchase will need to come in before their first visit to the pool to take their picture and receive their key fob or finger scan.
17. **PLEASE NOTE THAT OFTEN FAMILY MEMBERS WILL WANT TO BE ADDED ON TO A POOL PASS AT A LATER DATE. THEY NEED TO COMPLETE ANOTHER POOL PASS FORM, (CHECK RESIDENCY, IF WARRANTED) AND PAY AN ADDITIONAL \$\$\$ FOR EACH ADDED PERSON. STAFF IS NOT TO PROCESS THESE ADD-ONS. WRITE "ADD-ON" AT THE TOP OF THE FORM, COMPLETE THE BOTTOM SECTION AS USUAL.**

SELLING A GIFT CARD

- Global Sales: Enter the last name into the "Lookup"
- Gift Cards can also be sold under "ZZZ" if they do not have an account.
- Click the "Daily/Guest Household" green button in Global Sales to get to the ZZZ Daily Guest Account. (Fig. 1)

Global Sales Lookup

Lookup

Household Last Name Family Member Household Number Phone Address Email Organization Name

Options Templates ✓(1) Refresh

Last Name	First Name	Status	Birthday	Age	Grade	Gender
▼	▼	(1) Active	▼	▼	▼	(0) Selected
McGrath	Aisling	Active	11/25/2003	14 yrs 9 mos	0.00	Female
McGrath	Charlie	Active	09/19/2012	5 yrs 11 mos	0.00	Male
McGrath	Declan	Active	05/07/2003	15 yrs 4 mos	0.00	Male
McGrath	Donna	Active	12/16/1963	54 yrs 8 mos	0.00	Female
McGrath	Kathleen	Active	05/14/1971	47 yrs 3 mos	0.00	Female
McGrath	Maggie	Active	07/03/1985	33 yrs 2 mos	0.00	Female
McGrath	Meghan	Active	05/16/1991	27 yrs 3 mos	0.00	Female
McGrath	Sean	Active	11/16/1993	24 yrs 9 mos	0.00	Male
McGrath	Tim	Active	01/28/1970	48 yrs 7 mos	0.00	Male
McGrath	Tom	Active	03/14/1955	63 yrs 5 mos	0.00	Male
McGrath	Tracy	Active	04/05/1967	51 yrs 5 mos	0.00	Female

Select Add Change Household Internal Household **Daily/Guest Household** Skip Household Lookup

Fig.1

- Once in a specific Household Account OR Daily/Guest Household click on "POS Service" and choose "GPD Gift Card"
- Add to Cart! (Fig. 2)

Global Sales for ZZZSystemHousehold

Global Sales

Activity Facility Standard Pass Punch Pass **POS Service** POS Ticket Touch Visit Purchase History Super Grid Waitlist Permits

Options Templates (1) Refresh

Service Items 1 to 11 of 91

Service Item	Short Description	Rec Type	Type	SubType	Category	KeywordSearch
<input type="checkbox"/> Accounting Misc C		Miscellaneous				
<input type="checkbox"/> Balance Owed fro	Balance Owed from Class	Miscellaneous				
<input type="checkbox"/> Bulk Court Card-S	Bulk Court Card-Sunset	Miscellaneous				
<input type="checkbox"/> Chesterbrook Out	Chesterbrook Outing	Miscellaneous				
<input type="checkbox"/> Free Night Adult	Free Night Adult	Miscellaneous				
<input type="checkbox"/> Free Night Child	Free Night Child	Miscellaneous				
<input type="checkbox"/> Free Night Senior	Free Night Senior	Miscellaneous				
<input checked="" type="checkbox"/> GPD Gift Card	GPD Gift Card	Gift Certificate				
<input type="checkbox"/> Handwraps	Handwraps \$6.00	Miscellaneous				
<input type="checkbox"/> Kensington Schoo	Kensington School Pool Outing	Miscellaneous				
<input type="checkbox"/> KZ Extra Day Fee	KZ Extra Day Fee AM	Miscellaneous				

Service Item Quantity

1.00

Reload Gift Certificate

HH Lookup

Add To Cart

\$0.00 Payment

Fig. 2

- Once you click "Add to Cart" Key in the \$ amount
- Type in the gift card number under "Gift Certificate Number"
- Enter the purchasers name OR if the purchase wishes to designate the card for a specific household, other than their own, enter the household.
- Hit Continue and process as normal
- NOTE: Copy Fees Box (top right corner) If someone wishes to purchase multiple gift cards for the same amount, you can enter it once. Check the "Copy Fees" box and the fee will be carried over to all subsequent cards you enter on that transaction. (Fig. 3)

GPD Gift Card (GPD Gift Card) for Daily Guest ZZZSystemHousehold (Purchase)

Fees

Copy Fees

Prompt For Fee - Select a Maximum of 999999 Fee(s)

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	16057105	Gift Card	10.00	0.00	1.00	1.00	10.00

Gift Certificate Options

Gift Certificate Number

100000111

Enter Gift Card Number

Alternate Household

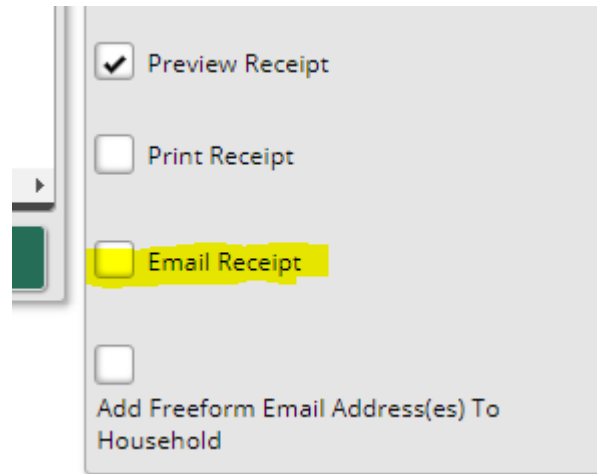
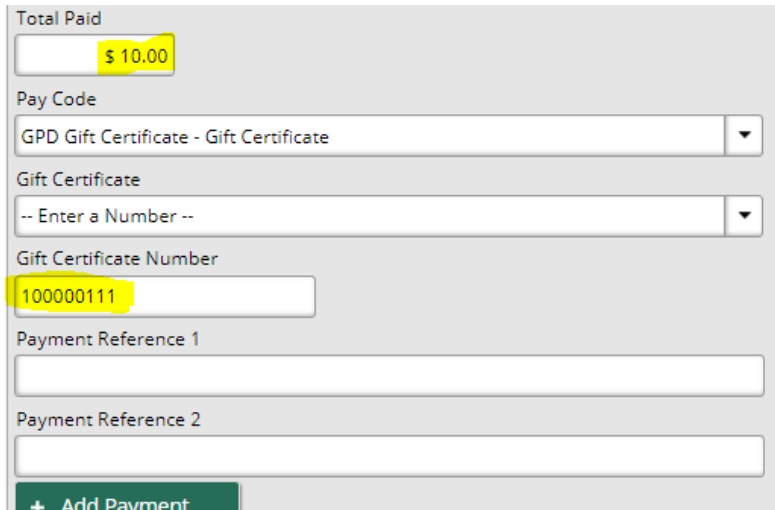
71

Enter alternative household by clicking on the drop down button and choosing account

Continue Cancel

REDEEMING A GIFT CARD

- In the process screen under the “Pay Code” choose “GPD Gift Certificate – Gift Certificate”
- Enter the Gift Card 9 digit number
- Process as normal (Fig. 4)



LOOKING UP A BALANCE FOR A GIFT CARD

- Click on Inquiry
- In the Red Box (all the way to the right) click on “Gift Certificate Inquiry” (Fig. 5)



Fig.5

- Highlight GPD Gift Card
- Click on the “Gift Certificate Detail” button (in green at the bottom). Fig.6

Gift Certificate Service Item Inquiry

Options Templates (1) Refresh

Service Item	Record Type	Short Description	Type	SubType	Category	Web Disp	Comm
\$2 BestLife Gift Ce	Gift Certificate	BestLife \$2 Gift Certificate				No	
GPD Gift Card	Gift Certificate	GPD Gift Card				Yes	
GPD Gift Card TAX	Gift Certificate	GPD Gift Card TAX DAY PROMO				No	

Detail Gift Certificate Detail All Gift Certificate Detail

Fig. 6

- Locate the gift certificate by household name or gift certificate number.
- In Figure 7 you can see that a gift card (#100000013) was sold to Michelle Mansfield for \$50 and the amount used is \$0 meaning \$50 remains on the card.

Gift Certificate Detail Inquiry

Options Templates (1) Refresh

Number	Amount	Amount Used	Amount Rem...	Cash Drawer	Name	Expiration Date	Fully Used?	Full Use R
100000013	50.00	0.00	50.00	100	Michelle Mansfield		<input type="checkbox"/>	<input type="checkbox"/>
100000312	50.00	50.00	0.00	100	mansfield		<input checked="" type="checkbox"/>	<input type="checkbox"/>
100000470	25.00	25.00	0.00	200	Mansfield		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fig. 7

PRINTING OUT A MEMBERS PASS VISIT REPORT

- Reporting Tab
- "Pass Visit Reports"
- Report Templates – Green Box on lower right side
- Highlight "Individual Member Pass Visit Report"
- Click "Apply Template Settings"
- Open the "HH/FM Criteria Tab"
- Next to the household # box, click on the arrows
- Type in the last name and select appropriate account
- Return to "Core Criteria Tab" and on the right side click on the actual date boxes and type in the beginning date in one box and the ending date in the other
- Process make sure PDF is checked and click continue
- Members can also sign into their WebTrac account and print out their visits by going to "My Account" then under Reports is a link for "Member Visit Report"

FITNESS CENTER MEMBERSHIPS

Membership Types

ADULT	Adult individuals 18 and over
FAMILY	Parents and their children ages 12 – 23 years. Children 12-14 must be accompanied by adult member, age 18 or older. Children 21-23 must be full-time students. Grandparents, nannies, exchange students, etc. may NOT be included on family membership. SPRC and Gold Memberships may include children age 8 and older. 8 – 11 year old's may utilized the track only.
YOUTH	Youth individuals age 14 – 17. Must have parent signature on application
SENIOR	Adult individuals age 60 and over
COUPLE	Any two individuals who live at the same address. At least one must be 18 yrs. or older
CORPORATE	Individuals who work for a company which is within the GPD boundaries
TRACK PASS	Ages 8 and older
ONE WEEK FREE TRAIL TRIAL	Any individual who has never had a membership before
STUDENT HOLIDAY	Full time students ages 14 – 23 with proof of student status and valid for one month from date of sign up

STUDENT SUMMER	Sold specific date range May - August to full-time students ages 16 – 23 with proof of student status and valid for a specific 3-month exp. date.
EMPLOYEE SUMMER	Valid for GPD summer employees only. Valid May 1 – Aug 31

Application Materials

- Fitness Center Membership Application (For all Sunset, SPRC, Gold, Track & 10 free trial membership types, except Student Holiday, Student Summer and Employee Summer, which each have their own form.
- Corporate Verification Form (Required for all corporate memberships)

Membership Requirements

Geneva Park District Residents must show proof of residency at the address listed on their application in order to qualify for resident membership rates. This may be a driver's license, utility bill, lease or mortgage paperwork, credit card bill, etc. Indicate what form of proof was provided on membership application. **Non-Residents** No proof of address is required.

Corporate Memberships

Employees of businesses located within Geneva Park District boundaries may purchase a membership at resident rates. Verification of employment must be provided each year by way of the employee's most recent pay stub.

For companies with 5 or more employees, discounted membership fees apply. All corporate membership should be referred to the Customer Service Manager.

28.1 MEMBERSHIP PROCESSING

Please note: At any time, if you find you have entered a membership incorrectly, DO NOT withdraw or attempt to fix it in any way. Leave it at is and report it to your supervisor. All memberships that you process should be placed in the designated location.

ALL memberships that have been processed should be placed in the Fitness Membership and Waiver folder located in the bottom filing drawer behind the front desk (aside from employee memberships form need to be given to Jim).

1. Make sure membership paperwork has been properly filled out and a signature is included under the waiver and release

2. Check proof of residency for Geneva Residents and indicate what proof was provide by checking the appropriate box
3. ALL fitness membership types can be found in the "Standard Pass" tab
4. Click on the appropriate pass as well as the family member(s) who will be purchasing / using the membership
5. Add to cart and continue to processing screen
6. NOTE: Those who qualify for the Senior Discount price will automatically be adjusted in RecTrac when added into the cart

Renewals

7. To renew a membership, click on the current or expired membership in the "Purchase History" tab and click the green "renewal" button
8. RecTrac will automatically input the start date and end date for the membership
9. All patrons who renew on or before the expiration date will receive 3 guest passes
10. Only members who "pay in full" will need to renew their membership every 12 months