



# **PARK DISTRICT of OAK PARK**

**ARK DISTRICT OF OAK PARK  
Regular Park Board Meeting  
Hedges Administrative Center  
218 Madison Street, Oak Park, Illinois 60302  
Thursday, December 15, 2022, 7:30pm**

## **AGENDA**

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Visitor/Public Comment**  
*Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.*
- IV. Consent Agenda**
  - A. Cash and Investment Summary\***
  - B. Warrants and Bills\***
  - C. Minutes\***
  - D. PACT Agreements** (Ascension, AYSO, East Ave Lacrosse, Chicago Edge, Fenwick High School, OPRF Alliance, OPRF Ultimate, OPRF Youth Football, OPRFHS Hockey Club, OPYBS/Falcons/Eagles, Pony, SEOPCO, St. Giles, Troop 4020, and Windmills)\*
  - E. 2023 Board Action Calendar\***
  - F. WSSRA Board Liaison Appointment\***
  - G. Bi-Annual Review and Release of Closed Session Minutes\***
  - H. Disposal Ordinance 2022-12-07\***
- V. Staff Reports**
  - A. Executive Director's Report\***
  - B. Updates and Information\***
  - C. Revenue/Expense Status Reports\***
- VI. Old Business**
  - A. Recreation and Facility Program Committee – Commissioner Wollmuth**
  - B. Parks and Planning Committee – Commissioner Worley-Hood**
  - C. Administration and Finance Committee – Commissioner Wick**
    - 1. Cleaning Contract Approval\*
- VII. New Business**
  - A. Andersen Park Professional Services Contract Approval\***
  - B. 2022 Parks Report Card\***
  - C. Sustainability Report Update**
- VIII. Commissioners' Comments**  
Commissioner Worley-Hood  
Commissioner Wollmuth  
Commissioner Lentz  
Commissioner Wick  
President Porreca
- IX. Closed Session**
- X. Adjourn**

\*Indicates information attached.

\*\*Indicates information to be provided at or prior to the meeting.  
Update/Recap indicates verbal report provided at meeting no materials attached.

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2017 or via email at [Edith.Wood@pdop.org](mailto:Edith.Wood@pdop.org).

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*



## **Cash and Investment Summary**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



# CASH AND INVESTMENT SUMMARY- November 2022

	Byline	IPDLAF	CD's	PMA - iPRIME	IMET	Nov-22 TOTAL	Oct-22 TOTAL
<b>General Fund</b>							
10 - Corporate	(1,032,356)	10,478	-	8,635,205	(14,263,077)	(6,649,750)	(5,850,096)
<b>Special Revenue Funds</b>							
15 - IMRF	(1,686,785)	1,603	-	-	1,924,089	238,907	238,907
16 - Liability	(1,511,225)	8,965	-	-	2,170,255	667,995	667,995
17 - Audit	(110,410)	237	-	-	125,351	15,179	15,179
20 - Recreation	(5,234,631)	4,979	-	-	10,381,086	5,151,433	5,404,911
21 - Museum	(79,027)	1,220	-	-	550,278	472,470	472,470
22 - Special Recreation	(2,503,210)	17,121	-	-	2,932,670	446,582	446,582
25 - Special Facilities	1,447,006	3,288	-	-	593,203	2,043,497	2,043,497
85 - Cheney Mansion	277,477	462	-	-	52,326	330,265	330,265
<b>Capital Funds</b>							
70 - Capital Projects	9,605,964	78,051	-	(2,377,185)	5,436,613	12,743,442	13,087,765
70 - 2021 Debt Certificate	-	-	-	-	-	-	-
<b>Total Cash Available to District</b>	<b>(827,197)</b>	<b>126,403</b>	<b>-</b>	<b>6,258,020</b>	<b>9,902,795</b>	<b>15,460,021</b>	<b>16,857,475</b>
Distribution %:	-5.35%	0.82%	0.00%	40.48%	64.05%	100.00%	100.00%
<b>Other Funds</b>							
50 - Health Insurance Fund	795,686	345	-	-	350,799	1,146,831	1,065,351
x - Memorial Trust	55,789	-	-	-	-	55,789	55,789
xx - Working Cash	207,870	-	-	-	-	207,870	207,870
<b>Total Cash Across All Funds</b>	<b>232,149</b>	<b>126,748</b>	<b>-</b>	<b>6,258,020</b>	<b>10,253,595</b>	<b>16,870,511</b>	<b>18,186,485</b>



Park District of Oak Park  
Cash Status Report  
As of November 30, 2022

**Operating Accounts**

Byline Bank	0.400%	\$	1,724,400
iPrime Liquid Money Market	3.376%	\$	6,258,028
iPrime Liquid Money Market - 2021 Bonds	3.376%	\$	594
Illinois Metropolitan Investment Fund	3.470%	\$	9,853,595
Illinois Park District Liquid Asset Fund Account	3.460%	\$	126,748
		<b>\$</b>	<b>17,963,364</b>

**Operating Investment Accounts**

Working Solvency	<b>\$</b>	<b>17,963,364</b>
2021 Solvency	<b>\$</b>	<b>20,505,438</b>

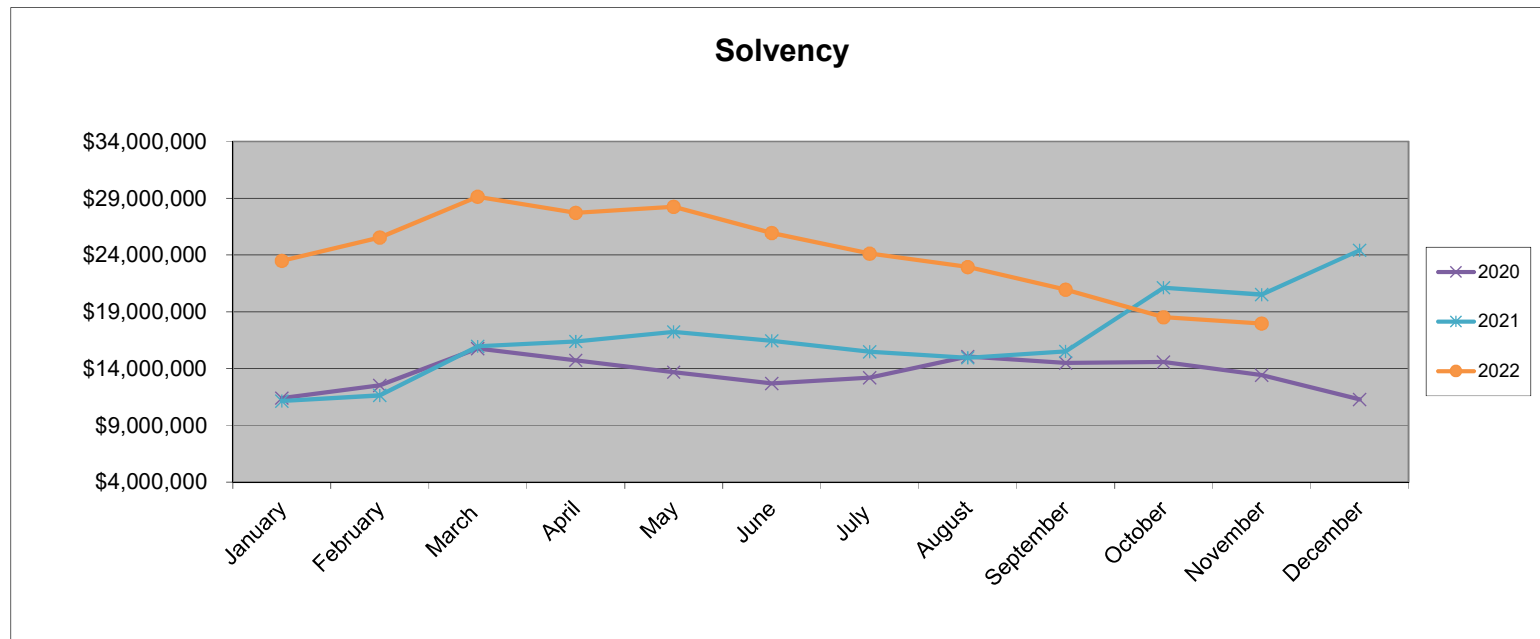




# **PARK DISTRICT of OAK PARK**

## **Total Solvency**

<u><b>2020</b></u>		<u><b>2021</b></u>		<u><b>2022</b></u>	
<b>January</b>	\$ 11,399,872	<b>January</b>	\$ 11,151,063	<b>January</b>	\$ 23,482,489
<b>February</b>	\$ 12,533,042	<b>February</b>	\$ 11,631,539	<b>February</b>	\$ 25,552,059
<b>March</b>	\$ 15,767,357 <small>*amended</small>	<b>March</b>	\$ 15,956,382	<b>March</b>	\$ 29,133,605
<b>April</b>	\$ 14,739,680	<b>April</b>	\$ 16,390,337	<b>April</b>	\$ 27,715,761
<b>May</b>	\$ 13,693,866	<b>May</b>	\$ 17,243,573	<b>May</b>	\$ 28,239,626
<b>June</b>	\$ 12,690,804	<b>June</b>	\$ 16,449,969	<b>June</b>	\$ 25,944,361
<b>July</b>	\$ 13,194,814	<b>July</b>	\$ 15,478,400	<b>July</b>	\$ 24,132,884
<b>August</b>	\$ 15,055,750	<b>August</b>	\$ 14,948,361	<b>August</b>	\$ 22,938,068
<b>September</b>	\$ 14,495,930	<b>September</b>	\$ 15,513,243	<b>September</b>	\$ 20,946,611
<b>October</b>	\$ 14,584,641	<b>October</b>	\$ 21,118,994	<b>October</b>	\$ 18,511,336
<b>November</b>	\$ 13,414,844	<b>November</b>	\$ 20,505,438	<b>November</b>	\$ 17,963,364
<b>December</b>	\$ 11,280,141	<b>December</b>	\$ 24,415,707	<b>December</b>	\$ -





## **Warrants and Bills**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)

Park District of Oak Park  
Voucher List for the Month of October  
Presented to the Board of Commissioners  
At their Meeting on December 15, 2022

**AP ACCOUNT DISTRIBUTION BY ACCOUNT**

Check Dates 11/01/2022 To 11/30/2022 Pay Dates 11/01/2022 To 11/30/2022

Both Accruals And Non Accruals

Check Run 0 To 2147483647

Park District Of Oak Park

FY 2022

Open &amp; Paid Vouchers

Voucher Number	Vendor	PO Number	Check Number	Pay Date/ Check Date	Amount (\$)
<b>10 CORPORATE FUND</b>					
<b>10-00-16-00060 PREPAID EXPENSE</b>					
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	335.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	280.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	335.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	335.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	280.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	280.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	335.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	280.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	335.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	280.00
50947	WINDNINJA WINDY CITY NINJAS, LLC		511829	11/23/2022	150.00
<b>10-00-16-00060 PREPAID EXPENSE Subtotal</b>					<b>\$3,225.00</b>
<b>10-00-21-20109 IMRF WITHHOLDING</b>					
50686	IMRF ILL MUNICIPAL RETIREMENT FUND		54951	11/11/2022	40,554.71
<b>10-00-21-20109 IMRF WITHHOLDING Subtotal</b>					<b>\$40,554.71</b>
<b>10-00-21-20111 HEALTH INSURANCE SECTION 125</b>					
50769	PDRMA PDRMA		55007	11/18/2022	11,789.54
<b>10-00-21-20111 HEALTH INSURANCE SECTION 125 Subtotal</b>					<b>\$11,789.54</b>
<b>10-00-21-20114 UNION DUES</b>					
50822	SEIU SEIU LOCAL 73		55057	11/23/2022	167.36
50822	SEIU SEIU LOCAL 73		55057	11/23/2022	167.36
<b>10-00-21-20114 UNION DUES Subtotal</b>					<b>\$334.72</b>
<b>10-00-21-20117 AFLAC SECTION 125</b>					
50724	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		54930	11/11/2022	417.36
<b>10-00-21-20117 AFLAC SECTION 125 Subtotal</b>					<b>\$417.36</b>
<b>10-00-21-20118 AFLAC</b>					
50724	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		54930	11/11/2022	215.00
<b>10-00-21-20118 AFLAC Subtotal</b>					<b>\$215.00</b>
<b>10-00-21-20119 I LIFE</b>					
50821	NCPERS NCPERS GROUP LIFE INSURANCE		55053	11/23/2022	12.00
<b>10-00-21-20119 I LIFE Subtotal</b>					<b>\$12.00</b>
<b>10-00-21-20120 ICMA WITHHELD</b>					
50726	ICMA ICMA RETIREMENT TRUST		54950	11/11/2022	2,141.13
50820	ICMA ICMA RETIREMENT TRUST		55048	11/23/2022	2,387.00
<b>10-00-21-20120 ICMA WITHHELD Subtotal</b>					<b>\$4,528.13</b>
<b>10-00-21-20131 ICMA ROTH IRA WITHHELD</b>					
50726	ICMA ICMA RETIREMENT TRUST		54950	11/11/2022	254.60
50820	ICMA ICMA RETIREMENT TRUST		55048	11/23/2022	254.60
<b>10-00-21-20131 ICMA ROTH IRA WITHHELD Subtotal</b>					<b>\$509.20</b>
<b>10-00-21-20132 BRIGHT START PROGRAM</b>					
50725	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PRC		54935	11/11/2022	100.00
50819	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PRC		55036	11/23/2022	100.00

**AP ACCOUNT DISTRIBUTION BY ACCOUNT**

Check Dates 11/01/2022 To 11/30/2022 Pay Dates 11/01/2022 To 11/30/2022

Both Accruals And Non Accruals

Check Run 0 To 2147483647

Park District Of Oak Park

FY 2022

Open &amp; Paid Vouchers

Voucher Number	Vendor	PO Number	Check Number	Pay Date/ Check Date	Amount (\$)
<b>10-00-21-20132 BRIGHT START PROGRAM Subtotal</b>					<b>\$200.00</b>
<b>10-00-52-00200 LEGAL COUNSEL</b>					
50679	ELROD ELROD FRIEDMAN LLP	20220164	54943	11/11/2022	189.00
50682	GROWING GROWING COMMUNITY MEDIA NFP	20221339	54947	11/11/2022	84.00
50739	GROWING GROWING COMMUNITY MEDIA NFP	20221348	54996	11/18/2022	77.00
50801	GROWING GROWING COMMUNITY MEDIA NFP	20221409	55047	11/23/2022	77.00
<b>10-00-52-00200 LEGAL COUNSEL Subtotal</b>					<b>\$427.00</b>
<b>10-00-52-00202 LEGAL PUBLICATIONS</b>					
50797	GROWING GROWING COMMUNITY MEDIA NFP	20221371	55045	11/23/2022	168.00
50798	GROWING GROWING COMMUNITY MEDIA NFP	20221371	55045	11/23/2022	154.00
<b>10-00-52-00202 LEGAL PUBLICATIONS Subtotal</b>					<b>\$322.00</b>
<b>10-00-52-00204 COMPUTER (IT) SERVICE</b>					
50621	NOVEN NOVENTECH, INC	20220025	54918	11/04/2022	8,966.00
50720	TIAABANK TIAA BANK	20220090	54981	11/11/2022	1,480.00
50824	AMILIA AMILIA		55065	11/28/2022	3,063.33
50831	AMILIA AMILIA		511722	11/23/2022	59.00
50832	ADOBE ADOBE SYSTEMS, INC		511716	11/23/2022	505.67
50833	BASECAMP BASECAMP-37 SIGNALS LTD		511724	11/23/2022	29.00
50834	GODAD GODADDY.COM		511754	11/23/2022	21.17
50835	ARCHIVE ARCHIVE SOCIAL, INC.		511723	11/23/2022	199.00
50836	VERI VERIZON		511820	11/23/2022	437.00
<b>10-00-52-00204 COMPUTER (IT) SERVICE Subtotal</b>					<b>\$14,760.17</b>
<b>10-00-52-00208 COPYING AND PRINTING- INTERNAL</b>					
50610	DELAGE DE LAGE LANDEN PUBLIC FINANCE	20220102	54907	11/04/2022	3,763.45
50610	DELAGE DE LAGE LANDEN PUBLIC FINANCE	20220102	54907	11/04/2022	711.52
<b>10-00-52-00208 COPYING AND PRINTING- INTERNAL Subtotal</b>					<b>\$4,474.97</b>
<b>10-00-52-00299 CONTRACTUAL SERVICES - OTHER</b>					
50664	AMALGAM AMALGAMATED BANK OF CHICAGO	20221335	54931	11/11/2022	475.00
50711	PAYCOM PAYCOM PAYROLL, LLC		54974	11/11/2022	3,643.49
50758	PICKENS PICKENS-KANE BUSINESS SERVICES	20220082	55009	11/18/2022	85.00
50826	PAYCOM PAYCOM PAYROLL, LLC		55068	11/28/2022	3,118.97
<b>10-00-52-00299 CONTRACTUAL SERVICES - OTHER Subtotal</b>					<b>\$7,322.46</b>
<b>10-00-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	188.81
<b>10-00-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$188.81</b>
<b>10-00-53-00300 OFFICE EXPENSE</b>					
50838	GARVEY'S GARVEY'S OFFICE PRODUCTS		511751	11/23/2022	165.71
50839	AMAZ AMAZON.COM		511720	11/23/2022	194.84
51006	OFFDEP OFFICE DEPOT		511784	11/23/2022	112.84
<b>10-00-53-00300 OFFICE EXPENSE Subtotal</b>					<b>\$473.39</b>
<b>10-00-53-00301 UNIFORMS</b>					
50840	BLAINES BLAINES FARM AND FLEET		511725	11/23/2022	643.95
<b>10-00-53-00301 UNIFORMS Subtotal</b>					<b>\$643.95</b>
<b>10-00-53-00399 SUPPLIES - OTHER</b>					

# AP ACCOUNT DISTRIBUTION BY ACCOUNT

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Both Accruals And Non Accruals

Check Run 0 To 2147483647

Park District Of Oak Park

FY 2022

Open & Paid Vouchers

Voucher Number	Vendor	PO Number	Check Number	Pay Date/Check Date	Amount (\$)
<b>10-00-53-00399 SUPPLIES - OTHER</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	66.65
50842	GARVEY'S GARVEY'S OFFICE PRODUCTS		511751	11/23/2022	226.20
<b>10-00-53-00399 SUPPLIES - OTHER Subtotal</b>					<b>\$292.85</b>
<b>10-00-53-00405 COMPUTER EQUIPMENT</b>					
50837	NOVEN NOVENTECH, INC		511782	11/23/2022	1,803.21
50839	AMAZ AMAZON.COM		511720	11/23/2022	92.11
<b>10-00-53-00405 COMPUTER EQUIPMENT Subtotal</b>					<b>\$1,895.32</b>
<b>10-00-56-00600 EMPLOYEE RECOGNITION</b>					
50930	TACOMUCHO TACO MUCHO		511809	11/23/2022	26.40
<b>10-00-56-00600 EMPLOYEE RECOGNITION Subtotal</b>					<b>\$26.40</b>
<b>10-00-56-00605 CONFERENCE AND TRAINING</b>					
50733	BRUKHARTZ TERRI FRY BRUKHARTZ, LCSW	20221347	54988	11/18/2022	350.00
50880	IDASH IDASHBOARDS IVIZ GROUP		511763	11/23/2022	2,000.00
50938	UDEMY UDEMY: ONLINE COURSES		511815	11/23/2022	29.99
<b>10-00-56-00605 CONFERENCE AND TRAINING Subtotal</b>					<b>\$2,379.99</b>
<b>10-00-56-00610 DUES AND SUBSCRIPTIONS</b>					
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	7,519.00
<b>10-00-56-00610 DUES AND SUBSCRIPTIONS Subtotal</b>					<b>\$7,519.00</b>
<b>10-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT</b>					
50620	MARROTTA JOE MARROTTA		54917	11/04/2022	73.13
<b>10-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT Subtotal</b>					<b>\$73.13</b>
<b>10-00-56-00620 ADMINISTRATIVE EXPENSE</b>					
50856	CROWN CBS AWARDS INC DBA CROWN TROPHY		511734	11/23/2022	150.00
<b>10-00-56-00620 ADMINISTRATIVE EXPENSE Subtotal</b>					<b>\$150.00</b>
<b>10-00-56-00621 DIRECTOR EXPENSE</b>					
50828	ALSGRILL AL'S GRILL		511718	11/23/2022	35.04
50852	CHGOTRIB CHICAGO TRIBUNE MEDIA GROUP		511728	11/23/2022	27.72
50911	POORPHUL POOR PHIL		511790	11/23/2022	44.11
50921	SPOTHERO SPOT HERO		511802	11/23/2022	19.90
50943	WALG WALGREENS CO.		511824	11/23/2022	16.45
<b>10-00-56-00621 DIRECTOR EXPENSE Subtotal</b>					<b>\$143.22</b>
<b>10-00-56-00622 BOARD EXPENSE</b>					
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	180.00
<b>10-00-56-00622 BOARD EXPENSE Subtotal</b>					<b>\$180.00</b>
<b>10-00-56-00655 RECRUITMENT</b>					
50800	GROWING GROWING COMMUNITY MEDIA NFP	20221397	55047	11/23/2022	100.00
50855	CRAIG CRAIGSLIST.COM		511733	11/23/2022	45.00
50900	NEIU NORTHEASTERN ILLINOIS UNIVERSITY		511780	11/23/2022	100.00
<b>10-00-56-00655 RECRUITMENT Subtotal</b>					<b>\$245.00</b>
<b>10-00-58-00820 TELECOMMUNICATIONS</b>					
50790	COMCAST COMCAST	20220092	55040	11/23/2022	8,128.03
<b>10-00-58-00820 TELECOMMUNICATIONS Subtotal</b>					<b>\$8,128.03</b>

# AP ACCOUNT DISTRIBUTION BY ACCOUNT

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Both Accruals And Non Accruals

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Park District Of Oak Park

FY 2022

Open & Paid Vouchers

Voucher Number	Vendor	PO Number	Check Number	Pay Date/ Check Date	Amount (\$)
<b>10-35-52-00265 FLEET SERVICE</b>					
50766	VILFLE VILLAGE OF OAK PARK-FLEET	20221349	55018	11/18/2022	1,546.96
50767	VILFLE VILLAGE OF OAK PARK-FLEET	20221350	55019	11/18/2022	222.89
50816	VILFLE VILLAGE OF OAK PARK-FLEET	20221396	55060	11/23/2022	387.71
<b>10-35-52-00265 FLEET SERVICE Subtotal</b>					<b>\$2,157.56</b>
<b>10-35-52-00275 CUSTODIAL SERVICES</b>					
50676	CRYSTAL CRYSTAL MGMT & MAINTENANCE SERVIC	20221332	54941	11/11/2022	410.00
50792	CRYSTAL CRYSTAL MGMT & MAINTENANCE SERVIC	20221383	55042	11/23/2022	750.00
<b>10-35-52-00275 CUSTODIAL SERVICES Subtotal</b>					<b>\$1,160.00</b>
<b>10-35-52-00299 CONTRACTUAL SERVICES - OTHER</b>					
50802	ILLI ILLINI POWER PRODUCTS COMPANY	20221367	55049	11/23/2022	769.00
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	257.85
<b>10-35-52-00299 CONTRACTUAL SERVICES - OTHER Subtotal</b>					<b>\$1,026.85</b>
<b>10-35-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	139.56
<b>10-35-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$139.56</b>
<b>10-35-53-00320 MISCELLANEOUS SUPPLIES</b>					
50843	MALNATIS THE MALNATI ORGANIZATION INC LOU M.		511773	11/23/2022	125.21
<b>10-35-53-00320 MISCELLANEOUS SUPPLIES Subtotal</b>					<b>\$125.21</b>
<b>10-35-53-00330 ANIMAL CARE</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	82.97
<b>10-35-53-00330 ANIMAL CARE Subtotal</b>					<b>\$82.97</b>
<b>10-35-53-00340 SUPPLIES-HORTICULTURAL CONTROL</b>					
50749	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.	20221353	55002	11/18/2022	176.42
50750	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.	20221353	55002	11/18/2022	176.63
50885	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.		511767	11/23/2022	528.67
<b>10-35-53-00340 SUPPLIES-HORTICULTURAL CONTROL Subtotal</b>					<b>\$881.72</b>
<b>10-35-53-11100 GIFT SHOP</b>					
50901	NORTHWOOD NORTHWOODS WREATH SALE		511781	11/23/2022	389.00
<b>10-35-53-11100 GIFT SHOP Subtotal</b>					<b>\$389.00</b>
<b>10-35-53-11105 CONSERVATORY SPECIAL EVENTS</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	125.08
50862	DOLL DOLLARTREE		511739	11/23/2022	23.48
50878	HOME HOME DEPOT		511759	11/23/2022	115.73
50895	MICH MICHAELS STORE		511777	11/23/2022	23.96
50907	PARCI PARTY CITY		511787	11/23/2022	64.00
50932	TELETRON TELETRON ACE HARDWARE		511811	11/23/2022	8.99
<b>10-35-53-11105 CONSERVATORY SPECIAL EVENTS Subtotal</b>					<b>\$361.24</b>
<b>10-35-53-14400 BIRTHDAY PARTY SUPPLIES</b>					
50862	DOLL DOLLARTREE		511739	11/23/2022	250.00
<b>10-35-53-14400 BIRTHDAY PARTY SUPPLIES Subtotal</b>					<b>\$250.00</b>
<b>10-35-56-00605 CONFERENCE AND TRAINING</b>					
50881	ISA INTERNTNL SOC OF ARBORICULTURE		511764	11/23/2022	170.00

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<b>10-35-56-00605 CONFERENCE AND TRAINING Subtotal</b>					<b>\$170.00</b>
<b>10-35-56-00610 DUES AND SUBSCRIPTIONS</b>					
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	279.00
<b>10-35-56-00610 DUES AND SUBSCRIPTIONS Subtotal</b>					<b>\$279.00</b>
<b>10-35-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT</b>					
50845	PARKING PARKING		511786	11/23/2022	10.50
<b>10-35-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT Subtotal</b>					<b>\$10.50</b>
<b>10-35-56-11100 GIFT SHOP - SALES TAX</b>					
50745	ILLDEP ILLINOIS DEPT. OF REVENUE		54999	11/18/2022	159.00
<b>10-35-56-11100 GIFT SHOP - SALES TAX Subtotal</b>					<b>\$159.00</b>
<b>10-35-58-00800 ELECTRICITY</b>					
50788	CLEARWAY GIP III ZEPHYR ACQUISITION PARTNERS	20221390	55039	11/23/2022	658.13
<b>10-35-58-00800 ELECTRICITY Subtotal</b>					<b>\$658.13</b>
<b>10-35-58-00810 NATURAL GAS</b>					
50607	CNE CONSTELLATION NEWENERGY - GAS DIVISION	20220259	54896	11/04/2022	2,278.81
50695	NICOR NICOR GAS	20220206	54960	11/11/2022	809.02
<b>10-35-58-00810 NATURAL GAS Subtotal</b>					<b>\$3,087.83</b>
<b>10-35-58-00830 WATER</b>					
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	771.25
<b>10-35-58-00830 WATER Subtotal</b>					<b>\$771.25</b>
<b>10-50-52-00260 PROPERTY REPAIR</b>					
50662	ACCURATE ACCURATE FIRE EQUIPMENT CO.	20221323	54929	11/11/2022	50.00
50663	ACCURATE ACCURATE FIRE EQUIPMENT CO.	20221323	54929	11/11/2022	35.00
50665	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20221324	54932	11/11/2022	165.00
50718	SMG SMG SECURITY SYSTEMS, INC.	20221328	54979	11/11/2022	212.33
50732	ACCURATE ACCURATE FIRE EQUIPMENT CO.	20221298	54986	11/18/2022	150.00
50774	ACCURATE ACCURATE FIRE EQUIPMENT CO.	20221372	55028	11/23/2022	60.00
50777	ALLIED ALLIED DOOR	20221376	55030	11/23/2022	1,040.07
50778	ALLTYPES ALL TYPES ELEVATORS, INC.	20221374	55031	11/23/2022	307.00
50779	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20221377	55032	11/23/2022	305.00
50780	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20221377	55032	11/23/2022	165.00
50784	ARROW ARROW LOCKSMITH SERVICE	20221380	55034	11/23/2022	157.00
50785	ARROW ARROW LOCKSMITH SERVICE	20221380	55034	11/23/2022	227.00
50796	GLASSDES GLASS DESIGN, INC.	20221370	55044	11/23/2022	625.00
50810	SMG SMG SECURITY SYSTEMS, INC.	20221369	55058	11/23/2022	255.00
50813	VILLFIN VILLAGE OF OAK PARK FINANCE	20221373	55061	11/23/2022	43.00
50814	VILLFIN VILLAGE OF OAK PARK FINANCE	20221373	55061	11/23/2022	43.00
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	254.28
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	2,214.00
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	910.44
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	322.00
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	288.00
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	507.33
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	1,802.13
50927	STONESIDE STONESIDE LLC		511806	11/23/2022	2,994.00



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<b>10-50-52-00260 PROPERTY REPAIR Subtotal</b>					<b>\$13,131.58</b>
<b>10-50-52-00265 FLEET SERVICE</b>					
50766	VILFLE VILLAGE OF OAK PARK-FLEET	20221349	55018	11/18/2022	6,670.88
50767	VILFLE VILLAGE OF OAK PARK-FLEET	20221350	55019	11/18/2022	10,861.46
50816	VILFLE VILLAGE OF OAK PARK-FLEET	20221396	55060	11/23/2022	19,029.24
<b>10-50-52-00265 FLEET SERVICE Subtotal</b>					<b>\$36,561.58</b>
<b>10-50-52-00275 CUSTODIAL SERVICES</b>					
50676	CRYSTAL CRYSTAL MGMT & MAINTENANCE SERVIC	20221332	54941	11/11/2022	4,895.00
50677	CRYSTAL CRYSTAL MGMT & MAINTENANCE SERVIC	20221332	54941	11/11/2022	690.00
<b>10-50-52-00275 CUSTODIAL SERVICES Subtotal</b>					<b>\$5,585.00</b>
<b>10-50-52-00280 SCAVENGER SERVICE</b>					
50723	WESTCOOK WEST COOK COUNTY SOLID WASTE AC	20221330	54984	11/11/2022	521.00
50754	LRS LAKESHORE RECYCLING SYSTEMS, LLC	20221326	55004	11/18/2022	1,238.37
50804	LRS LAKESHORE RECYCLING SYSTEMS, LLC	20221384	55051	11/23/2022	1,719.55
50817	WESTCOOK WEST COOK COUNTY SOLID WASTE AC	20221386	55062	11/23/2022	564.86
<b>10-50-52-00280 SCAVENGER SERVICE Subtotal</b>					<b>\$4,043.78</b>
<b>10-50-52-00285 PORTABLE RESTROOMS</b>					
50886	LRS LAKESHORE RECYCLING SYSTEMS, LLC		511772	11/23/2022	3,438.48
<b>10-50-52-00285 PORTABLE RESTROOMS Subtotal</b>					<b>\$3,438.48</b>
<b>10-50-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	59.23
<b>10-50-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$59.23</b>
<b>10-50-53-00301 UNIFORMS</b>					
50759	POIRIER ROBERT POIRIER		55010	11/18/2022	400.00
50781	ARAMARK ARAMARK UNIFORMS	20221382	55033	11/23/2022	133.67
50782	ARAMARK ARAMARK UNIFORMS	20221382	55033	11/23/2022	397.15
50839	AMAZ AMAZON.COM		511720	11/23/2022	127.89
<b>10-50-53-00301 UNIFORMS Subtotal</b>					<b>\$1,058.71</b>
<b>10-50-53-00310 SUPPLIES-PARKS</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	77.96
50858	DAVEYTREE THE DAVEY TREE EXPERT COMPANY		511737	11/23/2022	1,035.00
50878	HOME HOME DEPOT		511759	11/23/2022	21.76
50890	LOWES LOWES		511771	11/23/2022	93.30
50916	SCHAU SCHAUER'S HARDWARE		511797	11/23/2022	58.86
<b>10-50-53-00310 SUPPLIES-PARKS Subtotal</b>					<b>\$1,286.88</b>
<b>10-50-53-00311 SUPPLIES- CLEANING &amp; HOUSEHOLD</b>					
50627	WAREHOUS WAREHOUSE DIRECT OFFICE	20221299	54925	11/04/2022	946.50
<b>10-50-53-00311 SUPPLIES- CLEANING &amp; HOUSEHOLD Subtotal</b>					<b>\$946.50</b>
<b>10-50-53-00313 SUPPLIES - BUILDING MATERIALS</b>					
50722	WAREHOUS WAREHOUSE DIRECT OFFICE	20221329	54983	11/11/2022	65.46
50786	BATTERIE BATTERIES PLUS HOLDING CORP	20221381	55035	11/23/2022	34.66
50839	AMAZ AMAZON.COM		511720	11/23/2022	16.00
50839	AMAZ AMAZON.COM		511720	11/23/2022	228.11
50876	GRAINGER GRAINGER, INC.		511756	11/23/2022	68.87

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<b>10-50-53-00313 SUPPLIES - BUILDING MATERIALS</b>					
50878	HOME HOME DEPOT		511759	11/23/2022	59.47
50890	LOWES LOWES		511771	11/23/2022	19.89
50908	PELICAN PELICAN WIRELESS		511789	11/23/2022	30.00
50916	SCHAU SCHAUER'S HARDWARE		511797	11/23/2022	273.25
50917	SHERWIN SHERWIN-WILLIAMS CO.		511798	11/23/2022	68.24
50919	SOUTH SOUTH SIDE CONTROL SUPPLY CO.			11/23/2022	-176.18
50939	ULINE ULINE INC		511816	11/23/2022	682.40
<b>10-50-53-00313 SUPPLIES - BUILDING MATERIALS Subtotal</b>					<b>\$1,370.17</b>
<b>10-50-53-00410 EQUIPMENT</b>					
50715	RUSO RUSSO POWER EQUIPMENT	20221327	54977	11/11/2022	1,206.00
50716	RUSO RUSSO POWER EQUIPMENT	20221327	54977	11/11/2022	178.99
50806	NUTOYS NUTOYS LEISURE PRODUCTS	20221385	55054	11/23/2022	344.29
50807	NUTOYS NUTOYS LEISURE PRODUCTS	20221385	55054	11/23/2022	60.24
50809	REIN REINDERS, INC	20221378	55056	11/23/2022	83.11
50839	AMAZ AMAZON.COM		511720	11/23/2022	650.84
50869	FARMFLEET FARM & FLEET		511748	11/23/2022	189.99
50912	REDEX REDEX NORTH AMERICA REDEXIM TURF PR		511793	11/23/2022	725.72
50939	ULINE ULINE INC		511816	11/23/2022	157.53
<b>10-50-53-00410 EQUIPMENT Subtotal</b>					<b>\$3,596.71</b>
<b>10-50-56-00600 EMPLOYEE RECOGNITION</b>					
50860	DUNKIN DUNKIN DONUTS		511741	11/23/2022	10.00
<b>10-50-56-00600 EMPLOYEE RECOGNITION Subtotal</b>					<b>\$10.00</b>
<b>10-50-56-00605 CONFERENCE AND TRAINING</b>					
50791	CONSER CONSERVE FS, INC.	20221389	55041	11/23/2022	105.00
<b>10-50-56-00605 CONFERENCE AND TRAINING Subtotal</b>					<b>\$105.00</b>
<b>10-50-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT</b>					
50921	SPOTHERO SPOT HERO		511802	11/23/2022	44.05
<b>10-50-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT Subtotal</b>					<b>\$44.05</b>
<b>10-50-58-00800 ELECTRICITY</b>					
50599	COMED COMED	20220207	54897	11/04/2022	123.55
50602	COMED COMED	20220159	54900	11/04/2022	155.40
50603	COMED COMED	20220161	54901	11/04/2022	37.43
50605	COMED COMED	20220157	54903	11/04/2022	27.25
50673	COMED COMED	20220199	54938	11/11/2022	584.74
50683	HUDSON HUDSON ENERGY - IL	20220178	54948	11/11/2022	187.86
50735	COMED COMED	20220207	54990	11/18/2022	764.48
50788	CLEARWAY GIP III ZEPHYR ACQUISITION PARTNERS	20221390	55039	11/23/2022	1,337.70
50789	CLEARWAY GIP III ZEPHYR ACQUISITION PARTNERS	20221390	55039	11/23/2022	188.34
<b>10-50-58-00800 ELECTRICITY Subtotal</b>					<b>\$3,406.75</b>
<b>10-50-58-00810 NATURAL GAS</b>					
50696	NICOR NICOR GAS	20220399	54961	11/11/2022	66.00
50697	NICOR NICOR GAS	20220196	54967	11/11/2022	342.98
50698	NICOR NICOR GAS	20220195	54968	11/11/2022	58.32
50699	NICOR NICOR GAS	20220194	54969	11/11/2022	107.82

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<b>10-50-58-00810 NATURAL GAS</b>					
50700	NICOR NICOR GAS	20220205	54970	11/11/2022	433.26
50706	NICOR NICOR GAS	20220192	54962	11/11/2022	230.41
50707	NICOR NICOR GAS	20220191	54963	11/11/2022	379.81
50709	NICOR NICOR GAS	20220189	54965	11/11/2022	216.26
50710	NICOR NICOR GAS	20220188	54966	11/11/2022	888.67
<b>10-50-58-00810 NATURAL GAS Subtotal</b>					<b>\$2,723.53</b>
<b>10-50-58-00820 TELECOMMUNICATIONS</b>					
50626	VERI VERIZON	20221314	54924	11/04/2022	2,372.18
50853	COMCAST COMCAST		511731	11/23/2022	111.85
50853	COMCAST COMCAST		511731	11/23/2022	192.85
<b>10-50-58-00820 TELECOMMUNICATIONS Subtotal</b>					<b>\$2,676.88</b>
<b>10-50-58-00830 WATER</b>					
50630	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV			11/04/2022	519.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	2,414.25
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	890.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	440.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	778.20
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	82.25
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	98.40
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	10.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	135.25
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	5,199.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	6,627.75
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	16.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	16.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	797.75
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	55.75
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	1,097.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	1,460.25
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	10.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	10.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	122.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	69.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	135.25
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	257.70
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	16.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	16.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	26.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	10.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	10.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	10.50
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	16.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	16.00
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	55.75
<b>10-50-58-00830 WATER Subtotal</b>					<b>\$21,421.05</b>

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<b>Fund 10 Subtotal</b>					<b>\$224,607.05</b>
<b>16 LIABILITY</b>					
<b>16-00-52-00514 EMPLOYEE SCREENINGS</b>					
50613	ILLSTA ILLINOIS STATE POLICE DIV. OF ADMINISTRA	20221247	54910	11/04/2022	10.00
50674	COSTCO COSTCO	20221320	54939	11/11/2022	124.95
50847	PROTECT PROTECT YOUTH SPORTS PRIORITY RES		511792	11/23/2022	208.95
<b>16-00-52-00514 EMPLOYEE SCREENINGS Subtotal</b>					<b>\$343.90</b>
<b>16-00-53-00350 RISK CARE MANAGEMENT</b>					
50717	SECONDCH SECOND CHANCE CARDIAC SOLUTIONS	20221310	54978	11/11/2022	14,822.05
50839	AMAZ AMAZON.COM		511720	11/23/2022	343.94
50876	GRAINGER GRAINGER, INC.		511756	11/23/2022	718.41
50878	HOME HOME DEPOT		511759	11/23/2022	99.90
<b>16-00-53-00350 RISK CARE MANAGEMENT Subtotal</b>					<b>\$15,984.30</b>
<b>16-00-56-00605 CONFERENCE AND TRAINING</b>					
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	60.00
50898	NAVIGATE NAVIGATE360 LLC		511779	11/23/2022	749.00
50904	PDRMA PDRMA		511788	11/23/2022	25.00
<b>16-00-56-00605 CONFERENCE AND TRAINING Subtotal</b>					<b>\$834.00</b>
<b>Fund 16 Subtotal</b>					<b>\$17,162.20</b>
<b>20 RECREATION</b>					
<b>20-00-16-00060 PREPAID EXPENSE</b>					
50771	FORPRI FOREST PRINTING CO. INC.	20221402	55022	11/21/2022	6,854.87
50888	LEGO LEGOLAND DISCOVERY CTR		511769	11/23/2022	749.50
<b>20-00-16-00060 PREPAID EXPENSE Subtotal</b>					<b>\$7,604.37</b>
<b>20-00-21-20135 REFUNDS DUE</b>					
50729	PUENTES ADRIAN PUENTES		55011	11/18/2022	10.00
50773	WICK DAVID WICK		55063	11/23/2022	400.00
<b>20-00-21-20135 REFUNDS DUE Subtotal</b>					<b>\$410.00</b>
<b>20-00-56-00610 DUES AND SUBSCRIPTIONS</b>					
50738	DOCNET DOCNETWORK, INC.	20221331	54993	11/18/2022	765.00
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	264.00
50999	AMERCAMP AMERICAN CAMP ASSOCIATION NATION		511721	11/23/2022	75.00
<b>20-00-56-00610 DUES AND SUBSCRIPTIONS Subtotal</b>					<b>\$1,104.00</b>
<b>20-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT</b>					
50737	DALY JESSICA DALY		54992	11/18/2022	10.69
<b>20-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT Subtotal</b>					<b>\$10.69</b>
<b>20-00-58-00820 TELECOMMUNICATIONS</b>					
50808	PEERLESSN PEERLESS NETWORK INC.	20220091	55055	11/23/2022	1,640.99
<b>20-00-58-00820 TELECOMMUNICATIONS Subtotal</b>					<b>\$1,640.99</b>
<b>20-05-52-00209 Copying and Printing - External</b>					
50770	FORPRI FOREST PRINTING CO. INC.	20221403	55021	11/21/2022	2,582.42
50770	FORPRI FOREST PRINTING CO. INC.	20221403	55021	11/21/2022	4,272.45
50867	SIGNEXP SIGN EXPRESS		511799	11/23/2022	104.69

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<b>20-05-52-00209 Copying and Printing - External Subtotal</b>					<b>\$6,959.56</b>
<b>20-05-52-00221 Brochure</b>					
50937	UBERFLIP UBERFLIP		511814	11/23/2022	19.95
<b>20-05-52-00221 Brochure Subtotal</b>					<b>\$19.95</b>
<b>20-05-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	106.85
50879	HUNTINGBK HUNTINGTON BANK		511760	11/23/2022	25.00
<b>20-05-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$131.85</b>
<b>20-05-56-00222 Marketing</b>					
50805	MORRIS NANCY J. MORRIS N2 STUDIOS	20221360	55052	11/23/2022	832.50
50863	DROPBOX DROPBOX INC.		511740	11/23/2022	54.00
50867	SIGNEXP SIGN EXPRESS		511799	11/23/2022	142.95
50868	FACEBOOK FACEBOOK		511747	11/23/2022	250.00
50923	SPROUT SPROUT SOCIAL, INC		511804	11/23/2022	99.00
<b>20-05-56-00222 Marketing Subtotal</b>					<b>\$1,378.45</b>
<b>20-05-56-00225 Advertising</b>					
50799	GROWING GROWING COMMUNITY MEDIA NFP	20221401	55046	11/23/2022	695.00
50924	CHGOATHL CHICAGO ATHLETE MAGAZINE		511729	11/23/2022	299.99
<b>20-05-56-00225 Advertising Subtotal</b>					<b>\$994.99</b>
<b>20-05-56-00605 CONFERENCE AND TRAINING</b>					
50902	OAKPKLIB OAK PARK PUBLIC LIBRARY		511783	11/23/2022	5.00
<b>20-05-56-00605 CONFERENCE AND TRAINING Subtotal</b>					<b>\$5.00</b>
<b>20-25-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	158.48
<b>20-25-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$158.48</b>
<b>20-25-52-13050 FITNESS EXERCISE</b>					
50889	LESMILLS LES MILLS UNITED STATES TRADING INC.		511770	11/23/2022	248.00
<b>20-25-52-13050 FITNESS EXERCISE Subtotal</b>					<b>\$248.00</b>
<b>20-25-52-13170 MARTIAL ARTS PROGRAMS</b>					
50609	DEFRANCO BEactive bodyTHERAPIES	20221303	54906	11/04/2022	238.00
<b>20-25-52-13170 MARTIAL ARTS PROGRAMS Subtotal</b>					<b>\$238.00</b>
<b>20-26-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	1,611.92
<b>20-26-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$1,611.92</b>
<b>20-26-52-13870 YOUTH SPORTS CLINICS</b>					
50628	WINDYNIN WINDY CITY NINJAS-ELMHURST LLC	20221309	54926	11/04/2022	5,160.00
50787	CHGOFIRE CHICAGO FIRE SOCCER LLC	20221394	55038	11/23/2022	5,523.00
<b>20-26-52-13870 YOUTH SPORTS CLINICS Subtotal</b>					<b>\$10,683.00</b>
<b>20-27-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	154.72
<b>20-27-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$154.72</b>
<b>20-27-52-13585 ADULT SPORTS PROGRAMS</b>					

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<b>20-27-52-13585 ADULT SPORTS PROGRAMS</b>					
50628	WINDYNIN WINDY CITY NINJAS-ELMHURST LLC	20221309	54926	11/04/2022	360.00
<b>20-27-52-13585 ADULT SPORTS PROGRAMS Subtotal</b>					<b>\$360.00</b>
<b>20-27-52-13640 ADULT SOFTBALL LEAGUES</b>					
50691	MARTI SHERMAN MARTIN	20221336	54956	11/11/2022	218.75
50763	TENCA PHIL TENCATE	20221357	55015	11/18/2022	125.00
<b>20-27-52-13640 ADULT SOFTBALL LEAGUES Subtotal</b>					<b>\$343.75</b>
<b>20-27-52-13670 ADULT VOLLEYBALL LEAGUES</b>					
50617	KASAK ARTHUR KASAK	20221304	54914	11/04/2022	75.00
50688	KASAK ARTHUR KASAK	20221340	54953	11/11/2022	75.00
50714	RICCHIO ANDREW RICCHIO	20221341	54976	11/11/2022	150.00
50747	KASAK ARTHUR KASAK	20221364	55001	11/18/2022	75.00
50760	RICCHIO ANDREW RICCHIO	20221365	55013	11/18/2022	75.00
<b>20-27-52-13670 ADULT VOLLEYBALL LEAGUES Subtotal</b>					<b>\$450.00</b>
<b>20-27-53-13660 ADULT SOCCER LEAGUES</b>					
50678	DARLING CHRISTOPHER DARLING	20221343	54942	11/11/2022	250.00
50690	LOPEZ RICARDO LOPEZ	20221342	54955	11/11/2022	250.00
<b>20-27-53-13660 ADULT SOCCER LEAGUES Subtotal</b>					<b>\$500.00</b>
<b>20-29-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	187.52
<b>20-29-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$187.52</b>
<b>20-29-52-13270 TEEN TRIPS</b>					
50934	HAYRIDE HAYRIDE OF HORROR		511757	11/23/2022	135.00
<b>20-29-52-13270 TEEN TRIPS Subtotal</b>					<b>\$135.00</b>
<b>20-29-53-13270 TEEN TRIPS</b>					
50878	HOME HOME DEPOT		511759	11/23/2022	38.34
<b>20-29-53-13270 TEEN TRIPS Subtotal</b>					<b>\$38.34</b>
<b>20-29-53-13280 TEEN CLASSES</b>					
50915	SALER SALERNO'S PIZZA		511796	11/23/2022	86.18
50931	TARGET TARGET STORES, INC		511810	11/23/2022	28.15
<b>20-29-53-13280 TEEN CLASSES Subtotal</b>					<b>\$114.33</b>
<b>20-29-53-13310 TEEN SPECIAL EVENTS</b>					
50862	DOLL DOLLARTREE		511739	11/23/2022	16.25
<b>20-29-53-13310 TEEN SPECIAL EVENTS Subtotal</b>					<b>\$16.25</b>
<b>20-51-53-00300 OFFICE EXPENSE</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	66.07
<b>20-51-53-00300 OFFICE EXPENSE Subtotal</b>					<b>\$66.07</b>
<b>20-61-49-12000 FRANK LLOYD WRIGHT RACE</b>					
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	4,084.00
<b>20-61-49-12000 FRANK LLOYD WRIGHT RACE Subtotal</b>					<b>\$4,084.00</b>
<b>20-61-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	2,105.37

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<b>20-61-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$2,105.37</b>
<b>20-61-52-12000 FRANK LLOYD WRIGHT RACE</b>					
50751	LAFLEUR JENNIFER LAFLEUR	20221366	55003	11/18/2022	300.00
50752	LAFLEUR JENNIFER LAFLEUR	20221358	55003	11/18/2022	300.00
50761	RUNNING RUNNING AWAY ENTERPRISES, LLC	20221338	54994	11/18/2022	11,470.00
<b>20-61-52-12000 FRANK LLOYD WRIGHT RACE Subtotal</b>					<b>\$12,070.00</b>
<b>20-61-52-12030 COMMUNITY DAY CAMPS</b>					
50851	CHGONATUR CHICAGO NATURE MUSEUM		511730	11/23/2022	313.00
50894	WARRENV MAIN EVENT WARRENVILLE		511826	11/23/2022	192.52
50914	SAFARI SAFARI LAND		511795	11/23/2022	150.00
50918	SKYZONE SKY ZONE		511800	11/23/2022	818.33
<b>20-61-52-12030 COMMUNITY DAY CAMPS Subtotal</b>					<b>\$1,473.85</b>
<b>20-61-52-12340 SPECIAL INTEREST PROGRAMS</b>					
50598	CHESS FAMBRO MANAGEMENT LLC	20221300	54895	11/04/2022	792.00
50614	JOHNSONST STEVEN JOHNSON	20221302	54911	11/04/2022	2,080.00
50734	CHESS FAMBRO MANAGEMENT LLC	20221363	54989	11/18/2022	469.00
50803	JOHNSONST STEVEN JOHNSON	20221400	55050	11/23/2022	504.00
50803	JOHNSONST STEVEN JOHNSON	20221400	55050	11/23/2022	560.00
<b>20-61-52-12340 SPECIAL INTEREST PROGRAMS Subtotal</b>					<b>\$4,405.00</b>
<b>20-61-52-12350 NATURE AND ADVENTURE PROGRAMS</b>					
50681	FOREST FOREST PRESERVE DIST-DUPAGE CNTY	20221322	54945	11/11/2022	100.00
<b>20-61-52-12350 NATURE AND ADVENTURE PROGRAMS Subtotal</b>					<b>\$100.00</b>
<b>20-61-53-12040 AFTERSCHOOL PROGRAMS</b>					
50830	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		511762	11/23/2022	20.00
50839	AMAZ AMAZON.COM		511720	11/23/2022	214.91
50854	COSTCO COSTCO		511732	11/23/2022	1,864.46
50857	CVS CVS PHARMACY		511736	11/23/2022	8.79
50862	DOLL DOLLARTREE		511739	11/23/2022	173.85
50870	FIVE FIVE BELOW		511749	11/23/2022	15.00
50882	JEWELS JEWEL - OSCO		511765	11/23/2022	205.30
50895	MICH MICHAELS STORE		511777	11/23/2022	58.54
50915	SALER SALERNO'S PIZZA		511796	11/23/2022	107.53
50931	TARGET TARGET STORES, INC		511810	11/23/2022	71.98
50931	TARGET TARGET STORES, INC		511810	11/23/2022	1,092.15
<b>20-61-53-12040 AFTERSCHOOL PROGRAMS Subtotal</b>					<b>\$3,832.51</b>
<b>20-61-53-12050 ACTIVE ADULTS PROGRAMS</b>					
50873	GLOBAL GLOBAL INDUST/ EQUIPMENT COMPANY		511752	11/23/2022	90.86
50878	HOME HOME DEPOT		511759	11/23/2022	199.96
50944	WALMART WALMART STORES, INC.		511825	11/23/2022	28.93
50946	WHOL WHOLE FOODS STORE		511828	11/23/2022	29.97
<b>20-61-53-12050 ACTIVE ADULTS PROGRAMS Subtotal</b>					<b>\$349.72</b>
<b>20-61-53-12350 NATURE AND ADVENTURE PROGRAMS</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	50.05
50862	DOLL DOLLARTREE		511739	11/23/2022	8.75
50862	DOLL DOLLARTREE		511739	11/23/2022	68.75

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<b>20-61-53-12350 NATURE AND ADVENTURE PROGRAMS</b>					
50878	HOME HOME DEPOT		511759	11/23/2022	23.96
<b>20-61-53-12350 NATURE AND ADVENTURE PROGRAMS Subtotal</b>					<b>\$151.51</b>
<b>20-61-53-12360 NATURE AND ADVENTURE CAMPS</b>					
50935	TRADER TRADER JOES		511812	11/23/2022	41.03
<b>20-61-53-12360 NATURE AND ADVENTURE CAMPS Subtotal</b>					<b>\$41.03</b>
<b>20-62-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	1,168.27
<b>20-62-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$1,168.27</b>
<b>20-62-52-12390 ARTS &amp; CRAFTS</b>					
50685	HUMPHREYT TARA HUMPHREY	20221313	54949	11/11/2022	240.00
50740	HUMPHREYT TARA HUMPHREY	20221361	54997	11/18/2022	456.00
50755	MARTINEZP PAMELA A. MARTINEZ	20221354	55005	11/18/2022	190.00
<b>20-62-52-12390 ARTS &amp; CRAFTS Subtotal</b>					<b>\$886.00</b>
<b>20-62-52-12610 PERFORMING ARTS</b>					
50694	MUSICTHE MUSIC THEATRE INTERNATIONAL	20221318	54959	11/11/2022	1,020.00
<b>20-62-52-12610 PERFORMING ARTS Subtotal</b>					<b>\$1,020.00</b>
<b>20-62-53-12390 ARTS &amp; CRAFTS</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	50.93
50859	BLICK BLICK ART MATERIALS		511726	11/23/2022	128.60
50862	DOLL DOLLARTREE		511739	11/23/2022	15.00
50875	GLOWFORGE GLOWFORGE STORE		511753	11/23/2022	50.00
50895	MICH MICHAELS STORE		511777	11/23/2022	60.97
50920	SPIRHALL SPIRIT HALLOWEEN HEADQUARTERS		511801	11/23/2022	83.87
<b>20-62-53-12390 ARTS &amp; CRAFTS Subtotal</b>					<b>\$389.37</b>
<b>20-62-53-12610 PERFORMING ARTS</b>					
50818	WILL WILL ENTERPRISES, INC.	20221359	55064	11/23/2022	246.77
50839	AMAZ AMAZON.COM		511720	11/23/2022	31.75
50862	DOLL DOLLARTREE		511739	11/23/2022	8.34
50884	JOANN JOANN FABRICS		511766	11/23/2022	15.79
50931	TARGET TARGET STORES, INC		511810	11/23/2022	13.20
50945	WEISS WEISSMAN'S THEATRICAL SUPPLY INC.		511827	11/23/2022	104.56
<b>20-62-53-12610 PERFORMING ARTS Subtotal</b>					<b>\$420.41</b>
<b>20-63-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	12.35
<b>20-63-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$12.35</b>
<b>20-63-53-12700 PRESCHOOL</b>					
50684	GALVEZ AZUCENA GALVEZ		54946	11/11/2022	13.50
50746	JANG HAEYOUNG JANG		55000	11/18/2022	78.83
50845	PARKING PARKING		511786	11/23/2022	58.00
50854	COSTCO COSTCO		511732	11/23/2022	761.26
50862	DOLL DOLLARTREE		511739	11/23/2022	36.35
50877	HOBBS HOBBY LOBBY		511758	11/23/2022	3.48
50931	TARGET TARGET STORES, INC		511810	11/23/2022	58.68



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<b>20-63-53-12700 PRESCHOOL</b>					
50935	TRADER TRADER JOES		511812	11/23/2022	27.89
51001	ERICWACKE ERIC WACKERLIN		511745	11/23/2022	90.00
<b>20-63-53-12700 PRESCHOOL Subtotal</b>					<b>\$1,127.99</b>
<b>20-63-53-12840 INDOOR PLAYGROUND</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	66.44
<b>20-63-53-12840 INDOOR PLAYGROUND Subtotal</b>					<b>\$66.44</b>
<b>Fund 20 Subtotal</b>					<b>\$69,269.05</b>
<b>21 MUSEUM</b>					
<b>21-00-52-00260 PROPERTY REPAIR</b>					
50795	GLASSDES GLASS DESIGN, INC.	20221387	55044	11/23/2022	695.00
<b>21-00-52-00260 PROPERTY REPAIR Subtotal</b>					<b>\$695.00</b>
<b>21-00-58-00800 ELECTRICITY</b>					
50735	COMED COMED	20220207	54990	11/18/2022	612.49
50788	CLEARWAY GIP III ZEPHYR ACQUISITION PARTNERS	20221390	55039	11/23/2022	168.94
<b>21-00-58-00800 ELECTRICITY Subtotal</b>					<b>\$781.43</b>
<b>21-00-58-00810 NATURAL GAS</b>					
50702	NICOR NICOR GAS	20220193	54972	11/11/2022	224.66
<b>21-00-58-00810 NATURAL GAS Subtotal</b>					<b>\$224.66</b>
<b>21-00-58-00830 WATER</b>					
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	55.75
<b>21-00-58-00830 WATER Subtotal</b>					<b>\$55.75</b>
<b>Fund 21 Subtotal</b>					<b>\$1,756.84</b>
<b>25 SPECIAL FACILITIES</b>					
<b>25-00-16-00060 PREPAID EXPENSE</b>					
50611	FLYING FLYING HIGH GYMNASTICS THE BIG CHILL	20221305	54908	11/04/2022	1,635.00
50615	KADAR ANDREI KADAR	20221306	54912	11/04/2022	1,800.00
50622	PREMIER PREMIER GYMNASTICS ACADEMY	20221307	54919	11/04/2022	1,710.00
50693	MIDELITE MIDWEST ELITE GYMNASTICS ACADEMY	20221321	54958	11/11/2022	370.00
50719	STCHARLE ST. CHARLES GYMNASTICS	20221319	54980	11/11/2022	285.00
<b>25-00-16-00060 PREPAID EXPENSE Subtotal</b>					<b>\$5,800.00</b>
<b>25-00-58-00820 TELECOMMUNICATIONS</b>					
50853	COMCAST COMCAST		511731	11/23/2022	204.85
50853	COMCAST COMCAST		511731	11/23/2022	156.85
<b>25-00-58-00820 TELECOMMUNICATIONS Subtotal</b>					<b>\$361.70</b>
<b>25-19-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	1,913.28
<b>25-19-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$1,913.28</b>
<b>25-20-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	1,360.37
<b>25-20-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$1,360.37</b>
<b>25-20-52-11950 LEARN TO SKATE</b>					

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<b>25-20-52-11950 LEARN TO SKATE</b>					
50865	ENTRYEZEE ENTRY EZEE		511744	11/23/2022	369.80
50887	LEARNT0 LEARN TO SKATE USA		511768	11/23/2022	340.00
<b>25-20-52-11950 LEARN TO SKATE Subtotal</b>					<b>\$709.80</b>
<b>25-20-52-11965 TRAVEL HOCKEY</b>					
50597	AHAOFF AHAI OFFICIATING COMMITTEE	20221301	54894	11/04/2022	795.00
50612	FOSTERSC SCOTT FOSTER		54909	11/04/2022	55.00
50618	KELLYR RYAN KELLY		54915	11/04/2022	61.00
50623	SCHULZ REBECCA SCHULZ	20221290	54921	11/04/2022	375.00
<b>25-20-52-11965 TRAVEL HOCKEY Subtotal</b>					<b>\$1,286.00</b>
<b>25-20-52-11980 RINK SPECIAL EVENTS</b>					
50731	A-A A-A RENTAL CENTER, INC.	20221316	54985	11/18/2022	46.50
50839	AMAZ AMAZON.COM		511720	11/23/2022	218.27
<b>25-20-52-11980 RINK SPECIAL EVENTS Subtotal</b>					<b>\$264.77</b>
<b>25-20-53-11930 ICE RINK BIRTHDAY PARTIES</b>					
50928	STUFFEDSA STUFFED SAFARI		511807	11/23/2022	409.80
<b>25-20-53-11930 ICE RINK BIRTHDAY PARTIES Subtotal</b>					<b>\$409.80</b>
<b>25-20-53-11950 LEARN TO SKATE</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	113.31
50913	REVDANCE REVDANCE.TENTH HOUSE		511794	11/23/2022	1,583.70
50933	UPS THE UPS STORE		511818	11/23/2022	33.40
50940	USFSA UNITED STATES FIGURE SKATING		511817	11/23/2022	127.50
<b>25-20-53-11950 LEARN TO SKATE Subtotal</b>					<b>\$1,857.91</b>
<b>25-20-53-11960 YOUTH HOCKEY</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	17.10
<b>25-20-53-11960 YOUTH HOCKEY Subtotal</b>					<b>\$17.10</b>
<b>25-20-56-00600 EMPLOYEE RECOGNITION</b>					
50872	GORDON GORDON FOOD SERVICES		511755	11/23/2022	18.98
<b>25-20-56-00600 EMPLOYEE RECOGNITION Subtotal</b>					<b>\$18.98</b>
<b>25-24-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	490.25
<b>25-24-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$490.25</b>
<b>25-24-53-00100 BIRTHDAY PARTIES</b>					
50844	4IMPRINT 4IMPRINT INC.		511713	11/23/2022	298.80
50848	ADIDAS ADIDAS		511715	11/23/2022	-30.00
<b>25-24-53-00100 BIRTHDAY PARTIES Subtotal</b>					<b>\$268.80</b>
<b>25-24-53-00301 UNIFORMS</b>					
50848	ADIDAS ADIDAS		511715	11/23/2022	510.01
50936	TRENDY TRENDY TOPICS		511813	11/23/2022	234.00
<b>25-24-53-00301 UNIFORMS Subtotal</b>					<b>\$744.01</b>
<b>25-24-53-00315 SUPPLIES- PRO SHOP</b>					
50874	ELITE ELITE SPORTSWEAR, L.P.		511743	11/23/2022	92.39
50903	OZONE OZONE, LLC		511785	11/23/2022	2,633.30

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<b>25-24-53-00315 SUPPLIES- PRO SHOP Subtotal</b>					<b>\$2,725.69</b>
<b>25-24-53-11250 PRESCHOOL GYMNASTICS CLASSES</b>					
50871	FUNEXPR FUN EXPRESS		511750	11/23/2022	56.89
<b>25-24-53-11250 PRESCHOOL GYMNASTICS CLASSES Subtotal</b>					<b>\$56.89</b>
<b>25-24-53-11270 TEAM GYMNASTICS</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	114.84
<b>25-24-53-11270 TEAM GYMNASTICS Subtotal</b>					<b>\$114.84</b>
<b>25-24-56-00610 DUES AND SUBSCRIPTIONS</b>					
50846	AAU AAU GYMNASTICS MEMBERSHIPS		511714	11/23/2022	65.17
50941	USA USA GYMNASTICS		511819	11/23/2022	80.00
<b>25-24-56-00610 DUES AND SUBSCRIPTIONS Subtotal</b>					<b>\$145.17</b>
<b>25-24-56-00675 SALES TAX</b>					
50745	ILLDEP ILLINOIS DEPT. OF REVENUE		54999	11/18/2022	37.00
<b>25-24-56-00675 SALES TAX Subtotal</b>					<b>\$37.00</b>
<b>25-50-52-00261 PROPERTY REPAIR - POOL</b>					
50764	TRANE TRANE PARTS CENTER	20220113	55016	11/18/2022	1,576.25
50811	SPANNUTH SPANNUTH BOILER COMPANY INC.	20221398	55059	11/23/2022	300.00
<b>25-50-52-00261 PROPERTY REPAIR - POOL Subtotal</b>					<b>\$1,876.25</b>
<b>25-50-52-00262 PROPERTY REPAIR - RINK</b>					
50741	GRAND GRAND STAGE LIGHTING CO., INC.	20221317	54995	11/18/2022	622.50
50764	TRANE TRANE PARTS CENTER	20220113	55016	11/18/2022	1,576.25
50783	ARROW ARROW LOCKSMITH SERVICE	20221380	55034	11/23/2022	232.00
50784	ARROW ARROW LOCKSMITH SERVICE	20221380	55034	11/23/2022	0.00
50785	ARROW ARROW LOCKSMITH SERVICE	20221380	55034	11/23/2022	0.00
50793	DUALTEMP DUAL TEMP ILLINOIS INC	20221399	55043	11/23/2022	940.50
50794	DUALTEMP DUAL TEMP ILLINOIS INC	20220114	55043	11/23/2022	1,829.50
50823	DUALTEMP DUAL TEMP ILLINOIS INC	20221399	55043	11/23/2022	1,647.75
<b>25-50-52-00262 PROPERTY REPAIR - RINK Subtotal</b>					<b>\$6,848.50</b>
<b>25-50-52-00263 PROPERTY REPAIR - GRC</b>					
50861	DESIGNTEM DESIGN TEMPERATURE CORP		511738	11/23/2022	311.61
50861	DESIGNTEM DESIGN TEMPERATURE CORP		511738	11/23/2022	311.61
<b>25-50-52-00263 PROPERTY REPAIR - GRC Subtotal</b>					<b>\$623.22</b>
<b>25-50-52-00296 CONTRACTUAL SERVICES- OTHER - GRC</b>					
50721	VILLFIN VILLAGE OF OAK PARK FINANCE	20221291	54982	11/11/2022	43.00
50849	ALADDEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	334.47
<b>25-50-52-00296 CONTRACTUAL SERVICES- OTHER - GRC Subtotal</b>					<b>\$377.47</b>
<b>25-50-52-00300 CONTRACTUAL SERVICES- OTHER-POOL</b>					
50666	ANDLOCK ANDERSON LOCK	20221312	54933	11/11/2022	758.10
50668	ANDLOCK ANDERSON LOCK	20221312	54933	11/11/2022	318.36
50669	ANDLOCK ANDERSON LOCK	20221312	54933	11/11/2022	297.00
<b>25-50-52-00300 CONTRACTUAL SERVICES- OTHER-POOL Subtotal</b>					<b>\$1,373.46</b>
<b>25-50-52-00301 CONTRACTUAL SERVICES- OTHER - RINK</b>					
50666	ANDLOCK ANDERSON LOCK	20221312	54933	11/11/2022	1,600.00

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<b>25-50-52-00301 CONTRACTUAL SERVICES- OTHER - RINK</b>					
50849	ALADec ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	596.70
<b>25-50-52-00301 CONTRACTUAL SERVICES- OTHER - RINK Subtotal</b>					<b>\$2,196.70</b>
<b>25-50-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	4.42
<b>25-50-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$4.42</b>
<b>25-50-53-00301 UNIFORMS</b>					
50687	JACKLIN ROBERT JACKLIN		54952	11/11/2022	24.99
<b>25-50-53-00301 UNIFORMS Subtotal</b>					<b>\$24.99</b>
<b>25-50-53-00312 SUPPLIES-CLEANING &amp; HOUSEHOLD - POO</b>					
50839	AMAZ AMAZON.COM		511720	11/23/2022	21.83
50839	AMAZ AMAZON.COM		511720	11/23/2022	26.40
50939	ULINE ULINE INC		511816	11/23/2022	133.37
<b>25-50-53-00312 SUPPLIES-CLEANING &amp; HOUSEHOLD - POO Subtotal</b>					<b>\$181.60</b>
<b>25-50-53-00314 SUPPLIES- BUILDING MATERIALS - POOL</b>					
50892	MCMaster MCMaster-CARR SUPPLY CO.		511775	11/23/2022	274.19
50917	SHERWIN SHERWIN-WILLIAMS CO.		511798	11/23/2022	95.70
<b>25-50-53-00314 SUPPLIES- BUILDING MATERIALS - POOL Subtotal</b>					<b>\$369.89</b>
<b>25-50-53-00315 SUPPLIES - CLEANING&amp;HOUSEHOLD - RIN</b>					
50762	SEAWAY SEAWAY SUPPLY COMPANY	20221346	55014	11/18/2022	270.30
<b>25-50-53-00315 SUPPLIES - CLEANING&amp;HOUSEHOLD - RIN Subtotal</b>					<b>\$270.30</b>
<b>25-50-53-00316 SUPPLIES - BUILDING MATERIALS - RIN</b>					
50765	ULINE ULINE INC	20221203	55017	11/18/2022	334.70
50839	AMAZ AMAZON.COM		511720	11/23/2022	175.25
50864	EBAY EBAY		511742	11/23/2022	153.44
50893	MENARDS MENARD'S		511776	11/23/2022	35.98
50916	SCHAU SCHAUER'S HARDWARE		511797	11/23/2022	10.61
<b>25-50-53-00316 SUPPLIES - BUILDING MATERIALS - RIN Subtotal</b>					<b>\$709.98</b>
<b>25-50-53-00317 SUPPLIES-CLEANING &amp; HOUSEHOLD - GRC</b>					
50878	HOME HOME DEPOT		511759	11/23/2022	131.04
<b>25-50-53-00317 SUPPLIES-CLEANING &amp; HOUSEHOLD - GRC Subtotal</b>					<b>\$131.04</b>
<b>25-50-53-00319 MISC SUPPLIES - DOG PARKS</b>					
50616	KAFKA KAFKA GRANITE	20221274	54913	11/04/2022	4,526.30
50897	MODITY MODITY INC.		511778	11/23/2022	507.18
<b>25-50-53-00319 MISC SUPPLIES - DOG PARKS Subtotal</b>					<b>\$5,033.48</b>
<b>25-50-58-00801 REHM ELECTRICITY</b>					
50601	COMED COMED	20220163	54899	11/04/2022	64.10
50606	COMED COMED	20220163	54904	11/04/2022	280.31
<b>25-50-58-00801 REHM ELECTRICITY Subtotal</b>					<b>\$344.41</b>
<b>25-50-58-00802 RIDGELAND ELECTRICITY</b>					
50600	COMED COMED	20220162	54898	11/04/2022	12,789.80
<b>25-50-58-00802 RIDGELAND ELECTRICITY Subtotal</b>					<b>\$12,789.80</b>
<b>25-50-58-00803 GYMNASTICS ELECTRICITY</b>					

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<b>25-50-58-00803 GYMNASTICS ELECTRICITY</b>					
50672	COMED COMED	20220198	54937	11/11/2022	958.54
<b>25-50-58-00803 GYMNASTICS ELECTRICITY Subtotal</b>					<b>\$958.54</b>
<b>25-50-58-00811 REHM NATURAL GAS</b>					
50607	CNE CONSTELLATION NEWENERGY - GAS DIVISION	20220259	54896	11/04/2022	3,000.87
50708	NICOR NICOR GAS	20220190	54964	11/11/2022	320.79
<b>25-50-58-00811 REHM NATURAL GAS Subtotal</b>					<b>\$3,321.66</b>
<b>25-50-58-00812 RIDGELAND NATURAL GAS</b>					
50703	NICOR NICOR GAS	20220203	54960	11/11/2022	5,794.29
<b>25-50-58-00812 RIDGELAND NATURAL GAS Subtotal</b>					<b>\$5,794.29</b>
<b>25-50-58-00813 GYMNASTICS NATURAL GAS</b>					
50701	NICOR NICOR GAS	20220204	54971	11/11/2022	702.71
<b>25-50-58-00813 GYMNASTICS NATURAL GAS Subtotal</b>					<b>\$702.71</b>
<b>25-50-58-00831 REHM WATER</b>					
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	5,438.00
<b>25-50-58-00831 REHM WATER Subtotal</b>					<b>\$5,438.00</b>
<b>25-50-58-00832 RIDGELAND WATER</b>					
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	6,050.25
<b>25-50-58-00832 RIDGELAND WATER Subtotal</b>					<b>\$6,050.25</b>
<b>25-50-58-00833 GYMNASTICS WATER</b>					
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	108.75
<b>25-50-58-00833 GYMNASTICS WATER Subtotal</b>					<b>\$108.75</b>
<b>Fund 25 Subtotal</b>					<b>\$74,112.07</b>
<b>50 INSURANCE FUND</b>					
<b>50-00-21-20112 LIFE INSURANCE 125 K</b>					
50769	PDRMA PDRMA		55007	11/18/2022	1,300.00
<b>50-00-21-20112 LIFE INSURANCE 125 K Subtotal</b>					<b>\$1,300.00</b>
<b>50-00-55-00550 HEALTH INSURANCE - PPO</b>					
50769	PDRMA PDRMA		55007	11/18/2022	49,136.68
<b>50-00-55-00550 HEALTH INSURANCE - PPO Subtotal</b>					<b>\$49,136.68</b>
<b>50-00-55-00551 HEALTH INSURANCE - HMO</b>					
50769	PDRMA PDRMA		55007	11/18/2022	14,275.46
<b>50-00-55-00551 HEALTH INSURANCE - HMO Subtotal</b>					<b>\$14,275.46</b>
<b>50-00-55-00552 LIFE INSURANCE</b>					
50769	PDRMA PDRMA		55007	11/18/2022	115.98
<b>50-00-55-00552 LIFE INSURANCE Subtotal</b>					<b>\$115.98</b>
<b>50-00-55-00553 DENTAL INSURANCE</b>					
50769	PDRMA PDRMA		55007	11/18/2022	3,006.07
<b>50-00-55-00553 DENTAL INSURANCE Subtotal</b>					<b>\$3,006.07</b>
<b>50-00-55-00554 EMPLOYEE ASSISTANCE PROGRAM</b>					
50769	PDRMA PDRMA		55007	11/18/2022	176.40

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<b>50-00-55-00554 EMPLOYEE ASSISTANCE PROGRAM Subtotal</b>					<b>\$176.40</b>
<b>50-00-55-00557 VISION INSURANCE</b>					
50769	PDRMA PDRMA		55007	11/18/2022	999.42
<b>50-00-55-00557 VISION INSURANCE Subtotal</b>					<b>\$999.42</b>
<b>Fund 50 Subtotal</b>					<b>\$69,010.01</b>
<b>70 CAPITAL PROJECTS</b>					
<b>70-12-72-70250 BARRIE PARK IMPROVEMENTS</b>					
50624	TERR TERRA ENGINEERING LTD.	20221315	54922	11/04/2022	38,500.00
<b>70-12-72-70250 BARRIE PARK IMPROVEMENTS Subtotal</b>					<b>\$38,500.00</b>
<b>70-20-72-70200 REHM BUILDING IMPROVEMENTS</b>					
50608	CROSSRO CROSSROAD CONSTRUCTION INC.	20221282	54905	11/04/2022	12,000.00
50629	WTGROUP THE W-T GROUP, LLC	20220182	54927	11/04/2022	2,211.62
50713	PECOVER PECOVER DECORATING SERVICES, INC.	20220877	54975	11/11/2022	11,900.00
<b>70-20-72-70200 REHM BUILDING IMPROVEMENTS Subtotal</b>					<b>\$26,111.62</b>
<b>70-79-72-70100 CRC SITE PLAN</b>					
50757	PERKINS PERKINS & WILL, INC.	20220290	55008	11/18/2022	17,237.13
<b>70-79-72-70100 CRC SITE PLAN Subtotal</b>					<b>\$17,237.13</b>
<b>70-79-72-70150 CRC MASTER PLAN IMPROVEMENTS</b>					
50661	ABBORENO JOSEPH F. ABBORENO	20221333	54928	11/11/2022	7,500.00
50675	CRUZA ALEXANDER CRUZ	20221334	54940	11/11/2022	7,488.00
50689	LIFTWORKS LIFT WORKS INC.	20221351	54954	11/11/2022	24,620.00
50756	NOVEN NOVENTECH, INC	20221352	55006	11/18/2022	14,729.00
50850	BSNSPORT BSN SPORT INC		511727	11/23/2022	10,784.94
<b>70-79-72-70150 CRC MASTER PLAN IMPROVEMENTS Subtotal</b>					<b>\$65,121.94</b>
<b>Fund 70 Subtotal</b>					<b>\$146,970.69</b>
<b>85 CHENEY MANSION</b>					
<b>85-00-21-20153 CHENEY RENTAL DEPOSIT</b>					
50596	RISSER MATTHEW RISSER		54920	11/04/2022	500.00
50727	BENTLEY BENTLEY DRIVERS CLUB		54987	11/18/2022	200.00
50728	IDA CHICA IDA		54998	11/18/2022	500.00
50730	QUIROZ VIRGINIA QUIROZ		55012	11/18/2022	200.00
50772	BRUNSON TIFFANY BRUNSON		55037	11/23/2022	200.00
<b>85-00-21-20153 CHENEY RENTAL DEPOSIT Subtotal</b>					<b>\$1,600.00</b>
<b>85-00-52-00260 CHENEY PROPERTY REPAIR</b>					
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	393.69
50849	ALADEC ALARM DETECTION SYSTEMS, INC.		511717	11/23/2022	136.05
<b>85-00-52-00260 CHENEY PROPERTY REPAIR Subtotal</b>					<b>\$529.74</b>
<b>85-00-52-00275 CHENEY CUSTODIAL SERVICES</b>					
50625	UNIFIRST UNIFIRST CORPORATION	20220144	54923	11/04/2022	129.67
<b>85-00-52-00275 CHENEY CUSTODIAL SERVICES Subtotal</b>					<b>\$129.67</b>
<b>85-00-52-00299 CHENEY CONTRACTUAL SVC - OTHER</b>					
50922	SPOTIFY SPOTIFY		511803	11/23/2022	9.99

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<b>85-00-52-00299 CHENEY CONTRACTUAL SVC - OTHER Subtotal</b>					<b>\$9.99</b>
<b>85-00-52-00650 BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	367.34
<b>85-00-52-00650 BANK SERVICE CHARGE Subtotal</b>					<b>\$367.34</b>
<b>85-00-52-11185 CHENEY ADULT PROGRAMS</b>					
50692	MAYADEL MAYA DEL SOL LLC	20221345	54957	11/11/2022	1,046.00
50744	HUMPHREYT TARA HUMPHREY	20221362	54997	11/18/2022	300.00
<b>85-00-52-11185 CHENEY ADULT PROGRAMS Subtotal</b>					<b>\$1,346.00</b>
<b>85-00-52-12020 CHENEY FAMILY EVENTS</b>					
50742	HUMPHREYT TARA HUMPHREY	20221362	54997	11/18/2022	240.00
50910	PREMTROLL PREMIER TROLLEY AND LIMO INC.		511791	11/23/2022	468.00
<b>85-00-52-12020 CHENEY FAMILY EVENTS Subtotal</b>					<b>\$708.00</b>
<b>85-00-53-00311 CHENEY SUPPLIES - CLEANING/HH</b>					
50931	TARGET TARGET STORES, INC		511810	11/23/2022	57.43
<b>85-00-53-00311 CHENEY SUPPLIES - CLEANING/HH Subtotal</b>					<b>\$57.43</b>
<b>85-00-53-00313 CHENEY SUPPLIES - BUILDING MATERIAL</b>					
50680	EZTENT EZ TENT RENTALS LLC	20221344	54944	11/11/2022	675.00
50736	CRANE SUSAN CRANE		54991	11/18/2022	94.99
50866	EZTENT EZ TENT RENTALS LLC		511746	11/23/2022	675.00
<b>85-00-53-00313 CHENEY SUPPLIES - BUILDING MATERIAL Subtotal</b>					<b>\$1,444.99</b>
<b>85-00-53-11155 CHENEY HOLIDAY EVENTS</b>					
50925	CUSTOMIZE CUSTOMIZED MEMORIES		511735	11/23/2022	890.52
<b>85-00-53-11155 CHENEY HOLIDAY EVENTS Subtotal</b>					<b>\$890.52</b>
<b>85-00-53-11185 CHENEY ADULT PROGRAMS</b>					
50926	STAR STARSHIP CATERING		511805	11/23/2022	110.90
<b>85-00-53-11185 CHENEY ADULT PROGRAMS Subtotal</b>					<b>\$110.90</b>
<b>85-00-53-12020 CHENEY FAMILY EVENTS</b>					
50877	HOBB HOBBY LOBBY		511758	11/23/2022	2.49
50891	MARIANOS MARIANO'S FRESH MARKET		511774	11/23/2022	54.91
50944	WALMART WALMART STORES, INC.		511825	11/23/2022	7.84
<b>85-00-53-12020 CHENEY FAMILY EVENTS Subtotal</b>					<b>\$65.24</b>
<b>85-00-58-00800 ELECTRICITY</b>					
50604	COMED COMED	20221311	54902	11/04/2022	35.33
50671	COMED COMED	20220166	54936	11/11/2022	33.76
50735	COMED COMED	20220207	54990	11/18/2022	185.50
<b>85-00-58-00800 ELECTRICITY Subtotal</b>					<b>\$254.59</b>
<b>85-00-58-00810 NATURAL GAS</b>					
50704	NICOR NICOR GAS	20220202	54973	11/11/2022	813.63
<b>85-00-58-00810 NATURAL GAS Subtotal</b>					<b>\$813.63</b>
<b>85-00-58-00830 WATER</b>					
50942	VILLWAT VILLAGE OF OAK PARK-WATER WATER/SEV		511823	11/23/2022	593.50
<b>85-00-58-00830 WATER Subtotal</b>					<b>\$593.50</b>

**AP ACCOUNT DISTRIBUTION BY ACCOUNT**

Check Dates 11/01/2022 To 11/30/2022 Pay Dates 11/01/2022 To 11/30/2022

Both Accruals And Non Accruals

Check Run 0 To 2147483647

Park District Of Oak Park

FY 2022

Open &amp; Paid Vouchers

Voucher Number	Vendor	PO Number	Check Number	Pay Date/ Check Date	Amount (\$)
<b>85-21-52-00650 PH BANK SERVICE CHARGE</b>					
50825	CARDCONN CARD CONNECT		55067	11/28/2022	273.09
<b>85-21-52-00650 PH BANK SERVICE CHARGE Subtotal</b>					<b>\$273.09</b>
<b>85-21-52-11185 PH ADULT PROGRAMS</b>					
50619	LALBERELL L'ALBERELLO, INC.	20221308	54916	11/04/2022	463.98
<b>85-21-52-11185 PH ADULT PROGRAMS Subtotal</b>					<b>\$463.98</b>
<b>85-21-53-00313 PH SUPPLIES - BUILDING MATERIALS</b>					
50929	TABLES TABLESCAPES LTD		511808	11/23/2022	147.29
<b>85-21-53-00313 PH SUPPLIES - BUILDING MATERIALS Subtotal</b>					<b>\$147.29</b>
<b>85-21-53-11185 PH ADULT PROGRAMS</b>					
50872	GORDON GORDON FOOD SERVICES		511755	11/23/2022	144.34
50929	TABLES TABLESCAPES LTD		511808	11/23/2022	123.60
<b>85-21-53-11185 PH ADULT PROGRAMS Subtotal</b>					<b>\$267.94</b>
<b>Fund 85 Subtotal</b>					<b>\$10,073.84</b>
<b>99 MEMORIAL TRUST</b>					
<b>99-20-53-00320 MISCELLANEOUS SUPPLIES</b>					
50776	ACORN ACORN FARMS INC	20221388	55029	11/23/2022	2,530.00
<b>99-20-53-00320 MISCELLANEOUS SUPPLIES Subtotal</b>					<b>\$2,530.00</b>
<b>Fund 99 Subtotal</b>					<b>\$2,530.00</b>
<b>GRAND TOTAL</b>					<b>\$615,491.75</b>



Corporate Fund	\$	224,607.05
IMRF Fund	\$	-
Liability Fund	\$	17,162.20
Audit Fund	\$	-
Recreation Fund	\$	69,269.05
Museum Fund	\$	1,756.84
Special Recreation Fund	\$	-
Special Facilities Fund	\$	74,112.07
Insurance Fund	\$	69,010.01
Capital Projects	\$	146,970.69
Cheney Mansion Fund	\$	10,073.84
Memorial Trust	\$	2,530.00
<b>TOTAL</b>	<b>\$</b>	<b>615,491.75</b>

To the Executive Director,

The Payment of the above listed accounts has been approved by the Board of  
Commissioners at their meeting held December 15, 2022  
And you are hereby authorized to pay them from the appropriate funds.

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(Treasurer)

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(Secretary)

Commissioner



# Minutes

**Park District of Oak Park (PDOP)  
Committee of the Whole Meeting  
John Hedges Administrative Center  
218 Madison Street  
Oak Park, Illinois 60302**

**Thursday, November 3, 2022 at 7:30pm**

**Minutes**

The meeting was called to order at 7:30pm.

**I. ROLL CALL**

**Present:** Commissioner Lentz, Wick, Wollmuth, Worley-Hood, and President Porreca

**Park District Staff Present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks & Planning; Paula Bickel, Director of Human Resources & Risk Management; and Edith Wood, Executive Assistant.

**II. PUBLIC COMMENTS** – None

**III. PUBLIC HEARING – TAX LEVY**

**Roll Call:** Commissioners Lentz, Wick, Wollmuth, Worley-Hood and President Porreca.

**Public Comment** – None

**Review of Proposed 2022 Tax Levy** – Executive Director Arnold noted that annually, the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index or 5%. At this time, the 2022 Tax Year Levy PTELL limit is set to 5%. Next year, it is also planned to increase program fees for supplies and wages. No additional questions were asked by the Board. **This item will be brought before the Board on the regular agenda at the November Regular Board Meeting.**

At 7:30pm, the Public Hearing was adjourned. **The motion was passed by a roll call vote of 5:0.**

**IV. RECREATION AND FACILITY PROGRAM COMMITTEE** – None

**V. PARK AND PLANNING COMMITTEE** – None

**VI. ADMINISTRATION AND FINANCE COMMITTEE**

**A. Working Budget – Department Goals 2023**

Executive Director Arnold reminded the Board that two budget meetings were held this year and from those meetings, this working document was created and will be used for the goals that are tied into the budget and will help staff to make operational decisions. Many of the goals include the operations of the new Community Recreation Center. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

**B. 2022 Tax Year Levy – Abatement Ordinance for 2019 Bond\***

Executive Director Arnold noted that the Park District issued \$7,800,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2019, in October 2019. As a general obligation bond, the establishing ordinance provides for an annual property tax levy unless an annual abatement ordinance is adopted and filed with the County Clerk. The abated amount for 2022 tax year is \$301,400. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

**C. 2022 Tax Year Levy – Abatement Ordinance for 2020 Bond\***

Executive Director Arnold noted that the Park District issued \$9,860,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2020 in October 2020. As a general obligation bond the establishing ordinance provides for an annual property tax levy, unless an annual abatement ordinance is adopted and filed with the County Clerk. The abated amount for 2021 tax year is \$1,581,000. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

**D. Budget and Appropriation Ordinance 2023**

Executive Director Arnold noted that the Park District is required to adopt a Budget and Appropriation Ordinance (B&A), and file it with the County Clerk within 30-days of its approval. The B&A consists of two columns of data; one column lists the Park District's budget by line item, while the second column lists these same line items with a 15% increase. This column is referred to as the appropriation, and establishes legal spending limits. **This item will be brought before the Board on the regular agenda at the November Regular Board Meeting.**

**E. Credentials Certificate for the IAPD Annual Meeting**

Executive Director Arnold noted that on a yearly basis, the IAPD hosts its annual meeting in conjunction with the IAPD/IPRA Soaring to New Heights Conference. The conference will be held on January 26-28, 2023. As such, staff recommend that the Board designate a commissioner to attend the Annual Meeting as well as an alternate. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

**F. Crisis Management Plan Update**

Executive Director Arnold noted that every year, the Park District reviews and updates the Crisis Management & Communication Plan to ensure staff preparedness. The manual has been reviewed by staff and information regarding the new General Counselor was updated. No material changes were made from the previous year when the Crisis Communication Plan was last reviewed. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

**G. Administrative and Board Policy Manual Update**

Executive Director Arnold noted that every year, the Park District reviewed the Administration Policy Manual and the Board Manual to make changes that include best practices, legal, and legislative changes. Staff reviewed the Administrative Policy Manual, made some grammar edits, and recommended changes in the Citizen Input Policy, Procurement Policy, the Parks, Facilities and Equipment: Rules and Regulations, Refunds, and Behavior Management policies. As for the Board Policy Manual, changes were minor updates including years and title changes. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

#### **H. Personnel Policy Manual Update**

Executive Director Arnold noted that every year, the Park District reviewed the Personnel Policy Manual to make changes that include best practices, legal, and legislative changes. Staff reviewed the manual and legal language requirement changes were made as well as changes to the Vacation Leave, Personal Leave, Video Surveillance Footage Viewing (adding this policy), and Use of Recreational Facilities policies. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

#### **I. Safety Manual Update**

Executive Director Arnold noted that every year the Park District reviews the Safety Policy Manual to make changes that include best practices, legal, and legislative changes. Staff reviewed the manual and made legal language requirement changes as well as changes to the Staff Contact Information, and POL.S.02.04 – Ergonomics Policy. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

#### **VII. NEW BUSINESS** – None

#### **VIII. CLOSED SESSION** – None

#### **IX. ADJOURNMENT**

At 7:46pm, the Committee of the Whole meeting was adjourned. **The motion was passed with a roll call vote of 5:0.**

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**Secretary**  
**Board of Park Commissioners**

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**President**  
**Board of Park Commissioners**

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December 15, 2022  
**Date**

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December 15, 2022  
**Date**

**Park District of Oak Park (PDOP)  
FALL PARK TOUR  
Tour began at the  
Community Recreation Center  
229 Madison Street  
Oak Park, Illinois 60302**

**Saturday, November 5, 2022 at 9:00am**

**Minutes**

The meeting was called to order at 9:03am.

**I. ROLL CALL**

**Present:** Commissioner Lentz, Wick, Wollmuth, Worley-Hood, and President Porreca (arrived at 9:05am).

**Park District Staff Present:** Jan Arnold, Executive Director; Chris Lindgren, Superintendent of Parks & Planning; and Bill Hamilton, Superintendent of Special Facilities & Customer Service.

**Others Present:** Brent Ross, Perkins and Will; Ben Steele, Virgil Wood, and Mike Budnick, Bulley & Andrews.

**II. FALL PARK TOUR**

- A. Community Recreation Center (CRC)** – At 9:05am, staff and Board members toured the facility and discussed check in procedures, reviewed the backup battery system and how it works, the function of inclusive locker-room, murals for the play-zone and e-sports, as well as court lines for basketball, volleyball, and pickleball. The Board asked questions regarding schedule, contingency balance and solar awing locations. The Board was pleased with progress and thanked the Bulley & Andrews and Perkin and Will staff for attending.
- B. Gymnastics and Recreation Center (GRC)** – At 10:10am, staff and Board members toured the GRC and discussed the layout of the main floor and how it supports different levels of gymnastics. Discussed the continued struggle with staff shortages. Discussed the functionality of the precast walls that were used for the GRC, and the HVAC systems with the amount of chalk used in the facility.
- C. Ridgeland Common Recreation Complex (RCRC)** – At 10:46am, staff and Board members toured the sports field and reviewed the changes that will occur with the D200 IGA including turf colors, removal of foul poles, addition of scoreboard and netting and fence changes to the Northwest corner. Also discussed the location of the Teqball table behind the Southeast field on the turf.

### **III. ADJOURMENT**

At 11:02am, the Fall Park Tour was adjourned. **The motion was passed with a roll call vote of 5:0.**

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**Secretary**  
**Board of Park Commissioners**

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December 15, 2022  
**Date**

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**President**  
**Board of Park Commissioners**

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December 15, 2022  
**Date**

**Park District of Oak Park (PDOP)  
Regular Board Meeting  
John Hedges Administrative Center  
218 Madison Street  
Oak Park, Illinois 60302**

**Thursday, November 17, 2022**

**Minutes**

The meeting was called to order at 7:30pm.

**I. ROLL CALL**

**Present:** Commissioners Lentz (arrived at 7:34pm), Wick, Worley-Hood, and President Porreca.

**Absent:** Commissioner Wollmuth

**Park District Staff Present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Nelson Acevedo, Buildings Supervisor; and Edith Wood, Executive Assistant.

**Others Present:** Mark Burkland (former Park District Attorney), and Caitlyn R. Culbertson (with Elrod Friedman, new Park District Attorney).

**II. APPROVAL OF AGENDA**

Commissioner Wick approved the agenda and Commissioner Worley-Hood seconded. **The motion was passed by a roll call vote of 3:0.**

**III. VISITOR/PUBLIC COMMENTS** – None

**IV. PUBLIC HEARING – Statutory Budget & Appropriation**

The Public Hearing for the Statutory Budget & Appropriation was called to order at 7:31pm. Executive Director Arnold reminded the Board that the Park District is required to adopt a Budget and Appropriation (B & A) Ordinance and file it with the County Clerk within 30-days of its approval. A Public Hearing is also required to be held prior to the approval of the B & A. The notice was also published in the local newspaper seven days before the hearing. Executive Director Arnold noted that the B & A consists of two columns of data: one column lists the Park District's budget by line item, while the second column includes the same item, with a 15% increase (referred as the appropriation). No public comment was made during the Public Hearing. No additional questions were asked by the Board. At 7:32am, the Public Hearing for Statutory Budget & Appropriation was adjourned. **The motion was passed by a roll call vote of 3-0.**

**V. CAITLYN R. CULBERTSON INTRODUCTION (PARK DISTRICT ATTORNEY)**

Caitlyn R. Culbertson with Elrod Friedman (new Park District Attorney), along with Mark Burkland (former Park District Attorney) introduced herself to the Board. Caitlyn has previously done work with the Village of Oak Park as well as grew up in the area. Caitlyn showed her enthusiasm to work with the Park District. The Board introduced themselves to Caitlyn and gave their thanks to Mark as the former Park District Attorney, for all of his work.



## **VI. CONSENT AGENDA**

A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approve the Cash and Investment Summary and Warrants and Bills for the month of October 2022; approval of the minutes from the Committee of the Whole Meeting for October 6, 2022, Budget Session Meeting from October 13, 2022, and Regular Board Meeting from October 20, 2022; approval of the 2023 Working Budget-Departmental Goals; approval of the 2022 Tax Levy Abatement Ordinance 2022-11-02 for the 2019 Bond; approval of the 2022 Tax Levy Abatement Ordinance 2022-11-03 for the 2020 Bond; approval of the IAPD Annual Meeting Credentials Certificate; approval of the changes to the Crisis Management & Communication Plan; approval of the changes to the Administrative Policy Manual and the Board Policy Manual; approval of the changes to the Personnel Policy Manual; and, approval of the changes to the Safety Policy Manual. **The motion passed by a roll call vote of 4:0.**

## **VI. STAFF REPORTS**

- A. Executive Director's Report** – In addition to the Executive Director Report (which is included in the Board Packet), Executive Director Arnold informed the Board that there was a fundraising event the day before by the Parks Foundation for the CRC. There was a good attendance and it was a great event. Executive Director Arnold also had a discussion with the Village Manager on funds that are part of the CIP. Executive Director Arnold also had a discussion on whether fireworks or a drone show would be better to display at Scoville Park on December 3<sup>rd</sup>. Holiday lights will be turned on, on Thanksgiving Day until March 1<sup>st</sup>. Four out of the five Board members have registered for the IAPD/IPRA Soring to New Heights conference in January. The Board agreed that a drone show would be better to have at the park instead of fireworks.
- B. Updates & Information** – Written report included in the Board Packet.
- C. Revenue/Expense Status Reports** – No questions asked.

## **VII. OLD BUSINESS**

- A. Recreation and Special Facilities Program Committee** – None
- B. Parks and Planning Committee** – None
- C. Administration and Finance Committee**
  - 1. 2022 Tax Levy Ordinance 2022-11-01 – Executive Director Arnold noted that annually, the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index or 5%. At this time, the 2022 Tax Year Levy PTELL limit is set to 5%. A motion was made by Commissioner Wick, and seconded by Commissioner Worley-Hood to approve the 2022 Tax Levy. **The motion was passed by a roll call vote of 4:0.**
  - 2. 2023 Budget and Appropriation Ordinance 2022-11-04 – Executive Director Arnold reminded the Board that the Park District is required to adopt a Budget and Appropriation (B & A) Ordinance and file it with the County Clerk within 30-days of its approval. Executive Director Arnold noted that the B & A consists of two columns of data: one column lists the Park District's budget by line item, while the second column includes the same item, with a 15% increase (referred as the appropriation). A motion was made by

Commissioner Wick, and seconded by Commissioner Lentz to approve the Budget & Appropriation Ordinance. **The motion was passed by a roll call vote of 4:0.**

**VII. NEW BUSINESS** – None

**VIII. COMMISSIONERS' COMMENTS**

**Commissioner Wick** – Attended the IGOV meeting in which Senator Harmon was present. The Senator loved hearing the information that was provided during the meeting and it was a great discussion. Had a discussion with a friend that is looking to run for the Forest Park Board and had a great conversation with them on the rewarding experiences that can take place by being part of the Board.

**Commissioner Worley-Hood** – Attended the COG meeting. Noticed that the conversation was one-sided as different bodies were not able to get a chance to talk during the meeting. Was also able to meet with the new director for the Oak Park Library.

**Commissioner Lentz** – Discussed going through the budget, which doesn't completely show all the hard work staff put in. Great driving down Madison and seeing the construction of the CRC. Has noticed that a lot of people talk about it all the time and are also excited for the CRC.

**President Porreca** – Gave her thanks to Mark for all of the work he has done for the Park District, and is looking forward to being known as neighbors with Mark. Enjoyed the Park Tour and was impressed by the CRC.

**X. CLOSED SESSION** – None

**XI. ADJOURMENT**

At 8:04pm, the Regular Board Meeting was adjourned. **The motion was passed with a roll call vote of 4:0.**

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**Secretary**  
**Board of Park Commissioners**

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December 15, 2022  
**Date**

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**President**  
**Board of Park Commissioners**

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December 15, 2022  
**Date**



## **PACT Agreements**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



# PARK DISTRICT of OAK PARK

## Memo

To: Commissioner Chris Wollmuth, Chair  
Recreation & Facility Program Committee

From: Maureen McCarthy, Superintendent of Recreation

Date: December 6, 2022

Re: PACT Facility Use License Agreements for 2023



### Statement

In 2011, the Park District of Oak Park created and introduced a Facility Use and Allocation Management Program entitled PACT, which was launched in 2012. This acronym refers to the four organizational levels within the program: Partner, Associate, Companion, and Tenant. The program is intended to establish a fair, equitable, and cost-effective system in which to manage the reservation, allocation, and use of Park District facilities by user groups and organizations requesting facility access. In 2016 the program was reviewed and in 2017 changes to the way organizations pay for space was changed to a system where fields are paid for by the hour rather than flat fees based on the number of participants.

### Discussion

All 2023 PACT applications received have been processed, and each organization has been contacted with their designated placement level based on PACT program compliance criteria. Groups classified at the Partner, Associate and Companion levels have been provided their Facility Use License Agreements for execution. Tenant level groups are not required to enter into a Facility Use License Agreement but instead receive a rental discount off normal rates for the year. Facility Use License Agreements are designed to outline the responsibilities, requirements, privileges and expectations of both the PACT participating organization and the Park District. All groups were notified that agreements are being placed before the Board for review in December. Some groups have provided executed agreements, others are still in the process of review and discussion, and some have been denied entry as a result of their inability to meet core compliance criteria. Please see the following information which identifies the organizations that applied and are eligible for the PACT program along with their placement level and status. As a result, most but not all PACT agreements are ready for Park Board consideration.

<u>In Packet</u>	<u>Classification</u>	<u>Agreement Length</u>
Ascension	Partner	2023
AYSO	Associate	2023-2025
East Ave Lacrosse	Companion	2023-2025
Chicago Edge	Companion	2023-2025
Fenwick High School	Partner	2023
OPRF Alliance	Companion	2023-2025
OPRF Ultimate	Companion	2023-2025
OPRF Youth Football	Companion	2023-2025
OPRFHS Hockey Club	Companion	2023
OPYBS/Falcons/Eagles	Associate/Companion	2023-2025
Pony	Companion	2023-2025
SEOPCO	Partner	2023
St. Giles	Partner	2023
Troop 4020	Partner	2023
Windmills	Tenant	2023

## Conclusion

The Recreation & Facility Program Committee recommends that the Board approve all the PACT Facility Use License Agreements provided and fully executed. Staff will be in attendance at the meeting to review the PACT program applications, level classifications and proposed agreements as well as to answer any questions of the Board.

*Attachment: PACT Agreements*

**A PARTNERSHIP AGREEMENT  
BETWEEN THE PARK DISTRICT OF OAK PARK  
AND ASCENSION PARISH AND SCHOOL  
FOR SHARED USE OF FACILITIES AND SUPPORTING SERVICES**

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of January 1, 2023 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and Ascension Parish and School of the Catholic Bishop of Chicago, an Illinois corporation (“*Ascension*”);

WHEREAS, the Park District has a program through which it partners with other Oak Park organizations to share facilities and services; and

WHEREAS, Ascension and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and Ascension agree as follows:

**SECTION 1. SHARED FACILITIES AND SERVICES**

The Park District will share certain of its play fields with Ascension as stated in Appendix A attached to and by this reference incorporated into this Agreement, and Ascension will share certain gymnasium and other space at its school building with the Park District also as stated in Appendix A (each a “*Shared Facility*” and collectively the “*Shared Facilities*”). The Park District and Ascension may modify the list of Shared Facilities from time to time in writing, without formal amendment of this Agreement.

**SECTION 2. USE OF SHARED FACILITIES**

A. Requests in Writing. The Park District and Ascension each may use the other’s Shared Facilities as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an “*Additional Use*”).

B. Responses to Requests. All requests shall be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. The host party will endeavor not to cancel or postpone the use by the guest party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the guest party’s use of a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the guest party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. The guest party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the guest party. In the case of the Park District's play fields, the Park District will undertake routine maintenance. Ascension will perform some routine tasks relating to the use of the play fields, such as equipment setup if any, and other similar preparation for play.

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. Ascension must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties. Ascension will not be responsible for large-scale re-sodding of a play field but may be responsible for replacing portions of sod on a play field if the sod is severely damaged from misuse, abuse, or other extraordinary activity conducted by Ascension.

I. Responsibility for Own Personnel. Each party shall be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

### SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates and endorsements, or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

## SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless Ascension and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Ascension facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. Ascension agrees that, in the event any claim is asserted or any action brought to recover any such damage, Ascension will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District, except that Ascension shall approve the terms of the settlement, which approval shall not be unreasonable withheld. Ascension agrees to notify the Park District in writing within five business days and by telephone immediately after Ascension receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by Ascension. Ascension will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of Ascension, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to Ascension and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by Ascension, except that Ascension shall approve the terms of the settlement, which approval shall not be unreasonable withheld. The Park District agrees to notify Ascension in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

## SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2023 (the “*Term*”). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.



B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite term within a Shared Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are actually received by the individual to whom addressed and are followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. Each party may change the address or the addressee, or both, for all future notices and communications to that party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed and delivered as follows:

If to Ascension:

Ascension School  
601 Van Buren Street  
Oak Park, Illinois 60304  
Attn: Principal

If to the Park District:

Park District of Oak Park  
c/o Executive Director  
218 Madison Street  
Oak Park, Illinois 60302

With copies to:

Ascension School  
601 Van Buren Street  
Oak Park, Illinois 60304  
Attn: Pastor

The Archdiocese of Chicago  
835 North Rush Street  
Chicago, Illinois 60611  
Attention: Office of Legal Services

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Ascension

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Ascension, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Ascension.

I. No Agency or Partnership. Nothing in this Agreement shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing of space and services as specifically described herein.

J. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Ascension have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**Park District of Oak Park**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

**The Catholic Bishop of Chicago**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: Eric Wollan

Title: Director of Capital Assets

Acknowledged by:

\_\_\_\_\_

Father Carl Morello  
Ascension Parish

## **APPENDIX A**

### **SHARED FACILITIES AND SUPPORTING SERVICES**

#### Park District of Oak Park Facilities and Services

Total number of hours to be determined – eligible for three (3) hours of field space for every one (1) hour of gm space provided to PDOP.

Park: Park access for school picnic  
No inflatables or food vendors are allowed on park property.

Soccer Field: Soccer field for school soccer program

The Park District will attempt to accommodate changes to the identified schedule and dates based upon availability.

Park District will:  
Line fields and provide goals for games

Ascension will:

- Examine playfield and equipment before use to assure safe conditions
- Report poor conditions to the Park District
- Communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.
- Communication regarding weather conditions to their coaches/participants/volunteers.

#### Ascension School Facilities and Services

Ascension Gymnasium  
TBD

Additional gym space T.B.D. for every hour of agreed upon gym space used by PDOP  
Ascension will receive three hours of outdoor space

Ascension School will attempt to accommodate changes to the identified schedule and dates based upon availability.

Park District will:

- Provide contact information for staff assigned to use and manage activities in school facilities
- Report any concerns and unsafe conditions in advance of use
- Leave the facility in the same condition as found

Ascension will:

- Provide a location to temporarily store sports equipment
- Cover any staffing and associated fees to help Park District patrons gain facility access or to monitor facility

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# PARK DISTRICT OF OAK PARK

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## FACILITIES USE LICENSE AGREEMENT WITH OAK PARK AYSO ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") and Oak Park AYSO (the "OPAYSO");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, OPAYSO is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, OPAYSO desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and OPAYSO desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the OPAYSO's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and OPAYSO as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the OPAYSO a temporary license (the "License") for the purpose of allowing the OPAYSO to conduct the following:

Classification:	Associate
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Soccer practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## II. Term of License; Termination

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the “*License Term*”). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the OPAYSO, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, “cause” means, among other things, noncompliance by OPAYSO of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to OPAYSO of the noncompliance. On termination of the License, all use of the Approved Facilities by the OPAYSO must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the OPAYSO to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## III. Eligible Hours and Pricing Schedule

OPAYSO’s number of participants x 3 equals the number of hours that OPAYSO is eligible. OPAYSO understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### A. Pricing Schedule:

Eligible Hours:        2023 - \$8 per hour  
                                 2024 - \$9 per hour  
                                 2025 - \$10 per hour

Community Center:    40% Discount

Over Time Hours:      Any permitted hours in excess of eligible hours will be billed at:

                                 2023    \$16 per hour  
                                 2024    \$18 per hour  
                                 2025    \$20 per hour

B.     Number of Participants; Payment of Invoice. The OPAYSO will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The OPAYSO will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the OPAYSO of its duty to pay for their permitted hours.

## IV. Bond

For this License, there is no bond required from the OPAYSO. A bond may be required for any extended, renewed, or new license.

## V. Insurance

During the License Term, the OPAYSO shall provide commercial general liability (“*CGL*”) insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. OPAYSO represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If OPAYSO at any time uses a vehicle in connection with its use of the Approved Facilities, then OPAYSO must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The OPAYSO must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the OPAYSO using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the OPAYSO to comply with the provisions of this Subsection VI may disqualify the OPAYSO from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The OPAYSO must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the OPAYSO using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By OPAYSO. Prior to the commencement of the Approved Use, the OPAYSO must provide to the Park District, for Park District approval, an affidavit signed by an authorized OPAYSO representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If OPAYSO chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. OPAYSO will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify OPAYSO. OPAYSO will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the OPAYSO:

- A staff member or elected official to serve as a liaison to the OPAYSO and who will endeavor to attend OPAYSO board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. OPAYSO Additional Responsibilities**

The OPAYSO will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)

- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. OPAYSO will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the OPAYSO from incurring any expense for or in the name of the Park District.
- Forbid everyone within the OPAYSO from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- OPAYSO is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. OPAYSO will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- OPAYSO shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of OPAYSO, including OPAYSO's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- OPAYSO is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.

- OPAYSO understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of OPAYSO's permits, all permits that OPAYSO does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in OPAYSO being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### **IX. Carry In/Carry Out**

OPAYSO will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. OPAYSO will carry out what they carry in to the Facilities.

#### **X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the OPAYSO have caused this License Agreement to be executed by authorized representatives.

#### **PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
President

#### **OAK PARK AYSO**

By:  \_\_\_\_\_ Date: 11/14/22

Printed name: Thomas Howe

Title: Regional Commissioner



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# PARK DISTRICT OF OAK PARK

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## FACILITIES USE LICENSE AGREEMENT WITH EAST AVE LACROSSE ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") East Ave Lacrosse (the "*EAL*");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, EAL is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, EAL desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and EAL desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the EAL's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and EAL as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the EAL a temporary license (the "*License*") for the purpose of allowing the EAL to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Soccer practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

### **II. Term of License; Termination**

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the "*License Term*"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior

written notice by the Park District to the EAL, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by EAL of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to EAL of the noncompliance. On termination of the License, all use of the Approved Facilities by the EAL must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the EAL to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

### **III. Eligible Hours and Pricing Schedule**

EAL's number of participants x 3 equals the number of hours that EAL is eligible. EAL understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

#### **A. Pricing Schedule:**

Eligible Hours:        2023 - \$11 per hour  
                                 2024 - \$12 per hour  
                                 2025 - \$13 per hour

Community Center:    40% Discount

Over Time Hours:      Any permitted hours in excess of eligible hours will be billed at:

2023    \$22 per hour  
2024    \$24 per hour  
2025    \$26 per hour

B.      Number of Participants; Payment of Invoice. The EAL will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The EAL will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the EAL of its duty to pay for their permitted hours.

### **IV. Bond**

For this License, there is no bond required from the EAL. A bond may be required for any extended, renewed, or new license.

### **V. Insurance**

During the License Term, the EAL shall provide commercial general liability ("CGL") insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. EAL represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If EAL at any time uses a vehicle in connection with its use of the Approved Facilities, then EAL must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The EAL must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

### **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the EAL using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the EAL

to comply with the provisions of this Subsection VI may disqualify the EAL from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The EAL must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the EAL using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By EAL. Prior to the commencement of the Approved Use, the EAL must provide to the Park District, for Park District approval, an affidavit signed by an authorized EAL representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If EAL chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. EAL will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify EAL. EAL will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the EAL:

- A staff member or elected official to serve as a liaison to the EAL and who will endeavor to attend EAL board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. EAL Additional Responsibilities**

The EAL will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. EAL will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.

- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the EAL from incurring any expense for or in the name of the Park District.
- Forbid everyone within the EAL from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- EAL is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. EAL will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- EAL shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of EAL, including EAL's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- EAL is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.
- EAL understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of EAL's permits, all permits that EAL does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.



- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in EAL being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### IX. Carry In/Carry Out

EAL will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. EAL will carry out what they carry in to the Facilities.

#### X. Specific Terms of Agreement

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the EAL have caused this License Agreement to be executed by authorized representatives.

#### PARK DISTRICT OF OAK PARK

By: \_\_\_\_\_ Date: \_\_\_\_\_  
President

#### EAST AVE LACROSSE

By: \_\_\_\_\_ Date: 11/7/22  
Printed name: DANIEL APPLEBAUM  
Title: Director

# PARK DISTRICT OF OAK PARK

## FACILITIES USE LICENSE AGREEMENT WITH CHICAGO EDGE SC ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") Chicago Edge SC (the "*EDGE*");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, EDGE is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program known as the PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, EDGE desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and EDGE desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the EDGE's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and EDGE as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the EDGE a temporary license (the "*License*") for the purpose of allowing the EDGE to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Soccer practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## **II. Term of License; Termination**

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the "License Term"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the EDGE, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by EDGE of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to EDGE of the noncompliance. On termination of the License, all use of the Approved Facilities by the EDGE must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the EDGE to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## **III. Eligible Hours and Pricing Schedule**

EDGE's number of participants x 3 equals the number of hours that EDGE is eligible. EDGE understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### **A. Pricing Schedule:**

Eligible Hours:        2023 - \$11 per hour  
                                 2024 - \$12 per hour  
                                 2025 - \$13 per hour

Community Center:   40% Discount

Over Time Hours:     Any permitted hours in excess of eligible hours will be billed at:

2023    \$22 per hour  
2024    \$24 per hour  
2025    \$26 per hour

B. Number of Participants; Payment of Invoice. The EDGE will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The EDGE will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the EDGE of its duty to pay for their permitted hours.

## **IV. Bond**

For this License, there is no bond required from the EDGE. A bond may be required for any extended, renewed, or new license.

## **V. Insurance**

During the License Term, the EDGE shall provide commercial general liability ("CGL") insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. EDGE represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If EDGE at any time uses a vehicle in connection with its use of the Approved Facilities, then EDGE must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The EDGE must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.



## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the EDGE using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the EDGE to comply with the provisions of this Subsection VI may disqualify the EDGE from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The EDGE must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the EDGE using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By EDGE. Prior to the commencement of the Approved Use, the EDGE must provide to the Park District, for Park District approval, an affidavit signed by an authorized EDGE representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If EDGE chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. EDGE will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify EDGE. EDGE will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the EDGE:

- A staff member or elected official to serve as a liaison to the EDGE and who will endeavor to attend EDGE board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. EDGE Additional Responsibilities**

The EDGE will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)



- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. EDGE will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the EDGE from incurring any expense for or in the name of the Park District.
- Forbid everyone within the EDGE from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- EDGE is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. EDGE will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- EDGE shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of EDGE, including EDGE's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- EDGE is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.

- EDGE understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of EDGE's permits, all permits that EDGE does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in EDGE being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### **IX. Carry In/Carry Out**

EDGE will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. EDGE will carry out what they carry in to the Facilities.

#### **X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the EDGE have caused this License Agreement to be executed by authorized representatives.

#### **PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

#### **CHICAGO EDGE SC**

By: Lou Lombardo

Date: 11/9/22

Printed name: Lou Lombardo

Title: President

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# PARK DISTRICT OF OAK PARK

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## FACILITY USE LICENSE AGREEMENT WITH FENWICK HIGH SCHOOL

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of January 1, 2023 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and Fenwick High School (“*Fenwick*”);

WHEREAS, the Park District has a program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of its facilities among many organizations and for the sharing of facilities with certain partners; and

WHEREAS, Fenwick and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and Fenwick agree as follows:

### SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share certain of its play fields with Fenwick as stated in Appendix A attached to and by this reference incorporated into this Agreement, and Fenwick will share the pool and other space at its school building with the Park District also as stated in Appendix A (collectively the “*Shared Facilities*”). In addition, the Park District and Fenwick also will provide supporting services as stated in Appendix A (“*Supporting Services*”). The Park District and Fenwick may modify the list of Shared Facilities and Supporting Services from time to time in writing, without formal amendment of this Agreement.

### SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and Fenwick each may use the other’s Shared Facilities and Services as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an “*Additional Use*”).

B. Responses to Requests. All requests will be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. Each party will endeavor not to cancel or postpone the use by the other party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the other party’s use of



a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the other party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. Each party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the other party. In the case of an outdoor Park District facility, the Park District will undertake normal maintenance but in some cases will have the assistance of Fenwick to perform limited routine maintenance resulting from the intended use (such as field preparation).

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. Ascension must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties.

I. Responsibility for Own Personnel. Each District will be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

### **SECTION 3. GENERAL LIABILITY INSURANCE**

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

### **SECTION 4. INDEMNITY**

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless Fenwick and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Fenwick facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. Fenwick agrees that, in the event any claim is asserted or any action brought to recover any such damage, Fenwick will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District. Fenwick agrees to notify the Park District in writing within five business days and by telephone immediately after Fenwick receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by Fenwick. Fenwick will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of Fenwick, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to Fenwick and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by Fenwick. The Park District agrees to notify Fenwick in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

## **SECTION 5. GENERAL PROVISIONS**

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2023 (the “*Term*”). The parties may extend the Term of this Agreement one or more time for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite term within a Shared

Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Fenwick.

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Fenwick, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Fenwick.

I. Illinois Law Applies. This Agreement will be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Fenwick have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**Park District of Oak Park**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

**Fenwick High School**

By: Scott Thiel  
Printed name: Scott Thiel  
Title: Athletic Director

Date: 11/17/22

**APPENDIX A**  
**SHARED FACILITIES**  
**AND SUPPORTING SERVICES**

**Park District Baseball Fields and Tennis Courts; Services**

Baseball field	Requests taken in December and final schedule in February.
March – May	M-F afterschool hours as well as various game slots on Saturdays
Tennis Courts:	Spring/Summer: Requests taken in December; final schedule in February Fall: Requests taken in April; final schedule in June
March - May	Tennis Courts – Weekdays after school hours
June – July	Tennis Courts M-TH for camps
August – October	Tennis Courts – afterschool and occasional Saturday

Total number of hours is to be determined. Eligible for three (3) hours of field space for every one (1) hour of indoor space provided to PDOP; Seven (7) hours on a court for every one (1) hour of indoor space.

Fenwick will:

- Report any poor conditions before a ball field or tennis court is used via PDOP Maintenance Request system (<http://webrequests.pdop.org>)
- Purchase up to two tennis sets (net with stiffening rods and center strap) annually, depending on need (brand to be specified by PDOP).
- Confine all match play at permitted courts/fields.
- Reserve courts with the Superintendent of Recreation or his or her designee at the Park District.
- The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

The Park District will:

- Respond to submitted Maintenance Requests in a timely manner.
- Provide a notification sign to display notifying members of the public that they may use one of the courts regardless of Fenwick's presence.

**Fenwick Facilities**

### Dan O'Brien Natatorium

September – February, Sundays for four hours.

May – 2 weekend days for eight hours

### Fenwick auditorium, foyer and cafeteria for dance and theatre recitals

One weekend in December and June consisting of one Friday Evening and the following Saturday morning/afternoon.

### Fenwick will:

- The Park District may post information with the desk / facility attendants and on the main entrances to the school building announcing any schedule changes.
- AED and communication equipment will be provided for emergency use.
- If Fenwick becomes aware of a scheduling conflict, they will inform PDOP of said conflict at least 48 hours in advance or upon occurrence if Natatorium is functioning outside of norm, e.g. school boilers down, no heat on pool deck.
- Ensure proper chemistry and water quality of the Natatorium
- Priority for PDOP use will be accommodated just as PDOP does for Fenwick on PDOP property.

### The Park District will:

- Provide staff certified lifeguards to supervise the pool
- Provide staff to guide participants and facilitate swim lessons, lap swim and aqua fitness.
- Provide emergency equipment and first aid supplies.
- Report any poor conditions to Aquatic Coordinator and on duty security.
- Leave the facility reasonably neat and clean at the conclusion of each activity.



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# PARK DISTRICT OF OAK PARK

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## FACILITIES USE LICENSE AGREEMENT WITH OPRF ALLIANCE ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") OPRF Alliance (the "*ALLIANCE*");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, ALLIANCE is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, ALLIANCE desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and ALLIANCE desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the ALLIANCE's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and ALLIANCE as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the ALLIANCE a temporary license (the "*License*") for the purpose of allowing the ALLIANCE to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Soccer practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## **II. Term of License; Termination**

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the “*License Term*”). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the ALLIANCE, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by ALLIANCE of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to ALLIANCE of the noncompliance. On termination of the License, all use of the Approved Facilities by the ALLIANCE must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the ALLIANCE to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## **III. Eligible Hours and Pricing Schedule**

ALLIANCE’s number of participants x 3 equals the number of hours that ALLIANCE is eligible. ALLIANCE understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### **A. Pricing Schedule:**

Eligible Hours:	2023 - \$11 per hour
	2024 - \$12 per hour
	2025 - \$13 per hour

Community Center: 40% Discount

Over Time Hours: Any permitted hours in excess of eligible hours will be billed at:

2023	\$22 per hour
2024	\$24 per hour
2025	\$26 per hour

B. Number of Participants; Payment of Invoice. The ALLIANCE will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The ALLIANCE will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the ALLIANCE of its duty to pay for their permitted hours.

## **IV. Bond**

For this License, there is no bond required from the ALLIANCE. A bond may be required for any extended, renewed, or new license.

## **V. Insurance**

During the License Term, the ALLIANCE shall provide commercial general liability (“*CGL*”) insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. ALLIANCE represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If ALLIANCE at any time uses a vehicle in connection with its use of the Approved Facilities, then ALLIANCE must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The

ALLIANCE must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the ALLIANCE using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC.") The failure of the ALLIANCE to comply with the provisions of this Subsection VI may disqualify the ALLIANCE from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The ALLIANCE must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the ALLIANCE using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By ALLIANCE. Prior to the commencement of the Approved Use, the ALLIANCE must provide to the Park District, for Park District approval, an affidavit signed by an authorized ALLIANCE representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If ALLIANCE chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. ALLIANCE will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify ALLIANCE. ALLIANCE will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the ALLIANCE:

- A staff member or elected official to serve as a liaison to the ALLIANCE and who will endeavor to attend ALLIANCE board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. ALLIANCE Additional Responsibilities**

The ALLIANCE will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. ALLIANCE will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the ALLIANCE from incurring any expense for or in the name of the Park District.
- Forbid everyone within the ALLIANCE from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- ALLIANCE is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. ALLIANCE will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- ALLIANCE shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of ALLIANCE, including ALLIANCE's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.

- ALLIANCE is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.
- ALLIANCE understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of ALLIANCE's permits, all permits that ALLIANCE does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in ALLIANCE being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### **IX. Carry In/Carry Out**

ALLIANCE will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. ALLIANCE will carry out what they carry in to the Facilities.

#### **X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the ALLIANCE have caused this License Agreement to be executed by authorized representatives.

#### **PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

#### **OPRF ALLIANCE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

# PARK DISTRICT OF OAK PARK

## FACILITIES USE LICENSE AGREEMENT WITH OAK PARK RIVER FOREST YOUTH ULTIMATE ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") Oak Park River Forest Youth Ultimate (the "*ULTIMATE*");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, ULTIMATE is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, ULTIMATE desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and ULTIMATE desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the ULTIMATE's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and ULTIMATE as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the ULTIMATE a temporary license (the "*License*") for the purpose of allowing the ULTIMATE to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Soccer practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## II. Term of License; Termination

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the "License Term"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the ULTIMATE, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by ULTIMATE of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to ULTIMATE of the noncompliance. On termination of the License, all use of the Approved Facilities by the ULTIMATE must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the ULTIMATE to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## III. Eligible Hours and Pricing Schedule

ULTIMATE's number of participants x 3 equals the number of hours that ULTIMATE is eligible. ULTIMATE understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### A. Pricing Schedule:

Eligible Hours:      2023 - \$11 per hour  
                                 2024 - \$12 per hour  
                                 2025 - \$13 per hour

Community Center:   40% Discount

Over Time Hours:     Any permitted hours in excess of eligible hours will be billed at:

2023    \$22 per hour  
2024    \$24 per hour  
2025    \$26 per hour

B. Number of Participants: Payment of Invoice. The ULTIMATE will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The ULTIMATE will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the ULTIMATE of its duty to pay for their permitted hours.

## IV. Bond

For this License, there is no bond required from the ULTIMATE. A bond may be required for any extended, renewed, or new license.

## V. Insurance

During the License Term, the ULTIMATE shall provide commercial general liability ("CGL") insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. ULTIMATE represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If ULTIMATE at any time uses a vehicle in connection with its use of the Approved Facilities, then ULTIMATE must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The



ULTIMATE must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the ULTIMATE using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC.") The failure of the ULTIMATE to comply with the provisions of this Subsection VI may disqualify the ULTIMATE from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The ULTIMATE must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the ULTIMATE using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By ULTIMATE. Prior to the commencement of the Approved Use, the ULTIMATE must provide to the Park District, for Park District approval, an affidavit signed by an authorized ULTIMATE representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If ULTIMATE chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. ULTIMATE will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify ULTIMATE. ULTIMATE will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the ULTIMATE:

- A staff member or elected official to serve as a liaison to the ULTIMATE and who will endeavor to attend ULTIMATE board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. ULTIMATE Additional Responsibilities**

The ULTIMATE will comply with the following:



- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. ULTIMATE will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the ULTIMATE from incurring any expense for or in the name of the Park District.
- Forbid everyone within the ULTIMATE from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- ULTIMATE is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. ULTIMATE will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- ULTIMATE shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of ULTIMATE, including ULTIMATE's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.

- ULTIMATE is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.
- ULTIMATE understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of ULTIMATE's permits, all permits that ULTIMATE does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in ULTIMATE being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### **IX. Carry In/Carry Out**

ULTIMATE will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. ULTIMATE will carry out what they carry in to the Facilities.

#### **X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the ULTIMATE have caused this License Agreement to be executed by authorized representatives.

#### **PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

#### **OAK PARK RIVER FOREST YOUTH ULTIMATE**

By: Robert Spatz

Date: 11/21/2022

Printed name: Robert Spatz

Title: Treasurer

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# PARK DISTRICT OF OAK PARK

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## FACILITIES USE LICENSE AGREEMENT WITH OAK PARK RIVER FOREST YOUTH FOOTBALL ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") Oak Park River Forest Youth Football (the "OPRFYF");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, OPRFYF is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, OPRFYF desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and OPRFYF desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the OPRFYF's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and OPRFYF as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the OPRFYF a temporary license (the "*License*") for the purpose of allowing the OPRFYF to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## II. Term of License; Termination

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the "*License Term*"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the OPRFYF, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by OPRFYF of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to OPRFYF of the noncompliance. On termination of the License, all use of the Approved Facilities by the OPRFYF must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the OPRFYF to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## III. Eligible Hours and Pricing Schedule

OPRFYF's number of participants x 3 equals the number of hours that OPRFYF is eligible. OPRFYF understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### A. Pricing Schedule:

Eligible Hours:        2023 - \$11 per hour  
                                 2024 - \$12 per hour  
                                 2025 - \$13 per hour

Community Center:   40% Discount

Over Time Hours:     Any permitted hours in excess of eligible hours will be billed at:

                                 2023    \$22 per hour  
                                 2024    \$24 per hour  
                                 2025    \$26 per hour

B. Number of Participants; Payment of Invoice. The OPRFYF will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The OPRFYF will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the OPRFYF of its duty to pay for their permitted hours.

## IV. Bond

For this License, there is no bond required from the OPRFYF. A bond may be required for any extended, renewed, or new license.

## V. Insurance

During the License Term, the OPRFYF shall provide commercial general liability ("*CGL*") insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. OPRFYF represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If OPRFYF at any time uses a vehicle in connection with its use of the Approved Facilities, then OPRFYF must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The OPRFYF must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.



## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the OPRFYF using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the OPRFYF to comply with the provisions of this Subsection VI may disqualify the OPRFYF from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The OPRFYF must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the OPRFYF using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By OPRFYF. Prior to the commencement of the Approved Use, the OPRFYF must provide to the Park District, for Park District approval, an affidavit signed by an authorized OPRFYF representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If OPRFYF chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. OPRFYF will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify OPRFYF. OPRFYF will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the OPRFYF:

- A staff member or elected official to serve as a liaison to the OPRFYF and who will endeavor to attend OPRFYF board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. OPRFYF Additional Responsibilities**

The OPRFYF will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)

- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. OPRFYF will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the OPRFYF from incurring any expense for or in the name of the Park District.
- Forbid everyone within the OPRFYF from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- OPRFYF is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. OPRFYF will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- OPRFYF shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of OPRFYF, including OPRFYF's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- OPRFYF is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.



- OPRFYF understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of OPRFYF's permits, all permits that OPRFYF does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in OPRFYF being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

**IX. Carry In/Carry Out**

OPRFYF will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. OPRFYF will carry out what they carry in to the Facilities.

**X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the OPRFYF have caused this License Agreement to be executed by authorized representatives.

**PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

**OAK PARK RIVER FOREST YOUTH FOOTBALL**

By:  \_\_\_\_\_

Date: 12-5-2022

Printed name: Travis Williams

Title: Board Member

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# PARK DISTRICT OF OAK PARK

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## **FACILITIES USE LICENSE AGREEMENT WITH OPRFHS HOCKEY CLUB ORGANIZATION**

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") OPRFHS Hockey Club (the "HOCKEY CLUB");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, HOCKEY CLUB is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, HOCKEY CLUB desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and HOCKEY CLUB desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the HOCKEY CLUB's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and HOCKEY CLUB as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the HOCKEY CLUB a temporary license (the "License") for the purpose of allowing the HOCKEY CLUB to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Practices, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.



## II. Term of License; Termination

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2023 (the “*License Term*”). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the HOCKEY CLUB, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by HOCKEY CLUB of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to HOCKEY CLUB of the noncompliance. On termination of the License, all use of the Approved Facilities by the HOCKEY CLUB must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the HOCKEY CLUB to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## III. Eligible Hours and Pricing Schedule

HOCKEY CLUB’s number of participants x 3 equals the number of hours that HOCKEY CLUB is eligible. HOCKEY CLUB understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### A. Pricing Schedule:

Eligible Hours:	2023 - \$11 per hour
	2024 - \$12 per hour
	2025 - \$13 per hour

Community Center: 40% Discount

Over Time Hours: Any permitted hours in excess of eligible hours will be billed at:

2023	\$22 per hour
2024	\$24 per hour
2025	\$26 per hour

B. Number of Participants; Payment of Invoice. The HOCKEY CLUB will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The HOCKEY CLUB will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the HOCKEY CLUB of its duty to pay for their permitted hours.

## IV. Bond

For this License, there is no bond required from the HOCKEY CLUB. A bond may be required for any extended, renewed, or new license.

## V. Insurance

During the License Term, the HOCKEY CLUB shall provide commercial general liability (“CGL”) insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. HOCKEY CLUB represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If HOCKEY CLUB at any time uses a vehicle in connection with its use of the Approved Facilities, then HOCKEY CLUB must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy.

The HOCKEY CLUB must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the HOCKEY CLUB using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC"). The failure of the HOCKEY CLUB to comply with the provisions of this Subsection VI may disqualify the HOCKEY CLUB from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The HOCKEY CLUB must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the HOCKEY CLUB using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By HOCKEY CLUB. Prior to the commencement of the Approved Use, the HOCKEY CLUB must provide to the Park District, for Park District approval, an affidavit signed by an authorized HOCKEY CLUB representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If HOCKEY CLUB chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. HOCKEY CLUB will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify HOCKEY CLUB. HOCKEY CLUB will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the HOCKEY CLUB:

- A staff member or elected official to serve as a liaison to the HOCKEY CLUB and who will endeavor to attend HOCKEY CLUB board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.

## **VIII. HOCKEY CLUB Additional Responsibilities**

The HOCKEY CLUB will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)

- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. HOCKEY CLUB will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the HOCKEY CLUB from incurring any expense for or in the name of the Park District.
- Forbid everyone within the HOCKEY CLUB from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- HOCKEY CLUB is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. HOCKEY CLUB will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- HOCKEY CLUB shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of HOCKEY CLUB, including HOCKEY CLUB's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.

- HOCKEY CLUB is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.
- HOCKEY CLUB understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of HOCKEY CLUB's permits, all permits that HOCKEY CLUB does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in HOCKEY CLUB being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### **IX. Carry In/Carry Out**

HOCKEY CLUB will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. HOCKEY CLUB will carry out what they carry in to the Facilities.

#### **X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the HOCKEY CLUB have caused this License Agreement to be executed by authorized representatives.

#### **PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

#### **OPRFHS HOCKEY CLUB**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

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# PARK DISTRICT OF OAK PARK

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## FACILITIES USE LICENSE AGREEMENT WITH OAK PARK YOUTH BASEBALL SOFTBALL ORGANIZATION FOR ASSOCIATE AND COMPANION FIELD USAGE

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") and Oak Park Youth Baseball Softball (the "OPYBS");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, OPYBS is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, OPYBS desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and OPYBS desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the OPYBS's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and OPYBS as follows:

### **I. Grant of License for Authorized Use**

***The Park District hereby grants to the OPYBS a temporary license (the "License") for the purpose of allowing the OPYBS to conduct the following:***

Classification:	Associate
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Baseball and softball practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

***The Park District hereby grants to the FALCONS/EAGLES a temporary license (the "License") for the purpose of allowing the FALCONS/EAGLES to conduct the following:***

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Baseball and softball practices, games, meetings & registrations

Times of Use: Fields without lights are sunrise to sunset with permit  
Fields with lights are sunrise until the auto-timed lights turn off  
Facilities with permit

Special Features: Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## **II. Term of License; Termination**

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the "*License Term*"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the OPYBS, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by OPYBS of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to OPYBS of the noncompliance. On termination of the License, all use of the Approved Facilities by the OPYBS must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the OPYBS to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## **III. Eligible Hours and Pricing Schedule**

OPYBS's number of participants x 4 equals the number of hours that OPYBS is eligible. OPYBS understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### **A. Affiliate Pricing Schedule:**

Eligible Hours: 2023 - \$8 per hour  
2024 - \$9 per hour  
2025 - \$10 per hour

Community Center: 40% Discount

Over Time Hours: Any permitted hours in excess of eligible hours will be billed at:

2023 \$16 per hour  
2024 \$18 per hour  
2025 \$20 per hour

### **Companion Pricing Schedule:**

Eligible Hours: 2023 - \$11 per hour  
2024 - \$12 per hour  
2025 - \$13 per hour

Community Center: 40% Discount

Over Time Hours: Any permitted hours in excess of eligible hours will be billed at:

2023 \$22 per hour  
2024 \$24 per hour  
2025 \$26 per hour

B. Number of Participants; Payment of Invoice. The OPYBS will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The OPYBS will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the OPYBS of its duty to pay for their permitted hours.

#### **IV. Bond**

For this License, there is no bond required from the OPYBS. A bond may be required for any extended, renewed, or new license.

#### **V. Insurance**

During the License Term, the OPYBS shall provide commercial general liability ("CGL") insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. OPYBS represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If OPYBS at any time uses a vehicle in connection with its use of the Approved Facilities, then OPYBS must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The OPYBS must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

#### **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the OPYBS using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the OPYBS to comply with the provisions of this Subsection VI may disqualify the OPYBS from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The OPYBS must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the OPYBS using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By OPYBS. Prior to the commencement of the Approved Use, the OPYBS must provide to the Park District, for Park District approval, an affidavit signed by an authorized OPYBS representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If OPYBS chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. OPYBS will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify OPYBS. OPYBS will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

#### **VII. Park District Services**

The Park District will endeavor to provide the following for the OPYBS:

- A staff member or elected official to serve as a liaison to the OPYBS and who will endeavor to attend OPYBS board meetings if requested.

- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

### **VIII. OPYBS Additional Responsibilities**

The OPYBS will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. OPYBS will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the OPYBS from incurring any expense for or in the name of the Park District.
- Forbid everyone within the OPYBS from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- OPYBS is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.



- Immediately alert the Park District of any damage made to Facilities. OPYBS will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- OPYBS shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of OPYBS, including OPYBS's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- OPYBS is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.
- OPYBS understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of OPYBS's permits, all permits that OPYBS does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in OPYBS being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### **IX. Carry In/Carry Out**

OPYBS will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. OPYBS will carry out what they carry in to the Facilities.

#### **X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the OPYBS have caused this License Agreement to be executed by authorized representatives.

**PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

**OAK PARK YOUTH BASEBALL SOFTBALL**

By:  \_\_\_\_\_

Date: 11/28/22

Printed name: Brian Endloss

Title: President

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# PARK DISTRICT OF OAK PARK

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## FACILITIES USE LICENSE AGREEMENT WITH OPRF PONY BASEBALL ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") OPRF Pony Baseball ("*PONY*");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, PONY is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, PONY desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and PONY desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the PONY's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and PONY as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the PONY a temporary license (the "*License*") for the purpose of allowing the PONY to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Soccer practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## **II. Term of License; Termination**

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2025 (the “*License Term*”). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the PONY, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, “cause” means, among other things, noncompliance by PONY of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to PONY of the noncompliance. On termination of the License, all use of the Approved Facilities by the PONY must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the PONY to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## **III. Eligible Hours and Pricing Schedule**

PONY’s number of participants x 4 equals the number of hours that PONY is eligible. PONY understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

### **A. Pricing Schedule:**

Eligible Hours:	2023 - \$11 per hour
	2024 - \$12 per hour
	2025 - \$13 per hour

Community Center: 40% Discount

Over Time Hours: Any permitted hours in excess of eligible hours will be billed at:

2023	\$22 per hour
2024	\$24 per hour
2025	\$26 per hour

B. Number of Participants; Payment of Invoice. The PONY will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The PONY will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the PONY of its duty to pay for their permitted hours.

## **IV. Bond**

For this License, there is no bond required from the PONY. A bond may be required for any extended, renewed, or new license.

## **V. Insurance**

During the License Term, the PONY shall provide commercial general liability (“*CGL*”) insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. PONY represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If PONY at any time uses a vehicle in connection with its use of the Approved Facilities, then PONY must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The PONY must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the PONY using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the PONY to comply with the provisions of this Subsection VI may disqualify the PONY from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The PONY must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the PONY using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By PONY. Prior to the commencement of the Approved Use, the PONY must provide to the Park District, for Park District approval, an affidavit signed by an authorized PONY representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If PONY chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. PONY will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify PONY. PONY will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the PONY:

- A staff member or elected official to serve as a liaison to the PONY and who will endeavor to attend PONY board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. PONY Additional Responsibilities**

The PONY will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)

- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. PONY will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the PONY from incurring any expense for or in the name of the Park District.
- Forbid everyone within the PONY from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- PONY is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. PONY will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- PONY shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of PONY, including PONY's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- PONY is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.

- PONY understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of PONY's permits, all permits that PONY does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in PONY being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

#### **IX. Carry In/Carry Out**

PONY will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. PONY will carry out what they carry in to the Facilities.

#### **X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the PONY have caused this License Agreement to be executed by authorized representatives.

#### **PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

#### **OPRF PONY BASEBALL**

By:  \_\_\_\_\_

Date: November 8, 2022

Printed name: Bill Pantazopoulos

Title: Chairman

**A PARTNERSHIP AGREEMENT  
BETWEEN THE PARK DISTRICT OF OAK PARK  
AND SOUTH EAST OAK PARK COMMUNITY ORGANIZATION  
FOR EXCHANGE OF USE OF BARRIE PARK  
AND SOUTH EAST OAK PARK COMMUNITY ORGANIZATION  
VOLUNTEER SUPPORT SERVICES**

THIS AGREEMENT ("*Agreement*") is made and entered into as of January 1, 2023, ("*Effective Date*") between the Park District of Oak Park, an Illinois Park District, ("*Park District*") and South East Oak Park Community Organization ("*SEOPCO*")

WHEREAS, the Park District has a program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of its facilities among many organizations and for the sharing of facilities with certain partners.

WHEREAS, SEOPCO and the Park District desire to exchange volunteer services from SEOPCO for full use of Barrie Park ("*Barrie*") from the Park District for one Saturday in September.

NOW, THEREFORE, the Park District and SEOPCO agree as follows:

**Section 1. Exchange of Barrie Use and Volunteer Services**

The Park District will allow SEOPCO to use Barrie as stated in Appendix A and SEOPCO will provide volunteer support services to the Park District as stated in Appendix A ("*Volunteer Support Services*"). The Park District and SEOPCO may modify the Approved Use of Barrie and the Volunteer Support Services from time to time in writing, without formal amendment of this Agreement.

**Section 2. Cancellation Policy**

A. Cancellation of Approved Event. The Park District may need to postpone or cancel an approved use by SEOPCO of Barrie. The Park District will endeavor not to postpone or cancel the Approved Use and will give 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible of a postponement or cancellation. The Park District will cooperate with SEOPCO to relocate or reschedule the affected Approved Use.

**Section 3. General Standards for Facilities Use**

A. Compliance with Policies, Ordinances, and Procedures. SEOPCO must comply with all applicable Park District Rules and Regulations when using Barrie Park.

B. Carry In-Carry Out. SEOPCO will comply with the Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. SEOPCO will carry out what they carry in to Barrie.



D. Reasonable Care. SEOPCO must take reasonable care to prevent damage to, or unusual wear and tear to Barrie.

E. Repairs. SEOPCO will be responsible for the repair of any damage or unusual wear and tear to Barrie.

#### **Section 4. General Liability Insurance**

A. General Standard. SEOPCO must provide standard insurance coverage for its activities. The Park District will maintain its standard property and casualty insurance coverage.

#### **Section 5. Indemnity**

SEOPCO will indemnify the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a PD Facility that arises out of any act or omission of SEOPCO, including its staff, officials, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give prompt notice thereof in writing to SEOPCO and will cooperate in the investigation and defense of any such claim or action.

#### **Section 6. General Provisions**

A. Term. This Agreement is for a term commencing on the Effective Date and expiring on December 31, 2023 ("*Term*").

B. Termination. Either party may terminate this Agreement with 120 days written notice to the other party.

C. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

D. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and SEOPCO.

E. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

F. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and SEOPCO, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and SEOPCO.

G. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and SEOPCO have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**Park District of Oak Park**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**South East Oak Park Community Organization**

By: Jim Peterson Date: 11/29/22  
Printed name: Jim Peterson  
Title: Treasurer

## APPENDIX A

### BARRIE PARK AND VOLUNTEER SUPPORT SERVICES

#### SEOPCO Use of Barrie Park

*Full use of Barrie Park to conduct BarrieFest on one Saturday in September between the hours of 11AM and 6PM.*

The Park District will:

- Provide a contact person to meet with SEOPCO upon request and to assist in coordinating logistics needed.
- Provide waste receptacles and a crew to collect trash at the conclusion of the event.
- Attempt to accommodate changes to the identified schedule and date based upon availability.

SEOPCO will:

- Assure that an adult coordinator is declared and available to the Park District and on-site for the duration of the event
- Leave entire site and center in the same condition as found
- Assure that any cancellation of use or significant schedule change is communicated in advance of use.
- No Bounce Houses are allowed on Park Property
- Provide no fewer than two (2) volunteers, to be present from two (2) hours prior to the event until one (1) hour after its completion.
- Provide adult supervision throughout the entire duration of the event.
- Provide publicity for Park District classes and events on SEOPCO's website .

**A PARTNERSHIP AGREEMENT  
BETWEEN THE PARK DISTRICT OF OAK PARK  
AND ST. GILES PARISH AND SCHOOL  
FOR SHARED USE OF FACILITIES AND SUPPORTING SERVICES**

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of January 1, 2023 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and St. Giles Parish and School of the Catholic Bishop of Chicago, an Illinois corporation (“*St. Giles*”);

WHEREAS, the Park District has a program through which it partners with other Oak Park organizations to share facilities and services; and

WHEREAS, St. Giles and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and St. Giles agree as follows:

**SECTION 1. SHARED FACILITIES AND SERVICES**

The Park District will share certain of its play fields with St. Giles as stated in Appendix A attached to and by this reference incorporated into this Agreement, and St. Giles will share certain gymnasium and other space at its school building with the Park District also as stated in Appendix A (each a “*Shared Facility*” and collectively the “*Shared Facilities*”). The Park District and St. Giles may modify the list of Shared Facilities from time to time in writing, without formal amendment of this Agreement.

**SECTION 2. USE OF SHARED FACILITIES**

A. Requests in Writing. The Park District and St. Giles each may use the other’s Shared Facilities as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an “*Additional Use*”).

B. Responses to Requests. All requests shall be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. The host party will endeavor not to cancel or postpone the use by the guest party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the guest party’s use of a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the guest party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. The guest party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the guest party. In the case of the Park District's play fields, the Park District will undertake routine maintenance. St. Giles will perform some routine tasks relating to the use of the play fields, such as equipment setup if any, and other similar preparation for play.

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. St. Giles must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties. St. Giles will not be responsible for large-scale re-sodding of a play field but may be responsible for replacing portions of sod on a play field if the sod is severely damaged from misuse, abuse, or other extraordinary activity conducted by St. Giles.

I. Responsibility for Own Personnel. Each party shall be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

### SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates and endorsements, or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

## SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless St. Giles and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a St. Giles facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. St. Giles agrees that, in the event any claim is asserted or any action brought to recover any such damage, St. Giles will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District, except that St. Giles shall approve the terms of the settlement, which approval shall not be unreasonable withheld. St. Giles agrees to notify the Park District in writing within five business days and by telephone immediately after St. Giles receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by St. Giles. St. Giles will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of St. Giles, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to St. Giles and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by St. Giles, except that St. Giles shall approve the terms of the settlement, which approval shall not be unreasonable withheld. The Park District agrees to notify St. Giles in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

## SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2023 (the “*Term*”). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite term within a Shared Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are actually received by the individual to whom addressed and are followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. Each party may change the address or the addressee, or both, for all future notices and communications to that party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed and delivered as follows:

If to St. Giles:

St. Giles School  
1034 Linden Avenue  
Oak Park, Illinois 60302  
Attn: Principal

If to the Park District:

Park District of Oak Park  
c/o Executive Director  
218 Madison Street  
Oak Park, Illinois 60302

With copies to:

St. Giles School  
1025 Columbian Avenue  
Oak Park, Illinois 60302  
Attn: Pastor

The Archdiocese of Chicago  
835 North Rush Street  
Chicago, Illinois 60611  
Attention: Office of Legal Services

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and St. Giles

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and St. Giles, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and St. Giles.

I. No Agency or Partnership. Nothing in this Agreement shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing of space and services as specifically described herein.

J. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and St. Giles have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**Park District of Oak Park**

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

**The Catholic Bishop of Chicago**

By: \_\_\_\_\_

Printed name: Eric Wollan

Title: Director of Capital Assets

Acknowledged by:

\_\_\_\_\_

Rev. Carl Morello, Pastor  
St. Giles Parish



## **APPENDIX A**

### **SHARED FACILITIES AND SUPPORTING SERVICES**

#### **1. Park District Facilities and Services**

August – October 2023:

- St. Giles use of a Park District soccer field for practices and games, after 4:00 PM during the week and at various times on Saturdays.
- Total number of hours to be determined; eligible for three (3) hours of field space for every one (1) hour of indoor space provided to PDOP.

The Park District will:

- Line fields and provide goals for games.
- Maintain turf suitable for play.
- Place goals for games only.

St. Giles will:

- Examine playfield and equipment before use to assure safe conditions.
- Report poor conditions before a field is used.
- The Park District also expects support and communication to your participants of the Carry In-Carry Out program to reduce waste in the parks.

#### **2. St. Giles Facilities and Services**

Basketball courts or other rooms requested and available for various Park District activities for every hour of indoor space St. Giles will be eligible for three (3) hours of outdoor space.

**A PARTNERSHIP AGREEMENT BETWEEN  
THE PARK DISTRICT OF OAK PARK  
AND TROOP 4020**

THIS AGREEMENT ("*Agreement*") is made and entered into as of January 1, 2023, (the "*Effective Date*") and ending December 31, 2023 (the "*End Date*") between the Park District of Oak Park, ("PDOP") and Troop 4020 ("*Troop 4020*"); and

WHEREAS, the PDOP has instituted a program called PACT (Partner, Associate, Companion, Tenant) which establishes a fair, equitable and cost effective system in which to manage and administer reservations at Park District facilities, and

WHEREAS, PDOP and Troop 4020 desire to exchange facilities use from the PDOP and volunteer services from Troop 4020;

NOW, THEREFORE, the PDOP and Troop 4020 agree as follows:

**Section 1. Exchange of Facilities Use and Volunteer Services**

The PDOP will allow Troop 4020 to use Park District Facility Room at certain times, as stated in Appendix A, and Troop 4020 will provide volunteer support services to the PDOP as stated in Appendix A.

**Section 2. General Standards for Facilities Use**

A. Compliance with Policies, Ordinances, and Procedures. Troop 4020 and its staff must comply with all applicable PDOP Rules and Regulations when using a PDOP Facility.

B. Park District Facility Setup. Troop 4020 is required to set up the Facility for their meetings which includes clean-up. The PDOP will provide for normal maintenance and custodial services.

C. Carry-In Carry-Out. Troop 4020 must communicate to their participants regarding Carry-In Carry-Out program to reduce waste in the parks.

D. Reasonable Care. Troop 4020 must take reasonable care to prevent damage to, or unusual wear and tear to PDOP Facilities including furnishings, and equipment. Troop 4020 will be responsible for the repair of any damage or unusual wear and tear to a PDOP Facility.

**Section 3. Background Checks**

Prior to the commencement of the Approved Use, Troop 4020 must complete a criminal background check on all volunteers before that volunteer participates

with Troop 4020 at a PDOP Facility. Troop 4020 will provide an affidavit stating that Criminal Background Checks have been completed on all Troop 4020 volunteers. The failure of Troop 4020 to comply with the provisions of this Subsection A may disqualify Troop 4020 from engaging in the Authorized Use.

#### **Section 4. General Liability Insurance**

TROOP 4020 must provide standard insurance coverage for its activities. The Park District will maintain its standard property and casualty insurance coverage.

#### **Section 5. Indemnity**

Troop 4020 will indemnify the PDOP and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others at Barrie Center that arises out of any act or omission of Troop 4020, including its staff, officials, volunteers, agents, invitees, guests, and patrons. The PDOP agrees that, in the event any claim is asserted or any action brought to recover any such damage, the PDOP will give prompt notice thereof in writing to Troop 4020 and will cooperate in the investigation and defense of any such claim or action.

Troop 4020 shall be responsible for and shall pay for any damages to Park District property arising out of the use of the said premises pursuant to the terms of this agreement or otherwise; ordinary wear and tear accepted.

#### **Section 6. General Provisions**

A. Term. This Agreement is for a term beginning on January 1, 2023 and ending on December 31, 2023.

B. Termination. Either party may terminate this Agreement within 30 days via a written notice to the other party.

C. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

D. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the PDOP and Troop 4020.

E. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the PDOP and Troop 4020, and nothing in this Agreement is

intended to provide any right or benefit of any kind whatsoever to any person or entity other than the PDOP and Troop 4020.

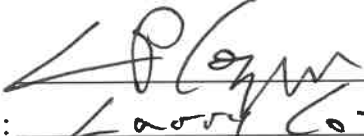
F. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the PDOP and Troop 4020 have caused this Agreement to be executed by their duly authorized representatives as of January 1, 2023.

**Park District of Oak Park**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Troop 4020**

By:  \_\_\_\_\_ Date: 1/14/2022  
Printed name: Larry Cozzi  
Title: Asst Scoutmaster

## **APPENDIX A**

### **SHARED FACILITIES AND VOLUNTEER SUPPORT SERVICES**

The Park District will:

- Allow use of an activity room up to six hours per month
- Provide at least 10 days' notice of the need for distribution along with clear directions of where and when to distribute materials;
- Provide a Park District contact person to manage volunteers at the Frank Lloyd Wright Race

Troop 4020 will:

- Assure that any cancellation of use or significant schedule changes are communicated in advance of use;
- Leave a facility in the same condition as found;
- Participate in the Carry-In Carry-Out program.
- Provide volunteers for the Frank Lloyd Wright race
- Distribute flyers, pamphlets or other promotional materials

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# PARK DISTRICT OF OAK PARK

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## FACILITIES USE LICENSE AGREEMENT WITH OAK PARK WINDMILLS ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") Oak Park Windmills ("WINDMILLS");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, WINDMILLS is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, WINDMILLS desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and WINDMILLS desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the WINDMILLS's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and WINDMILLS as follows:

### **I. Grant of License for Authorized Use**

The Park District hereby grants to the WINDMILLS a temporary license (the "*License*") for the purpose of allowing the WINDMILLS to conduct the following:

Classification:	Tenant
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

## **II. Term of License; Termination**

The License is for a term commencing on January 1, 2023 and expiring on December 31, 2023 (the “*License Term*”). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the WINDMILLS, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, “cause” means, among other things, noncompliance by WINDMILLS of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to WINDMILLS of the noncompliance. On termination of the License, all use of the Approved Facilities by the WINDMILLS must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the WINDMILLS to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

## **III. Pricing**

PACT organizations in the Tenant level do not have participant fees and do not receive allotted facility use hours. The hourly rate for Windmills is \$46/Hour.

## **IV. Bond**

For this License, there is no bond required from the WINDMILLS. A bond may be required for any extended, renewed, or new license.

## **V. Insurance**

During the License Term, the WINDMILLS shall provide commercial general liability (“*CGL*”) insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. WINDMILLS represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If WINDMILLS at any time uses a vehicle in connection with its use of the Approved Facilities, then WINDMILLS must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The WINDMILLS must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

## **VI. Coach/Volunteer Background Checks**

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the WINDMILLS using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check (“*CBC*.”) The failure of the WINDMILLS to comply with the provisions of this Subsection VI may disqualify the WINDMILLS from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The WINDMILLS must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the WINDMILLS using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By WINDMILLS. Prior to the commencement of the Approved Use, the WINDMILLS must provide to the Park District, for Park District approval, an affidavit signed by an authorized WINDMILLS representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If WINDMILLS chooses to go through the Park District’s online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District’s website at [www.pdop.org/volunteer](http://www.pdop.org/volunteer) to fill out the form. WINDMILLS will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a

coach/volunteer does not clear the CBC and will notify WINDMILLS. WINDMILLS will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

## **VII. Park District Services**

The Park District will endeavor to provide the following for the WINDMILLS:

- A staff member or elected official to serve as a liaison to the WINDMILLS and who will endeavor to attend WINDMILLS board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

## **VIII. WINDMILLS Additional Responsibilities**

The WINDMILLS will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at [www.pdop.org/programs/youth](http://www.pdop.org/programs/youth)
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. WINDMILLS will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the WINDMILLS from incurring any expense for or in the name of the Park District.
- Forbid everyone within the WINDMILLS from making representations or commitments for or on behalf of the Park District



- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- WINDMILLS is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. WINDMILLS will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- WINDMILLS shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of WINDMILLS, including WINDMILLS's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- WINDMILLS is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.
- WINDMILLS understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of WINDMILLS's permits, all permits that WINDMILLS does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in WINDMILLS being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

**IX. Carry In/Carry Out**

WINDMILLS will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. WINDMILLS will carry out what they carry in to the Facilities.

**X. Specific Terms of Agreement**

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the WINDMILLS have caused this License Agreement to be executed by authorized representatives.

**PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
President

**OAK PARK WINDMILLS**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_



# **2023 Board Action Calendar**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



**PARK DISTRICT**  
of OAK PARK

## **Park District of Oak Park 2023 Board Action Calendar**

### **January**

All	IPRA Conference January 26-28
Mitch	R 2022 Facility Report Card
Mitch/Scott	R Program Scholarship Update
Mitch	R 2022 Performance Measures Year in Review
Mitch	C Local Government Efficiency Act (2033)
Maureen/Mitch	C Bus Lease Agreement
Chris	C 228-230 Parking Lot Contract Approval

### **February**

Jan	R 2022 PDOP Annual Report
Jan	C Park District Citizen Committee (PDCC) Update
Susan	C Annual Historic Properties Operations Report
Jan	C Parks Foundation Annual Update
Maureen	R Annual Recreation Report
Bill	R Annual Special Facilities Report
Board/Jan	R Community Service Awards Presented
Chris	C 218 Elevator Replacement Contract
Chris	C EV Charging Station Contract
Chris	C Vehicle Replacement
Chris	C Barrie Park Improvement Contract
Chris	C Andersen Park Improvement Contract
Jan	C VOP IGA ARPA
Chris	C Taylor Park Court Improvement Contract

### **March**

Jan	C Executive Director's Annual Performance Review
ESAC/Patti	C Environmental Sustainability Advisory Committee (ESAC) Update
WSSRA	R WSSRA Annual Report Update
Jan/Paula	C Agreement with Service Employees International Union (Expires 2024)
Patti	C Annual Oak Park Conservatory Operations Report
Patti/FOPCON	C FOPCON Update
Patti	C IPRA Environmental Report Card (2023)
Bill	C Vending Machine Contact Award
Maureen	C Bus Bid (2025)
Patti	C IPM Policy Update
Paula	C Union Employee Agreement (2024)

**April**

All ■ April 8 - Park District of Oak Park 111th Birthday  
 Mitch C 2023 Performance Measure 1st Quarter Review  
 Jan C Youth Engagement Agreement/Township (2024)  
 PH/Jan/Maureen C Pleasant Home Foundation Annual Update  
 Jan C D200 IGA - Facilities (2026)  
 Maureen C Apparel Bid (2025)

**May**

Edith/Jan/Board C Appointment of Board Officers and Board Committees  
 Mitch/Attorney C Review of Ethics Ordinance (Every Year)  
 Jan C IAPD Legislative Day Update  
 Jan ■ Spring Park Tour  
 Jan C D97 Fields IGA (2023)  
 Jan/Mitch R Managed IT Contract (2024)  
 Maureen C Collaboration for Early Childhood Agreement (2024)  
 Mitch C Program Pricing Guidance

**June**

Jan/Mitch C Austin Trust Update  
 Mitch C 2022 Audit Report Presentation  
 Edith/Jan C Bi-Annual Review of Executive Session Minutes  
 Mitch/Jan C 2024 Budget Timeline/Guidelines  
 Paula/Jan C Compensation Study (2023)  
 Chris R PlanItGreen Update - Gary Cuneen (2023)  
 Jan ■ Board Retreat 6/20/2023

**July**

Mitch C Capital Improvement Plan (CIP) Update  
 Mitch R 2023 Performance Measure 2nd Quarter Review

**August**

Jan R Strategic Plan Update  
 Jan/Bill R Pool Master Plan Update  
 Mitch R Mid-Year Budget Update

**September**

Jan/Edith C Community Service Award–Nominations Gathered  
 Jan/Edith C Elected Officials BBQ Update  
 Jan ■ Fall Park Tour  
 Mitch C Draft 2023 Tax Levy  
 Mitch/Jan ■ Budget Meeting September 28  
 Jan C PDOP/D200 IGA Agreement for RCRC (2047)  
 Chris C PDOP Climate Action Plan Update  
 Maureen R Festival Theater Update

**October**

Jan		NRPA Conference, October 10-13
Jan		IAPD Legal Symposium
Mitch	B	Draft Budget Document Delivered
Mitch	B	Budget and Appropriation Ordinance (release for public inspection)
Mitch	R	2023 Performance Measure 3rd Quarter Review
Mitch/Jan	B	Budget Meeting October 5
Mitch	C	Copier Agreement (2023)
Mitch	C	Audit Engagement Letter (2025)
Jan	C	2025-2027 Strategic Plan Approval (2024)
Edith	C	2024 Committee & Board Meeting Calendar
Maureen/OPYB/S	R	OPYB/S Update
Maureen/AYSO	R	AYSO Update

**November**

Jan/Board Pres.	R	Annual Review of Park District Attorney
Mitch	C	Working Budget (Departmental Goals)
Mitch	C	Tax Levy Ordinance for 2023
Mitch	C	Budget and Appropriation Ordinance 2023
Mitch	C	Tax Levy and Budget Appropriation Public Hearings
Jan	C	D97 IGA - Facilities (2023)
Edith	C	Credentials Certificate for the IAPD Annual Meeting
Mitch	R	2023 Parks Report Card
Paula	C	Personnel Policy Manual Update
Jan	C	Administrative and Board Policy Manual Update
Paula/Joe	C	Safety Manual Update
Jan	C	Crisis Management Plan Update
Mitch	C	Abatement Ordinances for 2019 & 2020 Bonds
Chris	C	Tree Pruning & Removal Contract

**December**

Maureen	R	Report on Annual Accomplishments
Jan/Edith	C	Update Board Action Calendar
Jan/Edith	C	Letter to WSSRA of Appointment of Representatives
Maureen	C	PACT Agreements
Jan	C	Comprehensive Master Plan – Update (2024)
Maureen	C	Festival Theatre Agreement
Edith	C	Bi-Annual Review of Executive Session Minutes
Maureen	R	Active Adult Advisory Committee (AAAC) Update
Patti/Jan	C	FOPCON Agreement (2025)
Chris	R	Annual Sustainability Report
Maureen	C	Program Guide Bid (2023)
Chris	C	District Cleaning Contract (2026)



## **WSSRA Board Liaison Appointment**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



# PARK DISTRICT of OAK PARK

218 Madison Street  
Oak Park, IL 60302  
Phone: 708.725.2000  
Fax: 708.725.2301  
[www.pdop.org](http://www.pdop.org)

Marianne Birko, Secretary  
WSSRA Board of Directors  
2915 Maple Street  
Franklin Park, IL 60131

Dear WSSRA Board Secretary:

At the December 1, 2022, Committee of the Whole Meeting, the governing board of the Park District of Oak Park made the following appointments to the WSSRA Board of Directors.

Regular Representative: Jan Arnold, Executive Director  
PDOP, 218 Madison St., Oak Park, IL 60302  
312-259-7359 cell, 708-725-2020 work  
[Jan.Arnold@pdop.org](mailto:Jan.Arnold@pdop.org)

Alternate: Sandy Lentz, Park Board Commissioner  
PDOP, 218 Madison St., Oak Park, IL 60302  
708-524-0378 home, 312-485-3178 cell  
[Sandy.Lentz@pdop.org](mailto:Sandy.Lentz@pdop.org)

It is the understanding of this (Park District/Village) that the role of the representative, regular or alternate, as a voting member of the WSSRA Board is to set policy and authorize the expenditure of funds contributed by association members. The (Park District/Village) also agrees that actions taken by the WSSRA Board are binding upon the district/village, as if they were taken by the District/Village.

In accordance with the Amended and Restated Articles of Agreement of WSSRA, these appointments are effective for a period of one year, until **December 31, 2023**.

Sincerely,

President of the Partner Board







# **Bi-Annual Review and Release of Closed Session Minutes**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)

# Memo

To: David Wick, Chair, Administration & Finance Committee  
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: December 6, 2022

Re: Bi-Annual Review and Release of Closed Session Minutes

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## Statement

In accordance with the Open Meetings Act, the Board is required to review closed session minutes semi-annually to determine whether the need for confidentiality still exists as to all or parts of the minutes. The review includes all closed session minutes that have not previously been released for public inspection.

Minutes, or portions of minutes, will be made available for public inspection if the Board determines that confidential treatment is no longer required. It is again time for the Board to review closed session minutes.

## Discussion

The Board Secretary, Executive Director, and General Counsel have reviewed the closed session minutes previously not released for August 21, 2014, September 25, 2014 and they have determined that the need for confidentiality still exists for these minutes. There are no additional closed session minutes that have not yet been released. Each of the Commissioners may review all of the closed session minutes and pass along their comments about confidentiality by December 12. I will assume that a Commissioner who does not contact me has agreed with the determination of the Board Secretary, myself, and General Counsel.

## Conclusion

The Administration & Finance Committee recommends the Park Board continue to hold identified closed session minutes at this time.



## **Disposal Ordinance 2022-12-07**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)

PARK DISTRICT OF OAK PARK

ORDINANCE NO. 2022-12-07

AN ORDINANCE AUTHORIZING DISPOSAL OF PERSONAL PROPERTY  
OWNED BY THE PARK DISTRICT OF OAK PARK

WHEREAS, in the opinion of the Park District of Oak Park, it is no longer necessary, useful, or in the best interests of the Park District to retain ownership of the personal property described in this Ordinance; and

WHEREAS, it has been determined by the President and the Board of Commissioners of the Park District of Oak Park to dispose of said personal property in the manner described in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Park District of Oak Park, Cook County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Ordinance as findings of the President and Board of Commissioners.

Section 2. Disposal of Surplus Property. The President and Board of Commissioners find that the personal property described in Exhibit A attached to this Ordinance and by this reference incorporated into this Ordinance (the “Surplus Property”) is no longer necessary or useful to the Park District, and thus the Executive Director of the Park District is hereby authorized to direct the sale or disposal of the Surplus Property in the manner most appropriate to the Park District. The Surplus Property shall be sold or disposed of in “as is” condition.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this 15<sup>th</sup> day of December, 2022.

AYES:

NAYS:

ABSENT:

APPROVED this 15<sup>th</sup> day of December, 2022.

By: \_\_\_\_\_  
Kassie Porreca, Park Board President

ATTEST:

\_\_\_\_\_  
Chris Wollmuth, Secretary

(See Other Side)

DESCRIPTION OF SURPLUS PROPERTY

---

9	PC Towers
15	Laptops
1	Tablet
1	Single-stage Toro snow blower
1	Husqvarna chainsaw
1	Snow-way snow plow
2	Truck mounted salt spreaders
2	Vacuums



# **Executive Director's Report**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



## **Executive Director's Report**

***From the desk of Jan Arnold***

**Friday, December 9, 2022**

1. **Upcoming Board Meetings** – The Regular Board Meeting is scheduled for Thursday, December 15, 2022 at 7:30pm, at the Hedges Administrative Center. The Committee of the Whole Meeting is scheduled for Thursday, January 12, 2023 at 7:30pm, at the Hedges Administrative Center. The Regular Board Meeting is scheduled for Thursday, January 19, 2023 at 7:30pm, at the Hedges Administrative Center. At the end of my report, there are some events you may consider stopping by.
2. **Fall/Winter Program Guide** – The fall/winter brochure was delivered to homes on July 29<sup>th</sup>. Registrations were held on August 6<sup>th</sup> for residents and August 13<sup>th</sup> for non-residents. Programs began September 1<sup>st</sup>. Holiday program registration began Saturday, October 1<sup>st</sup> for residents. PDOP will send out postcards in early December to remind residents of programs beginning January 2, 2023.
3. **Community Recreation Center (CRC)** – Perkins and Will (Architects); Bulley and Andrews (Construction Manager). The CRC will be constructed as a net-zero energy facility. The facility will include two community rooms, a multi-purpose room, kids play zone, e-sports room, fitness room, fitness center, walking track, basketball/sport courts, and the office space for the Community Mental Health Board. Construction began March 21, 2022, and will be completed in the Spring of 2023. The project is 70% complete at this stage of construction. The electrician is on site installing rough-in piping as well as lighting boxes and outlets. HVAC ductwork is installed at all three ceiling locations, the outside fresh air DOAS unit is installed and is going through start up procedures. Solar panels are on site with crews working on install in the west lot and the rear awning. The west parking lot restoration work has been completed with some punch list repairs coming next spring. The street asphalt patching has been completed at all locations on Madison, Harvey and Highland. The fiber connection conduit from 218 Madison to the CRC was completed the first week of October under Madison Street. The East and West stairways are completed and the lobby's floating main stairway steel is installed with handrails. Interior framing of partitions is about 99% completed to this point and ceiling soffit work is ongoing. Drywall work is starting in some of the building, but taping will not start until late December when temporary heat is turned on. Metal panels arrived onsite September 26<sup>th</sup> and they are now completed. Roofers are on site with all roofing insulation and membrane work completed to date. They will finish up with the coping over the next two weeks. Glazing started on October 12<sup>th</sup> with frames and glass done on the south elevation. The exterior glazing materials have had a slight delay for some components, so the contractor has temped in all glazing areas to allow for work to continue inside the building. The basketball equipment has arrived and is currently being assembled in the gym and mounted to the ceiling. Site concrete flatwork and curbs is taking place throughout the site over the next few weeks. There is a shortage of cement in this part of the state and we are working through our pours with as much concrete as we can get every week in order to get everything poured. All submittals and RFI's are coming through with quick review, and the overall schedule is tracking as planned Safety reports are consistently positive and the site remains very clean with daily labor.
4. **CRC Tribute Pavers** – The Park Foundation has done a tremendous job to fundraise for the Community Recreation Center (CRC) and reached the 75% goal in September of 2021. Now that their campaign has gone public and the CRC has moved forward in the building process with a target date of March 2023, for completion, the Foundation is selling tribute pavers that will be placed at the entrance of the CRC. On July 6<sup>th</sup>, the first order was placed for pavers that will be installed in early October. Additional pavers can be added going forward. Currently 138 pavers totaling \$75,500 have been ordered.

5. **IAPD/IPRA Soaring to New Heights Conference** – The conference will run from January 26-28, 2022, at Hyatt Regency Chicago. Four of the five board members will be in attendance this year.
6. **228-230 Madison Parking Lot** –The Park District went out to bid on June 27<sup>th</sup> and received six bids on July 13<sup>th</sup>. The number received from the bids were twice of the amount budgeted which is a direct reflection of the rapid rising costs in the construction industry. Staff are evaluating pricing option for the required work.
7. **Community Service Awards** – The Community Service Award is awarded for recognition of ongoing support, outstanding contributions of time, money, services, volunteer work or the advancement of parks and recreation. Honorees might include a non-member employee, a group, an organization, an individual, an elected official, governing body, local business, church, or school district. Five awardees have been identified for the award this year and the ceremony will take place in February.
8. **Maple Park Master Plan** – The Maple Park Master Plan review will be held on Tuesday, December 13<sup>th</sup> via zoom. Chris Lindgren, Ann Marie and I will lead the conversation with residents.
9. **Outdoor Ice Rinks** – Staff plan to install the rink boards at Taylor Park and on the Longfellow Park tennis courts. The boards will be put up once below freezing temperatures are predicted and the liners will be installed and filled with water as soon as the weather is cold enough to sustain ice.
10. **Winter Parking:** With this being the first year of PDOP not having a staff parking lot at 218 Madison, we have reminded staff to follow the Villages odd/even parking for 2 or more inches of snow. Additionally, for Parks and Planning staff required to arrive early (4-6am) on snow removal days they will be allowed to park in the Village Hall parking lot on those days since they cannot park on the street per Village Ordinance until 6am.

**Calendar of Events**

December 10<sup>th</sup> – Sustainable Saturday, Austin Gardens, 10am

December 14<sup>th</sup> – Nature Center Nights, Austin Gardens, 6:30pm-8:30pm

**December 15<sup>th</sup> – Regular Board Meeting, Hedges Administrative Center, 7:30pm**

December 17<sup>th</sup> – The Nutcracker, Fenwick High School Auditorium, 7:00pm

**December 23<sup>rd</sup> – Holiday Open House at Cheney Mansion, 3pm-8pm**

**January 12, 2023 – Committee of the Whole Meeting, Hedges Administrative Center, 7:30pm**

**January 19, 2023 – Regular Board Meeting, Hedges Administrative Center, 7:30pm**

Please visit the PDOP Website for online activities and programming.





## Updates and Information

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



November 2022

## **ADMINISTRATION AND FINANCE**

### **Mitch Bowlin, Director of Finance**

- The District has received a Notice of State Award for the \$500,000 DCEO grant for CRC construction.
- Work has begun on the Fiscal Year 2022 Audit. The District has engaged Lauterbach & Amen for a new three-year contract under a different partner per Board request. Preliminary fieldwork is tentatively planned for January with final field work occurring the week of February 27, 2023. The final report will be delivered to the Board in June. As a reminder, the delay between field work and the final report is due to the District needing IMRF's completed audit report to finalize the GASB pension and OPEB statements.
- The tax levy, budget and appropriation ordinances, and abatement ordinances have been filed with Cook County.
- Pam Hughes retired from the District on December 1<sup>st</sup> after 27 years of service.
- The finance team is working to fill that vacant position with an accounting assistant. Phone interviews took place the last week of November, and first interviews are scheduled to begin December 6<sup>th</sup>.

### **Ann Marie Buczek, Communication and Community Engagement Manager**

- The Spring/Summer Program Guide is in production and will be delivered to residents the first weekend in March. Registration begins, Saturday, March 11<sup>th</sup>.
- A marketing plan was developed for the upcoming Boutique Wedding Event Expo at Pleasant Home aimed at building awareness of Pleasant Home as an event venue. Marketing support will focus on attracting visitors to the event.
- New artwork was developed to support the District's sustainability initiatives and will be featured on the landscape trailer this month. The artwork illustrates the solar panels on the roof of the trailer and charging capabilities of our landscape equipment.
- Completed design of Net Zero communication signage to highlight and educate visitors on our sustainability efforts and support the Illinois Clean Energy grant requirement.
- Secured \$22,550 in advertising and sponsorship dollars for opportunities throughout the district, including park banners, Program Guide advertising, event sponsors and ice rink dasher boards.
- Led a meeting with communications personnel from Oak Park Governmental partners to discuss collaborative communication efforts related to the Oak Park FYI newsletter.
- Conducted two focus groups aimed at understanding the effectiveness of digital communication efforts this year.

### **Scott Sekulich, Registration and Customer Support Manager**

- Scholarship used for 2022 for the month of November totaled \$1,794.98.
- 46 dog park memberships were purchased of which 14 were new first-time members.

**Paula Bickel, Director of Human Resources**

- Actively recruiting for a full-time Building Specialist.
- Hired a full-time Training and Innovation Manager – Malika Jones.
- Participated in DEI and Safety Action Committee Meeting.
- Attended Safety Round table meeting with other IPRA members.
- Joe Marrotta earned his instructor certification from the American Heart Association.
- Completed park report cards for north side parks.
- Attended the All-Staff meeting.
- Attended the Risk Management Institute, Safety Coordinator Role, COI and HELP Training with PDRMA.
- Removed all external AED's from the cabinets for the season.
- Conducted safety trainings through email, tailgate, and at the All-Staff meeting.
- Attended job fairs at Goodwill, Northeastern Illinois University, and Morton East High School.

**PARKS AND PLANNING****Chris Lindgren, Superintendent of Parks and Planning**

- Put up holiday lights at Cheney Mansion, Mills, Scoville & Taylor Parks.
- Planted 10 new trees.
- Replaced the blower motor at Dole Center.
- Fire Alarm inspection was completed.
- Repaired walk lights that were not working at Scoville Park.
- Cleaning bid took place.
- Began the process of emergency light replacement at 218 Madison.
- Installed lock out/tag boxes.

**HISTORIC PROPERTIES****Susan Crane, Historical Properties & Special Events Manager****Cheney Mansion**

- Rentals typically slow down in November comparatively. We still did have some private and corporate events booked through November. Participation in programs continues to be at or near capacity. Cooking classes and partnerships with local vendors are always popular and continue to develop future events like these.
- Future rentals continue to be strong with more interest from corporate organizations – albeit is little more last minute for early December which have been difficult to fill.
- Gearing up for a full month of Holiday events at Cheney for December. Spent Thanksgiving weekend and last week decorating the house. Staff did most of the decorating throughout.

**Pleasant Home**

- Pleasant Home hosted 3 corporate events in early November with great positive feedback.
- WTTW booked a 2-day film shoot at the end of November for a documentary to air later in 2023.
- The Pleasant Home Foundation hosted their annual Holiday Concert on Friday November 25<sup>th</sup> and Saturday November 26<sup>th</sup>. Turnout was good and decorations around the house were very festive.

**Special Events**

- We held the Pumpkin Smash at Barrie Park on Sunday November 6<sup>th</sup>. This was a reschedule due to weather on November 5<sup>th</sup>. It was a warm, sunny afternoon and we saw about 150 patrons toss their Halloween Pumpkins down Barrie Hill. The Village provided a composting bin and we collected just over 2.5 tons of pumpkins for composting!

**Patti Staley, Director of Horticulture and Conservatory Operations**

- The Conservatory welcomed 2,694 visitors during the month of November.
- Story time at the Conservatory was held every Wednesday with 35 participants.
- Toddler Exploration Time had 60 participants this month.
- Free virtual lecture on Paw Paw trees was held with 69 people registered.
- Four tours were held in the month of November.
- 2 rentals, 5 children's birthday parties were hosted in the month of November.
- Winter Greens Market began on November 18<sup>th</sup>.

**SPECIAL FACILITIES****Bill Hamilton, Superintendent of Special Facilities****Maintenance**

- Holiday lights are up at the RCRC and GRC.
- Pool winterization has been completed.
- Fall clean up has been completed at Rehm Pool.
- Staff stained west side fascia taking advantage of warm temperatures.

**Kayla Lindgren, Program & Operations Manager****Aquatics**

- Fall swim lessons are coming to an end on December 18<sup>th</sup>. This fall was the best year to date as far as staffing levels.
- We are hosting the first lifeguard swim test on December 18<sup>th</sup> to begin interviewing for Summer 2023.

**Ice Arena**

- Abby and Cathy are ramping up to run the Holiday Skating Expo on December 17<sup>th</sup>, to turn around and run our first synchronized skating competition, Harmonized Holidays, bright and early on December 18<sup>th</sup>.
- Public skate participation is beginning to pick up, we are looking to hire additional Skate Shop Attendants as well as Building Supervisors.
- Josh Gronwold will be ending his 6+ years with PDOP December 13<sup>th</sup>. Josh has worked as a lifeguard, swim instructor, aquatic facility coordinator and pool assistant manager prior to being full time with us.
- Ian Telleen will be promoted into the role of Facility Operations Supervisor on December 14<sup>th</sup>. Ian has worked his way from a skate shop attendant to concessions crew leader, building supervisor and facility coordinator.

**Customer Service**

- Customer Service is preparing for the busy season and is starting to get more gift card requests to be used as gifts.
- Room rentals and birthday parties are booking quickly and beginning to fill into 2023.

**Jamie Lapke, Program & Operations Manager****Gymnastics**

- On November 19<sup>th</sup> the USAG JO Girls competitive team participated in a practice competition at the GRC in preparation for the upcoming competitive season. Their first scheduled competition is the first weekend in December.
- Regular classes were not held on November 23-27. Preschool Playtime, Open Gym and Family Open Gyms were held during the Thanksgiving holiday. In total, 672 attended which was 144 more than last year. There were 30 minutes between groups so that cleaning could take place between each drop-in group by disinfecting mats and apparatus in the gym as well as the bathrooms.
- The GRC was closed on Thanksgiving.
- Winter 2023 registration began on Saturday November 19<sup>th</sup> with priority registration for current students staying in the same level, day and time. Starting Saturday November 26<sup>th</sup> students moving up to the next level based on either age or skill are being placed in their new classes where spots are available. Also, those staying in the same level for the winter session who have requested a change from their current class day and time are being moved.

**RECREATION****Joe Lilly, Program Manager****Afterschool/teens:**

- We are approaching the half way point of the school year for afterschool. Passport to adventure will take place over winter break with field trips back as a daily activity.
- We are preparing for the 2023-2024 school year, with priority registration opening next month and notifications being sent to parents this week.
- Video Game Club and D&D continue to be popular and our new Safe@Home class has been growing in popularity as well.

**Arts/Active Adults:**

- Active Adult memberships continue to increase.
- The dance performance of the nutcracker will take place on December 16<sup>th</sup>. We are expecting a full house.
- We recently ran two more 3D printing classes and laser cutting classes. Both filled with waitlists.

**Nature/Adventure:**

- We continue to run adventure trips, most recently going to a prescribed fire.
- We have hired a new nature instructor, Galena Fessler, and have more interviews this week.
- Early childhood nature programs have continued to grow in popularity.

**Preschool/Early Childhood**

- Indoor playground continues to make a strong comeback this year with an average of 12 families attending daily.
- Our second round of ASQ's provided by the Early Childhood Collaboration will begin taking place after winter break.
- We are currently looking to fill two teacher positions at Carroll PreK and Spanish Preschool.

**Camps:**

- Camp Jobs have been posted and we have begun the hiring process.
- We will be holding a group interview on January 4<sup>th</sup> for our first round of hiring for Summer 2023.

**Chad Drufke, Program Manager****Fitness/CRC**

- The fitness Black Friday sale generated \$3,110 in revenue. We offered a discounted 10 pack of classes as well as a discounted 2-month unlimited class membership.
- Fitness mind body only revenue has increased by 67% in 2022 over 2021.
- Annie Banuet was hired as the Youth Engagement Supervisor and started in late November. She will be in charge of designing, recruiting and maintaining teen advisors who will lead the afterschool program offerings from 3-6p on school days as well as serve as the point of contact for the CRC in the late afternoon and evenings.
- Staff is working on open gym schedule for the CRC. Ample time will be available for members to utilize the gyms.

**Sports/Martial Arts/Facility Attendants**

- Youth sports programming between in house and partnership currently has gone over 1 million dollars in revenue for 2022.
- The upcoming youth basketball league surpassed the expected number of participants by over 100. Total participants was 436 with 320 budgeted expected participants.
- The adult fall volleyball league wraps up in December with post-season play. The winter league will start in January.
- Year-end belt testing will take place for karate participants. All of their hard work throughout the year hopefully culminates in a higher belt ranking after testing.



## **Revenue/Expense Status Report**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Miriam Armstrong, Finance Manager

CC: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance

Date: December 9, 2022

Re: November 2022 Revenue Expense Report

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## Statement

Attached with this memo are the Revenue and Expense summary charts and reports. The 2022 Budget vs Actual chart shows total year-to-date (YTD) operating revenues, expenses, and net income compared to the YTD Budget. The Month Actual - 3 Year Comparison chart compares the month's actuals against the prior two-year monthly actuals for 2020, and 2021.

Operating revenue is approximately 9% under budget YTD primarily due to the second installment property tax bills not yet being delivered by Cook County. Excluding tax receipts, the remainder of the operating revenue lines are averaging 30% over YTD Budget. The County has now sent out 2022 second installment bills, with resident payment expected prior to the year end. The District anticipates FY2022 tax collections to still be on par with budget expectations but delivered later than anticipated. Staff have done multiple cash flow projections and are confident the District will remain solvent despite the delay. Intergovernmental Revenue, Miscellaneous Income and Sponsorships & Donations are all performing exceptionally strongly this year. Intergovernmental revenue is higher than budgeted due to Personal Property Replacement Taxes (PPRT) receipts surpassing the YTD budget primarily due to inflation. Program Revenue standouts are described below in the highlights. Sponsorships and Donations include a generous \$1.5m donation from the Parks Foundation.

Expenses are below budget in all categories except for utilities, the cost of which has increased significantly due to inflation. The main drivers for the utility expenses are electricity at Ridgeland and natural gas costs. The District amended its 2022 budget in August to reflect the faster than anticipated progress on the CRC. That amendment was filed with the county, and is reflected in these financial statements.

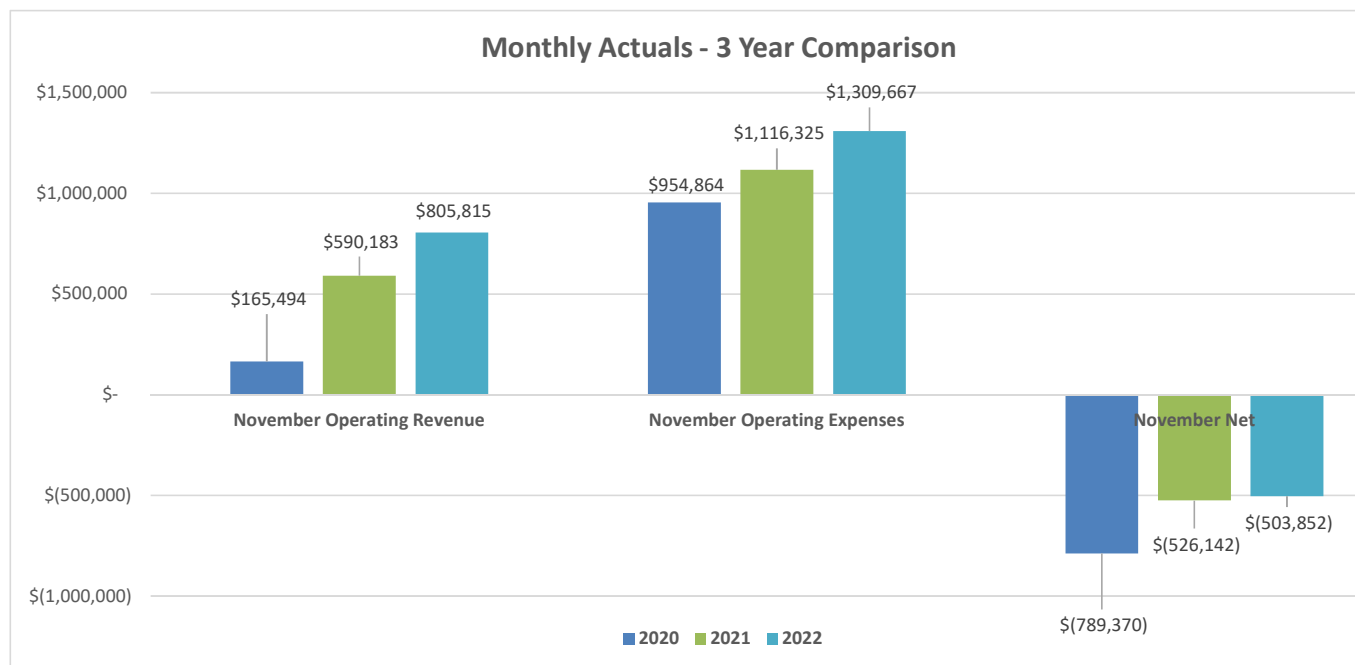
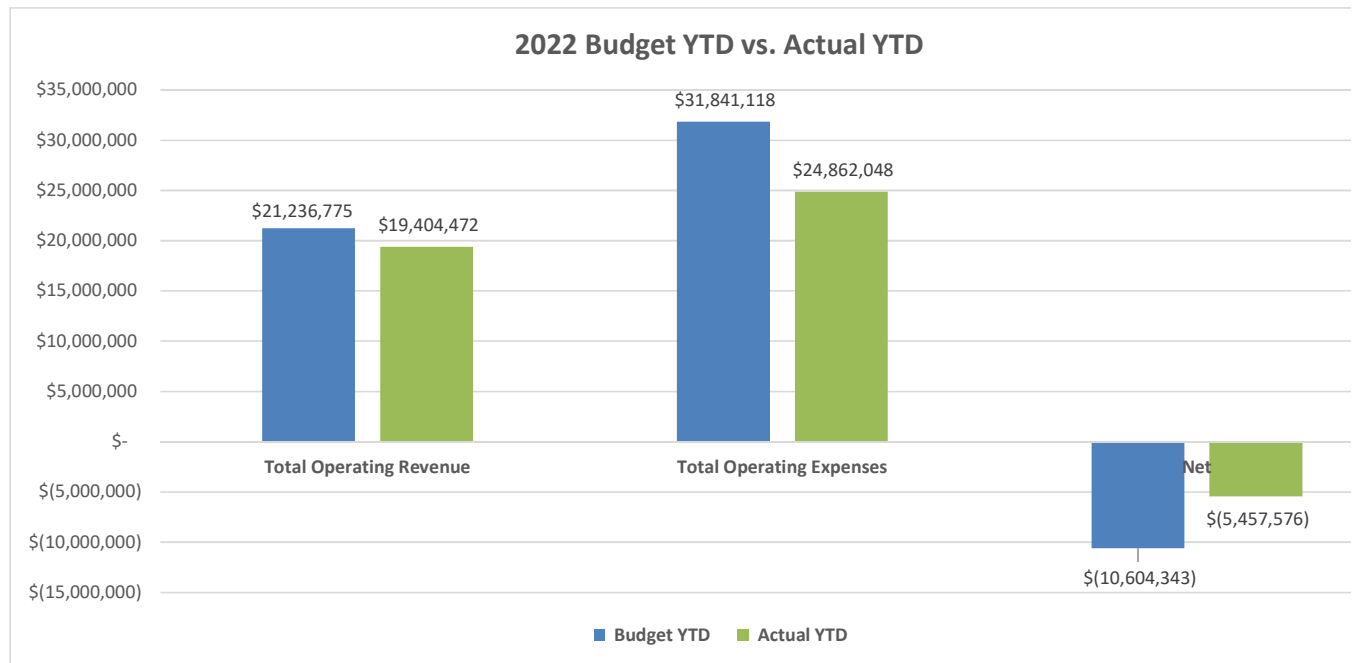
The November Revenue Expense Reports highlights include:

- The following departments and programs have performed better than budget through November:
  - Recreation: Martial Arts, Youth Sports Leagues, Youth Sports & Fitness, Adult Sports Programs, Adult Volleyball Leagues, Teen Classes, Community Special Events, Active Adults, Special Interest Programs, Performing Arts
  - Aquatics: Daily Swim Fees, Day Camp Usage Fees
  - Rink: Rat Time Hockey, Skating Passes, Daily Rink Fees, Ice Rink Birthday Parties, Skate Shop Sales, Learn to Skate, Youth Hockey, Learn to Skate, Adult Hockey, Rink Special Events
  - Gymnastics: Playtime Daily Fees and Passes, Open Gym Daily Fees and Passes, Birthday Parties, Recreational gymnastics, Gymnastic Fund Raising, Preschool gymnastics
- Health Insurance expense actuals are lower than budgeted due to vacant full-time roles being budgeted with the highest cost health insurance.

*Attached: November 2022 Expense/Revenue Report*



## Revenue and Expense Summary Charts - November 2022





<b>Net</b>	<b>\$</b>	<b>15,915</b>	<b>\$</b>	<b>15,915</b>	<b>\$</b>	<b>625</b>	<b>\$</b>	<b>261,641</b>	<b>\$</b>	<b>213,988</b>
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# November 2022 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

		November-22	Budget YTD	Actual YTD	Prior YTD
<b><u>Operating Funds</u></b>					
<b>Corporate Fund</b>					
<b>10-00- Administration</b>					
	Revenue	\$46,410	\$5,137,116	\$3,487,941	\$5,236,535
	Expense	(\$183,586)	(\$2,679,164)	(\$2,278,892)	(\$2,198,975)
	Net	(\$137,176)	\$2,457,952	\$1,209,048	\$3,037,560
<b>10-35- Conservatory</b>					
	Revenue	\$22,237	\$105,162	\$160,394	\$109,877
	Expense	(\$33,876)	(\$377,414)	(\$358,764)	(\$260,303)
	Net	(\$11,639)	(\$272,252)	(\$198,370)	(\$150,426)
<b>10-50- Parks and Planning</b>					
	Revenue	\$2,859	\$127,042	\$206,772	\$143,752
	Expense	(\$221,097)	(\$2,297,530)	(\$2,125,437)	(\$1,904,833)
	Net	(\$218,238)	(\$2,170,488)	(\$1,918,665)	(\$1,761,081)
<b>Total Corporate</b>					
	Revenue	\$71,506	\$5,369,321	\$3,855,107	\$5,490,164
	Expense	(\$438,559)	(\$5,354,109)	(\$4,763,094)	(\$4,364,111)
	Net	(\$367,053)	\$15,212	(\$907,986)	\$1,126,053
<b>IMRF Fund</b>					
<b>15-00-</b>					
	Revenue	\$0	\$202,666	\$109,492	\$99,380
	Expense	(\$20,692)	(\$255,747)	(\$239,832)	(\$262,226)
	Net	(\$20,692)	(\$53,081)	(\$130,340)	(\$162,845)
<b>Liability Fund</b>					
<b>16-00-</b>					
	Revenue	\$0	\$291,882	\$155,801	\$562,277
	Expense	(\$22,208)	(\$240,363)	(\$169,145)	(\$202,850)
	Net	(\$22,208)	\$51,519	(\$13,344)	\$359,428
<b>Audit Fund</b>					
<b>17-00-</b>					
	Revenue	\$0	\$21,795	\$11,775	\$21,087
	Expense	\$0	(\$20,660)	(\$20,660)	(\$19,900)
	Net	\$0	\$1,135	(\$8,885)	\$1,187
<b>Recreation Fund</b>					
<b>20-00- Administration</b>					
	Revenues	\$296	\$4,647,864	\$2,532,559	\$4,489,751
	Expense	(\$313,249)	(\$4,258,784)	(\$3,962,983)	(\$3,660,624)
	Net	(\$312,953)	\$389,080	(\$1,430,424)	\$829,126

# November 2022 Summarized Revenue Expense Report



## **PARK DISTRICT** of OAK PARK

	<b>November-22</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Prior YTD</b>
<b>20-05- Communications</b>				
Revenue	\$6,650	\$23,120	\$81,220	\$8,450
Expense	(\$28,480)	(\$428,601)	(\$381,094)	(\$310,138)
Net	(\$21,830)	(\$405,481)	(\$299,874)	(\$301,688)
<b>20-51- Customer Service</b>				
Revenues	\$0	\$0	\$0	\$0
Expense	(\$18,918)	(\$235,688)	(\$215,306)	(\$181,968)
Net	(\$18,918)	(\$235,688)	(\$215,306)	(\$181,968)
<b>20-25- Fitness</b>				
Revenue	\$11,929	\$177,017	\$218,836	\$140,537
Expense	(\$3,937)	(\$105,054)	(\$116,601)	(\$80,126)
Net	\$7,992	\$71,963	\$102,235	\$60,411
<b>20-26- Youth Athletics</b>				
Revenue	\$24,506	\$909,137	\$1,091,117	\$783,111
Expense	(\$12,606)	(\$489,850)	(\$569,173)	(\$392,364)
Net	\$11,900	\$419,287	\$521,944	\$390,747
<b>20-27- Adult Athletics</b>				
Revenue	\$1,418	\$127,158	\$129,848	\$97,351
Expense	(\$2,165)	(\$57,923)	(\$54,350)	(\$33,588)
Net	(\$747)	\$69,235	\$75,498	\$63,763
<b>20-29- Teens</b>				
Revenue	\$1,556	\$72,983	\$73,808	\$37,308
Expense	(\$1,332)	(\$39,101)	(\$36,265)	(\$11,562)
Net	\$224	\$33,882	\$37,543	\$25,746
<b>20-61- Community Programs</b>				
Revenue	\$136,986	\$1,606,174	\$1,687,564	\$1,121,626
Expense	(\$56,200)	(\$906,770)	(\$850,924)	(\$553,009)
Net	\$80,786	\$699,405	\$836,640	\$568,617
<b>20-62- Fine Arts</b>				
Revenue	\$8,481	\$584,524	\$688,053	\$528,276
Expense	(\$8,395)	(\$298,016)	(\$315,594)	(\$236,320)
Net	\$87	\$286,508	\$372,459	\$291,956

# November 2022 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

		November-22	Budget YTD	Actual YTD	Prior YTD
<b>20-63- Early Childhood</b>					
	Revenue	\$32,928	\$244,747	\$248,150	\$213,015
	Expense	(\$19,507)	(\$168,056)	(\$150,836)	(\$130,467)
	Net	\$13,421	\$76,691	\$97,314	\$82,548
<b>Total Recreation</b>					
	Revenue	\$224,750	\$8,392,725	\$6,751,154	\$7,419,425
	Expense	(\$464,787)	(\$6,987,843)	(\$6,653,126)	(\$5,590,167)
	Net	(\$240,037)	\$1,404,882	\$98,029	\$1,829,258
<b>Museum Fund</b>					
<b>21-00-</b>					
	Revenue	\$0	\$353,499	\$190,982	\$110,299
	Expense	(\$1,757)	(\$10,811)	(\$20,940)	(\$32,420)
	Net	(\$1,757)	\$342,688	\$170,042	\$77,879
<b>Special Recreation Fund</b>					
<b>22-00-</b>					
	Revenue	\$0	\$419,694	\$226,745	\$406,067
	Expense	(\$1,085)	(\$488,165)	(\$427,804)	(\$353,254)
	Net	(\$1,085)	(\$68,471)	(\$201,059)	\$52,812
<b>Special Facilities Fund</b>					
<b>25-00- Administration</b>					
	Revenue	\$471	\$0	\$13,359	\$13,550
	Expense	(\$31,782)	(\$346,633)	(\$352,901)	(\$239,971)
	Net	(\$31,311)	(\$346,633)	(\$339,542)	(\$226,420)
<b>25-19- Pools</b>					
	Revenue	\$4,341	\$984,666	\$1,001,346	\$856,409
	Expense	(\$7,011)	(\$481,578)	(\$466,867)	(\$425,817)
	Net	(\$2,670)	\$503,088	\$534,479	\$430,592
<b>25-20- Rink</b>					
	Revenue	\$74,626	\$945,380	\$1,107,005	\$843,593
	Expense	(\$21,910)	(\$371,525)	(\$300,573)	(\$224,997)
	Net	\$52,716	\$573,854	\$806,432	\$618,596

# November 2022 Summarized Revenue Expense Report



## **PARK DISTRICT of OAK PARK**

	<b>November-22</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Prior YTD</b>
<b>25-24- Gymnastics</b>				
Revenue	\$153,082	\$887,066	\$1,058,776	\$644,171
Expense	(\$46,376)	(\$676,996)	(\$559,929)	(\$445,445)
Net	\$106,706	\$210,070	\$498,847	\$198,726
<b>25-50- Maintenance</b>				
Revenue	\$330	\$3,071	\$11,768	\$3,682
Expense	(\$85,465)	(\$930,861)	(\$960,498)	(\$682,937)
Net	(\$85,135)	(\$927,790)	(\$948,729)	(\$679,255)
<b>Total Special Facilities</b>				
Revenue	\$232,850	\$2,820,183	\$3,192,254	\$2,361,405
Expense	(\$192,544)	(\$2,807,593)	(\$2,640,767)	(\$2,019,167)
Net	\$40,306	\$12,589	\$551,487	\$342,238
<b>Capital Projects Fund</b>				
<b>70-xx-</b>				
Revenue	\$258,003	\$3,012,451	\$4,553,253	\$6,400,119
Expense	(\$146,971)	(\$15,407,167)	(\$9,671,606)	(\$1,056,403)
Net	\$111,033	(\$12,394,716)	(\$5,118,353)	\$5,343,716
<b>Historic Properties Fund</b>				
<b>85-xx-</b>				
Revenue	\$18,706	\$352,560	\$357,756	\$285,246
Expense	(\$21,065)	(\$268,661)	(\$255,076)	(\$168,372)
Net	(\$2,359)	\$83,899	\$102,680	\$116,874
<b><u>Non-Operating Funds</u></b>				
<b>Health Insurance Fund</b>				
<b>50-00-</b>				
Revenue	\$96,096	\$1,141,091	\$1,057,430	\$954,693
Expense	(\$80,181)	(\$1,140,466)	(\$795,789)	(\$740,705)
Net	\$15,915	\$625	\$261,641	\$213,988



# **Memo**

## *Cleaning Contract Approval*

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Chris Lindgren, Superintendent of Parks & Planning

CC: Jan R. Arnold, Executive Director

Date: December 7, 2022

Re: Custodial Contract



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## Statement

The current contract for custodial cleaning of eleven of our buildings lapses at the end of December 2022. The Park District formulated specifications and went out to bid for a new janitorial three-year contract with an out after each year or based on performance.

## Discussion

On Friday, October 14, 2022, a public notice of the opportunity to bid on/for the custodial contract for eleven Park District of Oak Park Buildings was published in the Wednesday Journal. Contact was also made with several companies that have successfully bid on our work in the past.

This contract is split into three sections,

Section I	Andersen Center, Field Center, Stevenson Center, Dole Center, 218 Madison Administration
Section II	Barrie Center, Carroll Center, Fox Center, Longfellow Center, Austin Gardens Environmental Education Center
Section III	Conservatory

On November 3 & 4, the District held pre-bid walk-thru meetings at the Administrative offices and all facilities, with multiple companies represented at this meeting. All seven bids were read aloud in public at the Park District Administrative building on Friday, November 18, at 10:00 am. These bids came in relatively close other than one very high bid and our lowest bid was within our budgeted allowance for 2023. Staff have checked references on the lowest responsive and responsible bidder with positive results.

## Conclusion

The Administration and Finance Committee recommends the Board approve the Executive Director to sign a contract approval with Total Facility Maintenance out of Wood Dale, IL for a one-year contract of \$78,720 with the option to sign two more one-year deals for a total of three years.

*Attachment: Bid Results*



**PARK DISTRICT OF OAK PARK**  
**CUSTODIAL SERVICE BIDS / November 18th, 2022, 10:00am**

			1	2	3
Vendors			Bravo Services	MultiSystem Management	Chi-Town Cleaning Serv.
		Bid Bond	Yes	Yes	Yes
PG 3	Section I	A, S, FI, Dole, 218 Mad Per Year Total	91,104	8,850	36,774
	Section I	First Set Up Per Year Total	2,438	16,832	18,036
	Section I	Total	93,542	34,572	
PG 3	Section II	Fx, LF, B, C, AG Per Year Total	64,056	46,800	48,888
	Section II	First Set Up Per Year Total	2,724		
	Section II	Total	66,780	46,800	48,888
PG4	Section III	Conservatory Per Year Total	7452	2,080	2280
	Section III	First Set Up Per Year Total	325		2280
	Section III	Total	7,777	2,080	2,280
PG 4	Section IV	GRC Per Year Total			
	Section IV	First Set Up Per Year Total			
	Section IV	Total			
		Section Totals Summary			
		Section I			
		Section II			
		Section III			
		Section IV			
		Base Bid Total	162,612	83,452	87,942

**PARK DISTRICT OF OAK PARK**  
**CUSTODIAL SERVICE BIDS / November 18th, 2022, 10:00am**

			1	2	3
Vendors			Eco Clean Maint.	Crystal Maintenance	Vega Building Maint.
		Bid Bond	Yes	Yes	Yes
PG 3	Section I	A, S, FI, Dole, 218 Mad Per Year Total	44,640	42,120	41,952
	Section I	First Set Up Per Year Total	720	1,140	300
	Section I	Total	45,360	43,260	42,252
PG 3	Section II	Fx, LF, B, C, AG Per Year Total	27,000	35,400	39,744
	Section II	First Set Up Per Year Total	900	1,800	500
	Section II	Total	27,900	37,200	40,244
PG4	Section III	Conservatory Per Year Total	7,140	10,200	5,520
	Section III	First Set Up Per Year Total	240	240	100
	Section III	Total	7,380	10,440	5,620
PG 4	Section IV	GRC Per Year Total			
	Section IV	First Set Up Per Year Total			
	Section IV	Total			
		Section Totals Summary			
		Section I			
		Section II			
		Section III			
		Section IV			
		Base Bid Total	80,640	90,900.00	88,118



**PARK DISTRICT OF OAK PARK**  
**CUSTODIAL SERVICE BIDS / November 18th, 2022, 10:00am**

			1	2	3
Vendors			Total Facility Maint.		
		Bid Bond	Yes		
PG 3	Section I	A, S, FI, Dole, 218 Mad Per Year Total	36,060		
	Section I	First Set Up Per Year Total	2,700		
	Section I	Total	38,760		
PG 3	Section II	Fx, LF, B, C, AG Per Year Total	31,200		
	Section II	First Set Up Per Year Total	3,960		
	Section II	Total	35,160		
PG4	Section III	Conservatory Per Year Total	4,440		
	Section III	First Set Up Per Year Total	360		
	Section III	Total	4,800		
PG 4	Section IV	GRC Per Year Total			
	Section IV	First Set Up Per Year Total			
	Section IV	Total			
		Section Totals Summary			
		Section I			
		Section II			
		Section III			
		Section IV			
		Base Bid Total	78,720		



## **Memo**

### *Andersen Park Professional Services Contract Approval*

# Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee  
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: December 8, 2022

Re: Professional Architectural Services for Andersen Park

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## Statement

Acquired in 1916, the park is named after children's author Hans Christian Andersen and includes a center originally designed by John S. Van Bergen. The center has been significantly modified over the years. The site master plan for Andersen Park was completed in January 2006, and updated in 2014. Initial improvements were completed in September 2006. These improvements included: new playground equipment, splash pad, roll hill, walkways, drinking fountain, bicycle rack, security lighting, replacement fencing, woven willow dome, interpretive signage, landscaping, and decorative paved seating areas.

## Discussion

Planning Resources Inc. created the Andersen Park Master Plan in 2006 and revised it in 2014. Planning Resources, Inc. will provide the Landscape Architectural Services proposal including a subcontractor for the Civil Engineering scope items as related to the design by December 12.

The CIP did not have funding allocated in 2023 for the Andersen Park renovation, but with the recent ARPA fund allocation from the Village of Oak Park, staff are moving the park improvement up to 2023 per discussions with the community. The work will include playground, playground surface, shade structure seating/tables, nature play space, fitness equipment, rain gradient and a new northwest entrance for the park.

The proposal is for the preparation of landscape architectural and engineering construction documents, accompanying project details and specifications, bid and permit assistance, and site observation of the construction phase of the project, which will be bid in March as construction to begin in July, 2023. Final completion of the project improvements is anticipated by mid-November 2022.

## Conclusion

Staff will present the architectural landscape proposal and request authorization for Executive Director Arnold to engage in a design contract with Planning Resources, Inc.



# **Memo**

## *2022 Parks Report Card*



**PARK DISTRICT**  
of OAK PARK

# Memo

To: Board of Park Commissioners

From: Mitch Bowlin, Finance Director

CC: Jan Arnold, Executive Director

Date: December 8, 2022

Re: 2022 Park Report Card

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## Statement

In order to help the Park District advance its strategic initiative, “Quality Infrastructure Management,” a park evaluation tool was developed by staff. The Park Report Card is an effort to objectively measure the quality of park infrastructure and maintenance in order to ensure the highest level of service for the residents of Oak Park.

## Discussion

From July – November 2022, each Park District park was visited twice and individual features and areas within the parks were evaluated, including Paths & Sidewalks, Passive Greenspaces, Playgrounds, Bathrooms, Sitting Areas, Drinking Fountains, Athletic Spaces, and Parking Lots. The results have been analyzed at the overall park system level as well as the individual area level. Based on these evaluations and analysis, Park District of Oak Park parks received a system-wide score of 91 (A) in 2022, down from 93 in 2021. Staff also have incorporated equity metrics related to density, age, race, and income for each park to inform decision-making.

## Conclusion

Mitch Bowlin will present the 2022 Parks Report Card at the December Regular Board Meeting.