

# **BOLINGBROOK PARK DISTRICT OPERATIONS MANUAL TABLE OF CONTENTS**

## **SECTION 1 – PHILOSOPHY**

Mission Statement  
Goals of the Park District  
Programs and Services Statistical Information

## **SECTION 2 – PARK BOARD POLICIES**

Legislative Body  
The Constitutional Authority  
Provisions for the Suspension of Exceptions to the Policy  
Powers, Duties, Conduct and Ethics of the Board  
Administrative Procedure  
Defining Policies – Administrative Procedure  
Travel Reimbursement Policy – Ordinance 17-02

## **SECTION 3 – PARK BOARD POSITION DESCRIPTION AND POLICIES**

Annual Meeting  
Election of Officers  
Regular Meetings  
Special Meetings  
Notice of Meetings  
Open Meetings  
Quorum  
Electronic Attendance at Park Board Meetings  
Rules and Order of Business  
Compensation  
Board Appointments  
Interest in Contracts  
Legal Assistance – Indemnification  
Citizens' Guide to Addressing the Park Board  
Commissioner Education and Training – Commissioner Reimbursement Policy

## **SECTION 4 – FREEDOM OF INFORMATION ACT POLICY**

Description  
Immediately Available on Website  
How to submit FOIA Request  
What Happens after request is submitted  
Costs for duplication  
What happens if denied  
FOIA Request Form

## **SECTION 5 – FINANCIAL TRANSACTION POLICY**

Introduction  
Shift Financial Procedures for Registration Facilities  
Shift Cash Procedures for Point of Sale Facilities  
Cash Procedures for Facility Managers/Supervisors

## **SECTION 6 – INVESTMENTS, CASH RESERVE POLICY AND FUND BALANCE POLICY**

Policy  
Scope of Investment Policy  
Objective  
Standards of Care  
Safekeeping and Custody  
Investment Parameters  
Suitable and Authorized Investments  
Reporting Requirements  
Cash Reserve Policy  
Fund Balance Policy

## **SECTION 7 – PURCHASING AUTHORITY and PROMPT PAYMENT POLICY**

Purchasing  
Purchasing Authority  
Bidding Procedures  
Cooperative Use  
Prompt Payment Policy

## **SECTION 8 – BOND RATING POLICY**

Policy Description

## **SECTION 9 – DISCLOSURE POLICY**

Policy Description

## **SECTION 10 – GIFTS AND BEQUESTS POLICY**

Policy Description

## **SECTION 11 – IDENTITY THEFT POLICY**

Policy Description

## **SECTION 12 – INFORMATION SYSTEMS POLICY**

## **SECTION 13 – PROCESS OF EVALUATING CAPITAL IMPROVEMENT REQUESTS FROM AFFILIATE ORGANIZATIONS**

## **SECTION 14 – LAND/CASH DONATION GUIDELINES**

Donation Guidelines  
Supplemental Guidelines

## **SECTION 15 – PARK & OPEN SPACE CLASSIFICATIONS**

Neighborhood Parks  
Community Parks  
Linear Parks and Linkages (Greenways)  
Natural Area  
Special Use Areas

## **SECTION 16 – STORMWATER MANAGEMENT**

## **SECTION 17 – ENVIRONMENTAL POSITION STATEMENT**

## **SECTION 18 – DISTRICT-WIDE CODE OF CONDUCT / FACILITIES CODE OF CONDUCT**

Definitions  
Prohibited Activities  
Penalties  
Program Behavior Management  
Information Security Policy  
Abused and Neglected Child Reporting Act  
Bolingbrook Park District Wheelchair and Other Power Driven Mobility Device Policy  
Bolingbrook Park District Service Animal Policy

## **SECTION 19 – CONDUCT IN PUBLIC PARKS and SOCCER GOAL SAFETY POLICY**

Definitions  
Hours of Operation, Closed Areas  
Prohibited Activities  
Parental Responsibilities & Legal Notices  
Vehicles  
Loading Permit  
Abandoned Vehicles  
Vehicles – Impounding of, Liability of Registered Owner and Tickets  
Penalty  
Lightning Detection

### **Soccer Goal Safety Policy**

Definitions  
Moving and securing moveable soccer goals  
Routine inspections  
Removal  
Guidelines for securing

## **SECTION 20 – CONDUCT IN NATURAL AREAS**

Definitions  
Prohibited Activities  
Penalties

## **SECTION 21 – FACILITY USE AND SCHEDULING**

Permit and Application Process  
Partner Organizations  
Terms and Conditions  
Smoke Free Environment

## **SECTION 22 – FEES & CHARGES**

Philosophy  
Cost Recovery  
Resident ID and FEE  
Enterprise Funds  
Enterprise Philosophy

## **SECTION 23 – PROGRAM PARTICIPATION**

Philosophy  
Program Registration  
Liability Waiver  
Americans with Disabilities Act / Inclusion Compliance  
Administrative Procedure for Participation Grievances  
Financial Assistance Program  
Financial Assistance Application

## **SECTION 24 – CUSTOMER SERVICE AND SATISFACTION GUARANTEE**

Customer Service Statement  
Citizen and Customer Input  
Satisfaction Guaranteed

## **SECTION 25 – RECREATION CENTER OPERATIONS**

Statement of Definition  
Recreation Center Operation  
Holiday Hours  
Child Care Service  
Indoor Playground

## **SECTION 26 – AQUATIC OPERATIONS**

Philosophy  
Hours of Operation  
Holidays  
Fees  
Refunds  
Party Rental Information  
Scheduling Priorities  
Food at Pelican Harbor  
Code of Conduct  
Decreased Attendance

## **SECTION 27 – LIFESTYLES FITNESS CENTER**

Roles and Responsibilities  
Hours of operation  
Holidays  
Code of Conduct  
Facility/Participant Safety  
Membership  
Personal Training  
Group Fitness

## **SECTION 28 – BOUGHTON RIDGE GOLF COURSE AND ASHBURY'S**

### **BRGC**

Statement of Purpose  
Golf Course Yardage  
Golf Fees  
Refunds and Rain Checks  
Golf Equipment Rental  
Starting Times  
Leagues  
Special Group Outings  
Golf Lessons  
Golf Shop Services  
Trespassing  
Golf Course Hours  
Marquee Policy  
Code of Conduct

### **Ashbury's**

Statement of Purpose  
Ashbury's Hours  
Ashbury's Holiday Hours  
Room Rental Policy and Procedure  
Ashbury's Code of Conduct  
Food and Beverage General Safety Procedures  
Alcohol Serving Policy

## **SECTION 29 – HIDDEN LAKES HISTORIC TROUT FARM**

Statement of Purpose  
Hours  
General Regulations  
Local Permits  
One Day Permits  
Special Site Regulations

## **SECTION 30 – HIDDEN OAKS NATURE CENTER**

Mission  
Statement of Purpose  
Hidden Oaks Nature Center Operation  
Holidays  
Facility Use  
Scheduling Priorities  
Free Use & Application  
Smoke Free Environment

## **SECTION 31 – CRISIS COMMUNICATION AND MEDIA RELATIONS**

Crisis Team Members  
Agency Spokespersons  
What is a Crisis?  
Media Crisis plan Purpose  
Initial Action  
Phone Tree  
Secondary Action  
Phone Log  
Responsibilities  
When Dealing with the News Media

On Talking with the Media  
Media Log  
Crisis Team Fact Sheet

## **SECTION 32 – SAFETY PROGRAM AND POLICIES**

Purpose  
Concept  
Staff Responsibilities  
Enforcement of Standards  
BPD Physical Fitness Facility Medical Emergency Plan  
Incident / Accident Reporting Procedures

## **SECTION 33 – BPD EMERGENCY OPERATIONS MANAGEMENT PLAN**

Policy Statement  
Crisis Management Team  
Activation of Crisis Management Team / Duties  
Emergency Phone List  
Crisis Communication  
Crisis Communication-Fact Sheet  
Crisis Communication-District Spokesperson  
Crisis Communications Procedure  
Media Relations Plan  
Media Log  
Post Incident Management Plan  
Park District Safety Program and Physical Fitness Facility Medical Plan  
Calling Police or Paramedics  
Managing Medical Emergencies  
Accident/Incident Reporting Procedures  
Minor First Aid Procedures  
Serious Medical Emergencies  
AED Procedures/Information  
Employee Injuries  
Managing Bodily Fluid Spills/Communicable Diseases  
Drowning  
Death  
Safe Haven Procedures  
Staff Responsibilities-Hard Lockdown  
Staff Responsibilities-Soft Lockdown  
Missing Child “Code Adam”  
Fire  
Fire Evacuation Procedure  
Power Outage  
Facility Closure (Power Outage)  
Computer Network Outages (Phones/Servers/Email)  
Elevator Malfunction  
Armed Robbery  
Burglary  
Vandalism and Arson  
Bomb Threat  
Hostage Situation  
Patrons under the influence of Drugs/Alcohol  
Lewd and Obscene Behavior  
Disturbance/Demonstration  
Natural Disasters

Homeland Security Threat Levels  
Mail Handling and Suspicious Packages  
Hazardous Material Release  
Video Surveillance System  
Training and Drills

- EAP – Bolingbrook Recreation and Aquatic Complex
- EAP – Annerino Community Center
- EAP - Pelican Harbor Aquatic Park
- EAP - Ashbury's and Boughton Ridge Golf Course
- EAP - Hidden Oaks Nature Center and Hidden Lakes Historic Trout Farm
- EAP – Buildings and Grounds Facility

## **SECTION 34 – BPD DISASTER RECOVERY PLAN**

## **SECTION 35 – BPD VOLUNTEERS**

Description  
Requirements  
Volunteer Application  
Volunteer Waiver Form  
Volunteer Handbook

# **SECTION 1**

## **PHILOSOPHY**

### **A. MISSION STATEMENT:**

To provide world class park and recreation services in a fiscally responsible manner to enhance the community's quality of life.

### **B. VISION STATEMENT:**

We strive for excellence through leadership, innovation, adaptability, efficiency, trust, and world class service.

### **C. GOALS:** Statements of target we need to meet to achieve the Vision of Bolingbrook Park District

- To provide recreational opportunities, facilities, parks, and natural areas to meet the needs of our community.
- To make every attempt to satisfy our customers.
- To provide the best park and recreation value while utilizing financial resources effectively.
- To establish cooperative relationships to expand recreational opportunities and preserve open space.
- To strive for 24 Hour response time.
- To make the right decisions for the right reasons.

### **D. PROGRAMS AND SERVICES STATISTICAL INFORMATION**

In order to ensure that Bolingbrook Park District is fulfilling its Mission, Vision, and Goals for programs and services, staff will maintain seasonal and annual participation reports, as well as program evaluations on a seasonal basis. Additionally, it is the District's philosophy to conduct a community wide survey every three years to gauge a percentage of feedback from the community on parks, programs, and services.



## **SECTION 2**

### **PARK BOARD POLICIES**

#### **A. LEGISLATIVE BODY**

The legislative and governing body of the Park District shall consist of five (5) Commissioners elected by the legal voters of the Park District. They shall take the oath of office, if qualified. Commissioners have the powers and perform the duties stated in Illinois statutes.

#### **B. THE CONSTITUTIONAL AUTHORITY**

A park district is a municipal corporation created by state authority for the purpose of acquiring, maintaining, and operating the parks, facilities, and activities therein. It is an agency through which, in part; the people of the state carry on government. It is not purely local in function, for the Courts have held that the park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the District. [*Quinn vs. Irving Park District*, 207 Ill. App. 499 (1917)].

A park district is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted it by the legislature, or as necessarily implied to give effect to the powers specifically granted.

The local Park Board not only accepts mandatory state law, but also determines the degree of acceptance of permissive legislation. It makes its own rules within the framework of its delegated powers and is subject only to the will of the people and the state park district authority as provided by law. It is empowered to exercise the delegated authority it deems essential to be a successful operation of the parks and recreation program. The Park Board of the Bolingbrook Park District is considered the local legislative body to which is entrusted, by law, the responsibility for planning, executing, and appraising the District's park and recreational program.

#### **C. DEFINING POLICIES AND ADMINISTRATIVE PROCEDURES**

It is the duty of the Park Board to approve basic policy for the planning, acquisition, operation, control, maintenance, and improvement of present and future park and recreational facilities and activities within the Park District.

The Board of Park Commissioners recognizes the need for a document that contains the Board policies and administrative procedure that facilitate the operation of the District on a day-to-day basis. The "Bolingbrook Park District Comprehensive Policies & Procedures Manual" and the "Personnel Policy Manual" shall be updated and approved by the Board when amended and every two years.

A policy is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Bolingbrook Park District Board of Park Commissioners. Policy reflects value judgments on issues related to the purposes of the park and recreation system and provides guidelines for the operation of the District and thus give positive direction to the Director and staff in the discharge of their duties.

A policy must be formulated and approved by the Board. Policy statements can take the form of guidelines for the discretionary action of those to whom it delegates authority.

These guidelines for discretionary action shall constitute the policies governing the operation of the Park District. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the method by which the Board of Park Commissioners shall exercise its leadership in overseeing the operation of the Park District.

The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Park Commissioners shall exercise its control over the operation of the Park District.

The formal adoption of policies shall be recorded in the minutes of the meetings of the Board of Park Commissioners. Only those written statements so adopted and so recorded shall be regarded as official policy. Implied Board policy may be developed from Board meeting minutes and proceeding, although not officially adopted as policy per se

Any Board policy may be changed or additions made thereto by a majority vote of the Board at any regularly or specially called meeting of the Board. It is preferable that any major changes should be submitted to the Board for review a minimum of two weeks prior to vote.

#### **D. POWERS, DUTIES, CONDUCT & ETHICS OF THE BOARD**

The duty of the Board is to formulate and approve the basic policy for the operation, control, improvement, and planning, future and present, of the park and recreation facilities and activities within the Park District. Specifically included in the above are the following:

1. To select an Executive Director as its chief administrative officer and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs, and services.
2. To reserve the right of refusal of the Executive Director's hiring of a Deputy Director if that position is created.
3. To provide for the levy of taxes in order that funds may be available for the beautification and maintenance of the parks and operation of the recreation facilities, programs, and services. To levy monies for bond and interest, Illinois Municipal Retirement Fund, insurance premiums for liabilities, audit expenses, police protection and other special needs as allowed by the Illinois Park District Code.
4. To adopt and control a park and recreation budget to meet the community's desire for cost, quality, and the best possible facilities, programs and services.
5. To develop policies in accordance with the law which will satisfy the needs of the community and the wishes of the people, and to approve means whereby the policies may be efficiently executed.
6. To appraise and evaluate continuously the effect of its policies and their efficiency. To assume responsibility for keeping the residents of the Park District informed concerning the purposes, achievements, requirements, and financial condition of their parks, recreational facilities, and programs.
7. To study improved park and recreational facilities and practices and to assist in presenting pertinent and up-to-date information to the citizens of the Park District.
8. While discharging their responsibilities through official actions of the Board as a whole, Board members may be considered to be discharging their responsibility pursuant to the Park District Code (70 ILCS 1205/1 et seq). In the discharge of their duties, Park Board members act as a Board and not as individuals. The individual has no more authority of park and recreation policies or park and recreation personnel than any other citizen. He/she has no legal or moral right to speak for the Park Board, unless specifically authorized to do so by actions of the Board.
9. Park Board Commissioners should avoid making any promises in advance of a meeting relative to their vote on any proposition, which is to be considered. Also considered improper, ill advised and unethical are pronouncements and public conjectures about Park Board matters not yet decided by the Board when made outside of official Board meetings.
10. Park Board Commissioners represent all the people of the Park District and therefore should avoid partisanship based on special interests.
11. Park Board Commissioners should make decisions involving the welfare of the community based on study and evidence rather than feelings, prejudices, personal opinions or other similar factors.
12. Park Board Commissioners should accept the principle of Board unity and the subordination of personal interests by accepting and supporting majority decisions of the Board and identifying themselves with Board policies and actions.
13. Park Board Commissioners should not interfere in the details of the work of the Executive Director and his/her staff. Commissioners should respect the Board's commitment to work through its chief administrative officer.
14. Park Board Commissioners shall not exert influence upon staff for any political purpose or beliefs and shall not seek support or help through threats or promises during elections, and shall comply with all applicable statutes, including the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.

15. Board members will, from time to time, be engaged in closed session discussion of privileged information as permitted by the Illinois Open Meetings Act. Such discussion is not appropriate for dissemination to parties outside of the closed session. Park Board Commissioners shall respect their duty to keep such discussion private until the Board formally determines the need for privacy is no longer necessary.

## **E. ADMINISTRATIVE PROCEDURE**

Administrative Procedure is any plan or course of action formulated, developed and implemented by the Park District staff to facilitate day-to-day Park District operations within the approved policies of the District

Administrative Procedures directly guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy.

The Executive Director shall have the responsibility of specifying the action required and designing the detailed arrangements under which the Park District will be operated. These detailed arrangements and specific actions shall constitute the Administrative Procedures governing the day-to-day operation of the Park District. They must, in every respect, be consistent with the policies formulated and adopted by the Board.

Specifically included in the above are the following:

- a. Administer policy
- b. Exercise budgetary control and establish fiscal administration consistent with the best interest of taxpayers.
- c. Provide quality programs.
- d. Provide well-managed facilities.
- e. Provide for adequate open space throughout the Park District.
- f. Provide administrative guidance.
- g. Enforce Illinois statutes within boundaries of jurisdiction as established by the Illinois Compiled Statutes.
- h. Promote cooperation between agencies to solve mutual problems affecting the community.
- i. Share facilities and services with other agencies or associations when possible to achieve the most effective use of the taxpayer's dollar.
- j. Act as court of last resort for employee grievances.
- k. Employ and retain the most qualified available staff.
- l. Maintain complete records and publish ordinances and resolutions.
- m. Represent the Park District to community organizations to insure adequate communication both internally and externally.
- n. Participate in exchange of ideas within the Park District.
- o. Delegate responsibility for maintenance of an efficient Park District.

## **SECTION 3**

### **PARK BOARD POSITION DESCRIPTION AND POLICIES**

#### **A. ANNUAL MEETING**

The annual meeting of the Park Board shall be the first regular meeting date in May.

#### **B. ELECTION OF OFFICERS**

The Board shall, at its annual meeting proceed to the election of a president and vice-president. The secretary and treasurer may be elected from among the members of the Board or appointed by the members of the Board. The term of office in each case shall begin upon their election and qualification and shall continue for one year or until their successors are respectively elected and qualified.

##### **President (2 Year Term)**

The President shall be elected from among the members of the Board of Park Commissioners by the members of the Board. It shall be the duty of the President to preside at all meetings of the Board, and to perform such other duties as usually pertain to his/her office, as required by law, or as may be enjoined upon him by the Board. The President shall serve as the official spokesperson for the Board.

##### **Vice President (Minimum one year term)**

The Vice President shall be elected from among the members of the Board of Park Commissioners by the members of the Board. During the absence of the president, it shall be the duty of the Vice President to preside at the meetings of the Board and to perform such duties as pertain to that office.

##### **Secretary (Minimum one year term)**

It shall be the duty of the Secretary to cause to be kept an accurate record of all official proceedings of the Board; to prepare and publish or cause same to be done for reports as are required by law; to cause to be maintained a correct and up to date copy, in approved form, of the rules and regulations of the Board; to cause to have the proceedings of the Board meetings filed in the Park District office as soon as practicable.

##### **Treasurer (Minimum one year term)**

It shall be the duty of the Treasurer to ensure:

- The receipt and recording of all monies belonging to the Park District.
- The keeping of true and accurate accounts of all monies received and paid out in the prescribed method.
- The settlement, through audit, of all accounts once each year, unless the Board authorizes a special audit.
- The day to day financial management of the District is a staff responsibility; a function of the Superintendent of Business and Finance position with support from Director of Business and Technology and the Executive Director.
- The Treasurer may be one of the signatures, two required, on all monies authorized to be paid by the Board.

The Treasurer, Secretary, Executive Director, Director of Business and Technology, and the Superintendent of Business and Finance shall be bonded in amounts designated by the Board. The Park District, by obtaining insurance coverage, shall cause the Park Commissioners to be indemnified therein.

##### **OATH**

All officers of the Park District shall, before entering upon the duties of their respective offices, take and subscribe the following oath or affirmation:

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Commissioner of the Bolingbrook Park District to the best of my ability.

Which oath or affirmation so subscribed shall be filed in the office of the secretary.


### **C. REGULAR MEETINGS**

Regular meetings of the Park Commissioners shall be held on the third Thursday of each month at 7:00 pm at the Annerino Community Center, 201 Recreation Drive, Bolingbrook, Illinois. Regular meeting dates may be changed by decision of the Board. In case such meeting shall fall on a legal holiday, then the meeting shall be held the following Thursday after such legal holiday, unless changed by the Board to another date. All meetings held by the Board must comply with the Open Meetings Act, 5 ILCS 120/ 1 et seq.

### **D. SPECIAL MEETINGS**

Special meetings may be held at any time on call of the president or any two or more Park Commissioners. Such calls shall be presented to the Board Secretary who shall cause notice and copy of the agenda to be served upon the Park Commissioners in person, by phone, by mail, or by electronic means.. All meetings held by the Board must comply with the Open Meetings Act, 5 ILCS 120/ 1 et seq.

### **E. NOTICE OF MEETINGS**

- The Board Secretary shall, before the beginning of a calendar or fiscal year, cause to be posted at the Park District administrative center and the District's website a schedule of all the regular meetings of the Park Commissioners, or committees. The Board Secretary shall also cause to be posted a regular meeting agenda at the administrative center and at the location of the meeting, and on the District's website at least 48 hours before said meeting. 
- The Board Secretary shall cause the notice and agenda of any special meeting to be posted at least 48 hours before said meeting. Posting methods are the same as for regular Board Meetings.
- Notice shall be sent to news media when requested as required by law.
- Notice of an emergency meeting shall be given as soon as practical but in any event prior to the holding of such meeting, to any news medium, which has filed an annual request for notice.

### **F. OPEN MEETINGS**

In accord with the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.) three commissioners who meet for the purpose of discussing park business is a meeting. Three commissioners constitutes a quorum and the affirmative vote of three commissioners is necessary for any motion, resolution, or ordinance, unless a greater number is otherwise required by law. Meetings of every kind and nature shall be open to the public except where specifically exempted by statute. A meeting may be open to the public and then closed to the public for the purpose of considering matters specifically allowed to be considered at a closed meeting by statute. Final action on all matters considered at a closed meeting must be made at an open meeting.

Meetings may be closed to the public pursuant to the Open Meetings Act to consider certain subjects, including, but not limited to:

- (1) The employment, discipline, or performance of specific employees.
- (2) Collective negotiating matters.
- (5) The purchase or lease of real property.
- (6) The setting of a price for sale or lease of property.
- (11) Pending or probable litigation.
- (21) Approval or semi-annual review of closed meeting minutes.

The motion to close a meeting to the public shall state the purpose for the closure and reference the appropriate section of the Open Meetings Act authorizing such closure.

## **G. QUORUM**

Three members of the Board of Commissioners shall constitute a quorum.

## **H. ELECTRONIC ATTENDANCE AT PARK BOARD MEETINGS**

- If a quorum of the members of the Board is physically present as required by Section 2.01 of the Open Meetings Act (5 ILCS 120/2.01), the Board may allow a physically absent Park Commissioner to attend the meeting by other means if the Park Commissioner is prevented from physically attending because of: (a) personal illness or disability; (b) employment purposes or the business of the public body; or (c) a family or other emergency; provided, no Park Commissioner may attend a Board meeting by other means more than twice in any calendar year.
- "Other means," as used in these regulations, shall mean by video or audio conference.
- If a Park Commissioner wishes to attend a meeting by other means, the Park Commissioner must notify the recording secretary of the Park District before the meeting unless advance notice is impractical.
- Park Commissioners may participate by other means at either an open meeting or a closed meeting of the Board.
- Written minutes of all Board meetings, whether open or closed, shall include whether the Park Commissioners were physically present or present by means of audio or video conference.
- As the first item of business, the Park Commissioners who are physically in attendance at a Park Board meeting shall determine, by majority vote, whether a Park Commissioner who is not physically in attendance may participate in that meeting by other means.

## **I. RULES AND ORDER OF BUSINESS**

Rules, policies and practices adopted by ordinance of the Board, unless in direct conflict with statute, shall govern the administration of the Park District. The Board may, however, at any time by motion, resolution, ordinance, or by its action change any rule, policy or practice.

The following rules of order for conduct of Park District business by the Bolingbrook Park District are hereby adopted:

### **Rule 1 – Packet Delivery**

Agenda and Information - Said materials shall be available no later than forty-eight (48) hours before Board meeting.

### **Rule 2 – President Chairs Meeting**

The president shall, if present, take the chair at the hour appointed for the meeting of the Board; if he/she is not present, the vice president shall act; if he/she is not present, then the Park Commissioners shall elect a chairperson from among themselves who are present who shall act in his/her stead. Such chairperson shall be designated President-ProTem and shall acquire all the duties and responsibilities of the President until such time as the President resumes his/her duties.

**Rule 3 – President Preserves Order**

The president shall preserve order and decorum. He may speak to points of order in preference to any member and shall decide points of order subject to an appeal of the Park Commissioners by any two (2) members; on which appeal no member shall speak more than once unless by leave of the Board.

**Rule 4 – Questions Stated by President**

Every question shall be distinctly stated by the president before it is open for debate. Every motion shall be reduced to writing if the president or any member shall so demand.

**Rule 5 – President May Call on Others to Chair**

The president may call on any member to perform the duties of chairperson; no such substitution, however, shall extend beyond the adjournment of the particular meeting.

**Rule 6 – Speaking Title**

Every member previous to speaking to any question shall audibly address the presiding officer as "Mr/Ms President." Such member shall not, however, speak further until he is recognized and named.

**Rule 7 – Ordinance Number Read**

Every ordinance number and title shall be read before the same shall be passed.

**Rule 8 – Passage Requires Majority**

The passage of all ordinances for whatever purpose and of any resolution or motion (1) to create any liability against the Park District, or (2) for the expenditure or appropriation of its money, shall require the concurrence of a majority of members present. The yeas and nays shall be taken upon the question of the passage of the designated ordinances, resolutions, or motions and recorded in the minutes of the Park District. Likewise the yea's and nay's shall be taken upon the passage of any other resolution or motion at the request of any Park Commissioner, and shall be recorded in the minutes, and a majority of a quorum present shall pass any said other resolution or motion.

**Rule 9 – Board Votes**

Every member present when a vote is taken shall vote unless excused in advance of the roll call of the voting on the issue by the Park Commissioners. The vote of a member, who has not been excused from voting, who passes or refuses to vote shall be considered to have voted with the prevailing side.

**Rule 10 – Committee Appointments**

All standing committees shall consist of one or more members at the discretion of the president and shall be appointed by the president. Committee meetings, except for those exempted by the "Open Meetings Act" shall be open to the public.

**Rule 11 – Committee Appointments**

The president shall be ex-officio member of all committees. The standing committees to be appointed annually shall be as follows:

1. Administration and Personnel
2. Finance and Technology
3. Buildings, Grounds, and Natural Resources
4. Recreation and Facilities
5. Special Recreation, Marketing, Golf

**Rule 12 – Special Committees**

Special committees may be appointed by the President for the consideration of any particular question or matter.

**Rule 13 – Discharge of Committees**

On the acceptance of a final report from a special committee, such committee shall stand discharged without vote unless it be otherwise ordered. All reports made by committees or officers of the Park District, all resolutions adopted, all ordinances as presented and passed, all communications, petitions and the like received, and, generally, all papers presented to be acted on shall be filed and carefully preserved by the secretary.

**Rule 14 – Addressing the President**

No person shall be permitted to address the president or the Board without the consent of the president. Any person, except a member of the Board, may be ejected from the meeting upon motion passed by a majority of the Board present.

**Rule 15 – Order of Board Agenda**

The order of business of this Board shall be as follows:

- Call to Order, Roll Call, Pledge of Allegiance
- Approval of Agenda
- Approval of Minutes
- Correspondence from the Public
- Communication from the Public
- Attorney's Report
- Director's Report
- Treasurer's Report
  - Approval of Disbursements
- Committee Reports Update for new committee structure
  - Administration and Personnel
  - Finance and Technology
  - Buildings, Grounds, and Natural Resources
  - Recreation and Facilities
  - Special Recreation, Marketing, Golf
- Unfinished Business
- Communication from the Public
- New Business
- Announcements
- Closed Session
- Adjournment

**Rule 16 – President Consent of Reading Information**

No member of the Board shall read for insertion in the record, any prepared statement or quote from any letter, text, book, or document without the consent of the President unless said statement is part of an ordinance, resolution or contract when under consideration for adoption or approval. Members may during discussion and before a vote, orally state their reasons for or against their vote, which statement shall be condensed by the secretary and be a part of the record.

**Rule 17**

The President shall decide all questions of order and, in all cases not covered by these rules, or where they are not applicable, refer to Parliamentary Law as laid down in "Robert's Rules of Order," as revised and now used.

**Rule 18**

When a question is before the Board, no motions shall be in order but to adjourn; lay on the table; previous questions; positions postpone indefinitely; postpone to a certain time; to commit; and amend. These motions shall be privileged and have precedence in the order named.

**Rule 19**

Postponement of Action – Final action on any new matter of business not specified on the agenda as New Business shall be postponed until the next regular Board meeting.

**Rule 20**

Suspension of Rules - To suspend a rule or to change the order of business, a majority vote of the members of the Board present shall be required.

**J. COMPENSATION**

Members of the Board shall not receive any monetary compensation for their service to the District. Reasonable reimbursement for expenses incurred in relation to the exercise of official duties is permissible. Commissioners receive no other benefits for their role as Commissioner. This includes recreation programs, fitness, aquatics, golf, fishing memberships.



## **K. BOARD APPOINTMENTS**

- The Board may appoint or employ such engineers, architects, attorneys, clerks and other consultants, as may from time to time be required and shall define and prescribe the respective duties and compensations. Unless otherwise provided in the Code, all appointees may from time to time be suspended or removed from office by the Board.
- The attorney shall be the advisor of the Board in legal matters. The attorney shall attend all Park Board meetings and those other as authorized by the Board.

## **L. INTEREST IN CONTRACTS**

- No Board member, officers, or employees of the Park District shall be directly or indirectly in any way peculiarly interested in any contract or work for the District of any kind whatsoever. Compliance with 720 ILCS 5/33E-1 et seq (Interference with Public contacting and 50 ILCS 105/ 1 et seq (Public Officials Prohibited Activities Act) is extremely important because public officials who violate the Acts can be subject to criminal penalties.
- The Act prohibits any public official from opening a sealed bid at a time or place other than as specified in the invitation to bid.
- The Act prohibits public officials from colluding with prospective bidders by either revealing others' bids or disclosing to an interested person any bidder's responsiveness to a request for bids, unless within the exception to the rules.
- The Act prohibits a public official from supplying bid specification information or subcontractor information, which is not publicly available to all bidders by virtue of the invitation to bid, pre-bid conference or solicitation for contracts.

## **M. LEGAL ASSISTANCE – INDEMNIFICATION**

- The Park District shall indemnify any commissioner, director, attorney, officer, employee or agent who was or is a party or is threatened to be made a party or a witness to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she was a commissioner, director, attorney, officer, employee or agent of the Park District against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to the best interests of the Park District and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. Their termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith in a manner which he or she reasonably believed to be in or not opposed to the best interest of the Park District and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.
- To the extent that a commissioner, director, attorney, officer, employee or agent of the Park District has been successful, on the merits or otherwise, or not successful, in the defense of any such action, suit or proceeding referred to in this section nor in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him or her in connection therewith. Any such indemnification (unless order by court) shall be made by the Park District only as authorized in the specific case, upon a determination that indemnification of the commissioner, director, attorney, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct. Such determination shall be made (1) by the Board of Commissioners by a majority vote of a quorum consisting of commissioners who are not parties to such action, suit or proceeding, or (2) if such a quorum is not obtainable, or even if obtainable, a quorum of disinterested commissioners so directs, by independent legal counsel in a written opinion.
- Reasonable expenses incurred in defending any action, suit or proceeding shall be paid by the Park District in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Commissioners in the specific case, upon receipt of an undertaking by or on behalf of the commissioner, director, attorney, officer, employee or agent to repay such amount, unless it shall

ultimately be determined that he or she is entitled to be indemnified by the Park District as authorized in this section.

- Any commissioner, director, attorney, officer, employee or agent against whom any action, suit or proceeding is brought may employ his or her own attorney to appear on his or her behalf, in which case all applicable provisions of this section shall apply.
- The right to indemnification accorded by this section shall not limit any other right to indemnification to which the commissioner, director, attorney, officer, employee or agent may be entitled. Any rights hereunder shall inure to the benefit of all-former commissioners, directors, attorneys, officers, employees and agents of the Park District and to the benefit of the heirs, executors and administrators of any commissioner, director, attorney, officer, employee or agent of the Park District.
- The choice of counsel and payment of costs or reimbursement shall be a matter of right, subject only to reasonable fees and costs; however, it shall cover only those duties or actions committed within the scope or course of employment or by the nature of the office or employment held.
- No indemnity or reimbursement provision in this section, or the fact that insurance is carried to the extent not covered by insurance, shall preclude a commissioner, director, attorney, officer, employee or agent from asserting or using their immunity defense as defined under the Local Government and Local Governmental Employee Tort Immunity Act.
- The Park District may purchase and maintain insurance on behalf of any person who is or was a commissioner, director, attorney, officer, employee or agent of the Park District against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Park District would have the power to indemnify him or her against such liability under the provisions of this section.
- Notwithstanding anything to the contrary set forth in this Section no indemnification may be provided to any commissioner, director, attorney, officer, employee or agent of the Park District to the extent that indemnification is prohibited by law.

## **N. CITIZENS' GUIDE TO ADDRESSING THE PARK BOARD**

Anyone wishing to speak under the agenda item entitled "Comments from the Public" shall adhere to the following guidelines:

- A person shall be permitted to speak upon being recognized by the chairperson. Please stand (if possible), announce your name and address before commencing. All comments under COMMENTS FROM THE PUBLIC are limited to three (3) minutes, and each person shall only be permitted to speak once.
- All speakers shall address their comments to the chairperson. The chairperson may request that the appropriate member of the Park Board or staff respond to the comment.
- The chairperson shall preserve order and decorum. The chairperson shall decide all questions of order.
- When addressing the Park Board, members, administrative officers and other persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the harmony of the Park Board and the meeting, the chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the chairperson or upon the affirmative vote of two-thirds ( $\frac{2}{3}$ ) of the park board commissioners present. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.
- Please do not repeat comments that have already been made by others.

## **O. COMMISSIONER EDUCATION AND TRAINING / REIMBURSEMENT POLICY**

It is the policy of the Bolingbrook Park District Board of Commissioners to provide Commissioners with education and training, and time will be made available to attend workshops sponsored or endorsed by the NRPA, IPRA, IAPD and other similar organizations.

### **Purpose**

The Bolingbrook Park District will pay or reimburse commissioner travel, meals, and lodging expenses incurred in connection with pre-approved travel, meals and lodging expenses incurred on behalf of the Bolingbrook Park District. Commissioners are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

### **Definitions**

“Entertainment” includes, but not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel” means any expenditure directly incident to official travel by employees and commissioners of the Bolingbrook Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

### **Authorized Types of Official Business**

Travel, meals and lodging expenses will be either paid by the Park District or reimbursed to employees and commissioners of the Park District only for purposes of official business conducted on behalf of the Bolingbrook Park District. These include but are not limited to , which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee’s or commissioners official duties. This may include IAPD/IPRA Conference, NRPA Conference, other position specific educational conferences. If you are unsure whether an expense is reimbursable or will be paid by the Park District, please contact the Executive Director.

### **Categories of Expense**

**Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach and economy tickets with his or her personal funds.

**Personal Automobiles** - Mileage reimbursement will be from the work location office to the off-site location of the official business, not he from the employee’s or commissioner’s residence. An employee or commissioner will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive. Employees and commissioners are encouraged to use park district vehicles when available.

**Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Compact or midsize cars are required for two or fewer employees or commissioners traveling together and a full size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company. The traveler is required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after official business has ended.

**Public Transportation** – In case of local training or official business where an employee or commissioner chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the travelers's residence), regardless of the transportation method chosen.

**Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the Board of Commissioners. When multiple employees or officers are attending the same event, double rooms will be shared if possible.

**Meals** – Meals reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. These rates, which are regional rates, can be found at [www.gsa.gov](http://www.gsa.gov). Anything in excess of MARA (maximum allowable reimbursement amount) regulation amounts will need submission of receipts and approval of reimbursement by a roll call vote of the Board of Commissioners.

**Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.

**Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meals, and Lodging Expense Report form and paid by the traveler.

**Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Bolingbrook Park District.

**Entertainment Expenses** – No employee or commissioner of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event, or other official business.

### **Approval of Expenses for Board Members**

Travel, meals, and lodging expenses incurred by commissioners must be approved in an open meeting by a majority roll-call vote of the Bolingbrook Park District Board of Commissioners. This will be done via approval of the budget and warrant lists.

### **Documentation of Expenses**

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation (Exhibit A) must first be submitted in writing to the Executive Director for approval as part of the budget process. The Board of Commissioners must also complete this form (Exhibit A) to be approved in an open meeting by a majority roll- call vote for the Bolingbrook Park District:

- (1) The job title or commissioner position of the individual who received or is requesting the travel, meals, and lodging expense; and
- (2) an estimate of the cost of travel, meals, and/or lodging; and
- (3) the nature of the official business for which the travel, meals, or lodging expense was or will be expended.

Expenses for travel, meals, lodging not included in the budget (unanticipated educational opportunities or business related speaking engagements) may be approved by submitting the following documentation (Exhibit A) to be approved by the Executive Director and in an open meeting by a majority roll- call vote for the Bolingbrook Park District:

- (1) the name and job title of office of the individual requesting the travel, meals, or lodging expense; and
- (2) Cost of travel, meals, and/or lodging; and
- (3) the nature of the official business for which the travel, meals, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The Bolingbrook Park District utilizes a standard Check Request Form for reimbursement of travel, meals, and lodging expenses (Exhibit B).

### **Conference Expense Approval Form**

**Employee / Commissioner Name** \_\_\_\_\_

**Employee / Commissioner Title** \_\_\_\_\_

**Conference / Educational Opportunity / Speaking Engagement Title**  
\_\_\_\_\_

—

**Conference / Educational Opportunity / Speaking Engagement Description**  
\_\_\_\_\_

—

**Registration Cost** \_\_\_\_\_

**Lodging Cost** \_\_\_\_\_

**\* Est. Travel Cost**

<b>(Airfare)</b>	_____
<b>(Rental Car)</b>	_____
<b>(Mileage)</b>	_____
<b>(Parking)</b>	_____

**\* Meals Cost** \_\_\_\_\_

**\* Requires receipt for reimbursement of personal expenses**

**Executive Director Approval:** \_\_\_\_\_

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

## SECTION 4

# BOLINGBROOK PARK DISTRICT FREEDOM OF INFORMATION ACT POLICY

The Bolingbrook Park District intends to disclose public records in compliance with the Freedom of Information Act. Bolingbrook Park District is a local governmental entity providing parks and recreation programs to District residents.

The Mission of Bolingbrook Park District is to provide a wide variety of year-round recreation programs, facilities and park areas which respond to the needs and desires of all the residents of the Bolingbrook Park District.

The District employs sixty-five (65) full-time employees and two hundred eighty eight (288) part-time employees.

The Park Board of Commissioners are: Jerry Hix, Sue Vastalo, Dorothy Andrews, Melissa McCloud and Denise Allen.

The FOIA Officers are Ron Oestreich, Christine Martner, Beth Benner and Angie Newberry.



### What is immediately available?

Many documents are available on the District website, [www.bolingbrookparks.org](http://www.bolingbrookparks.org), which you may download at this time (no FOIA request required):

- Board Meeting Agendas;
- Board Meeting Minutes;
- Mission Statement;
- Financial Report; and
- Organizational Chart.

### How can I submit a FOIA request?

Requests must be submitted in writing and may be submitted in person, by mail, by facsimile or by e-mail. The Bolingbrook Park District requests you complete a form, but that is not required. We ask that information is being sought under the Freedom of Information Act. Please provide a brief description of the public records requested, being as specific as possible. While responses can be provided via e-mail, please provide a mailing address and phone number.

### *Requests in person, by mail or facsimile.*



Ron Oestreich or Beth Benner	Christine Martner or Angie Newberry
Bolingbrook Park District	Bolingbrook Park District
201 Recreation Drive	301 Recreation Drive
Bolingbrook, IL 60440	Bolingbrook, IL 60440
Attn: FOIA Request	Attn: FOIA Request
Fax: 630-739-1039	Fax: 630-739-1589

### *Requests by e-mail.*

[roestreich@bolingbrookparks.org](mailto:roestreich@bolingbrookparks.org)

[cmartner@bolingbrookparks.org](mailto:cmartner@bolingbrookparks.org)

[bbenner@bolingbrookparks.org](mailto:bbenner@bolingbrookparks.org)

[anewberry@bolingbrookparks.org](mailto:anewberry@bolingbrookparks.org)

**What happens after I submit a request?**

The Illinois Freedom of Information Act requires agencies to respond in five business days after receipt of a request. "Day 1" of the 5-day timeline is the first business day after the request is received. The date that the request was received does not count as "Day 1." A five-day extension is allowed with written notification to the requester. If any of the materials you requested are exempt under the Act, you will be notified of the exemptions. Any denial, or partial denial, of your request may be appealed to the Public Access Counselor's office within the Office of the Attorney General of the State of Illinois.

If the requested records are 50 pages, or less in length, the pages will be copied (regular size and black & white) and the requester will be contacted regarding when the documents are ready to be picked up. If the documents are mailed, the postage will need to be reimbursed before the documents would be mailed to the requester. If the records exceed 50 pages, the requester will be informed of the duplication cost before copied.

**What are the costs for duplication?**

Paper copy from paper or electronic source (50 pages or less) (Regular size/black & white) (Color copies and odd size documents will be charged at actual cost of copying.)	No Charge
Paper copy from paper or electronic source (51 pages or more) (Color copies and odd size documents will be charged at actual cost of copying.)	\$.15 per page
Copy of audio or video material	Cost of recording media

**Denial of FOIA request.**

The District may, in accordance with the Act, deny any request that is exempt from disclosure, including for example, information that would constitute an unwarranted invasion of personal privacy.

In the event of a denial, you may either file a Request for Review with the Attorney General's Public Access Counselor (PAC), or file a lawsuit in court. For complete information contact PAC at:

Public Access Bureau  
500 S. 2nd Street  
Springfield, IL 62706  
(217) 558-0486  
[publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

**Bolingbrook Park District  
Freedom of Information Act (FOIA) Request Form**

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Pursuant to 5 ILCS 140/1 et seq., "Freedom of Information Act," I request the following public record(s) from the Bolingbrook Park District. (In order to expedite your request, please be as specific as possible in describing the document(s) you are requesting).

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspection at Administrative       Office Copy

This request is for a commercial purpose

This request is NOT for a commercial purpose (*you must choose one*)

Format requested (if not letter or legal sized black and white copies): \_\_\_\_\_

The Bolingbrook Park District has five (5) business days to respond to non-commercial requests, unless a reason for a time extension is invoked by the Park District pursuant to 5 ILCS 140/3(d). There is no charge for the first 50 pages of black and white letter or legal sized copies. There is a \$0.15 charge for each additional page. Copies of irregular shaped, color or different format will be charged at cost. There is no charge to inspect records only.

Requestor's Signature: \_\_\_\_\_

\*\*\*\*\*

***For Park District Use Only***

Date Request Received:

Date Request Fulfilled:

Date Extension requested:

Date Extension granted: \_\_\_\_\_ Date Now Due:

(written response attached)

Date Requestor Notified Ready for Pick-up or Placed in Mail:

[EFFECTIVE 1-10-10]



# SECTION 5

## FINANCIAL TRANSACTION POLICY

### A. INTRODUCTION

The Bolingbrook Park District's Financial Transaction Policies and Procedures are an integral function for sound financial management of all of the District's facility monetary transactions.

District facilities at which payment transactions are processed are classified as one of two types:

- **Point of Sale (POS) Facilities** – The majority of transactions at these facilities are for immediate use and are processed on a cash and/or credit card basis.

The following facilities are currently classified as Point of Sale (POS):

***Boughton Ridge Golf Course***  
***Ashbury's at Boughton Ridge Golf Course***  
***Pelican Harbor Outdoor Aquatic Park***  
***Harbor Treats (Outdoor Aquatics Concession Stand)***  
***Hidden Lakes Bait Shop***

- **Registration Facilities** – The majority of transactions at these facilities are for registrations, reservations, and pass sales. Cash, checks, and credit card charges are accepted at these facilities.

The following locations are currently classified as Registration Facilities:

***Annerino Community Center***  
***Bolingbrook Recreation and Aquatic Complex***  
***LifeStyles Fitness Center/Pelican Harbor Indoor Aquatic Park***  
***Hidden Oaks Nature Center***  
***Deatherage Drdak Center***

### B. SHIFT FINANCIAL PROCEDURES FOR REGISTRATION FACILITIES

**The following financial procedures apply to the following Registration Facilities:**

***ANNERINO COMMUNITY CENTER***  
***BOLINGBROOK RECREATION AND AQUATIC COMPLEX***  
***LIFESTYLES FITNESS CENTER/PELICAN HARBOR INDOOR AQUATIC PARK***  
***HIDDEN OAKS NATURE CENTER***

#### Open Business for Day

The employee scheduled to open the business day shall turn on the computer, log into the computer, and log into RecTrac. The employee shall open the cash drawer, count the cash drawer bank, log their initials, cash drawer amount, and date on a start-up sheet. If there is a discrepancy, the employee must notify their supervisor immediately.

**\*No employee shall share user names and passwords with any other employee. Also, the employee on duty shall not leave their desk without locking the screen by selecting CTRL+ALT+DELETE or logging off the system.**

#### End of Shift

At the close of the employee's shift, the employee shall remove all cash less startup cash, checks and credit card slips from the cash drawer, documenting the denominations of cash, change, credit card slips, and checks on the appropriate cash journal form from the computer system. The start-up cash drawer bank shall remain in the cash drawer for the next shift. If there are any discrepancies in the shift balancing, the employee will be responsible for identifying the cause of the discrepancy on their shift's cash journal worksheet. All cash, checks, credit card receipts, and gift cards along with the worksheet shall be placed in an envelope. The employee will notate the cash drawer location,

date, and their signature on or with the envelope. The envelope shall then be dropped into and secured in the safe. The employee will log out of RecTrac and log off the computer.

#### Close Business for Day

The employee shall close their shift following the above instructions. The employee should shut down the computer. In addition to closing the shift, the first shift cashier of the next business day shall be responsible for depositing the credit card batch settlement for the previous business day.

### **The following financial procedures apply to the following Registration Facility:**

*DEATHERAGE DRDAK CENTER*



#### Open Business for Day

The employee scheduled to open the business day shall turn on the computer, log into the computer, and log into RecTrac. The cash drawer is stored in the safe at all times and not included in a daily cash drawer.

**\* No employee shall share user names and passwords with any other employee. Also, the employee on duty shall not leave their desk without locking the screen by selecting CTRL+ALT+DELETE or logging off the system.**

#### During Shift

For daily cash transactions, if a customer pays by cash, and cash change is required, the employee shall contact a supervisor. The first point of contact would be supervisors at Deatherage Drdak Center; the next point of contact would be the Customer Care Supervisors. At the end of the cash transaction, employee will immediately drop the cash payment in the safe documenting the denominations of cash on the appropriate cash journal form and include the cash journal with the cash drop. All cash along with the cash journal worksheet shall be placed in an envelope. The employee will notate the cash drawer location, date, and their signature on or with the envelope. The envelope shall then be dropped into and secured in the safe.

For daily credit card, check, gift card transactions, the employee will store the credit card slips, checks, and gift cards in a designated secured envelope.

#### End of Shift

At the close of the employee's shift, the employee shall remove all checks, credit card slips, and gift cards from the designated secured envelope, documenting the totals of credit card slips, checks, and gift cards on the appropriate cash journals from the computer system. If there are any discrepancies in the shift balancing, the employee will be responsible for identifying the cause of the discrepancy on their shift's cash journal worksheet. All checks, credit card receipts, and gift cards shall be placed in an envelope. The cash journal worksheet will be scanned by the employee and emailed to their respective supervisor(s). The employee will notate the cash drawer location, date, and their signature on or with the envelope. The envelope shall then be dropped into and secured in the safe. The employee will log out of RecTrac and log off the computer.

#### Close Business for Day

The employee shall close their shift following the above instructions. The employee should shut down the computer. In addition to closing the shift, the first shift cashier of the next business day shall be responsible for depositing the credit card batch settlement for the previous business day.



## C. SHIFT CASH PROCEDURES FOR POINT OF SALE FACILITIES

**The following financial procedures apply to the following POS Facility:**  
*BOUGHTON RIDGE GOLF COURSE*

### Open Business for Day

The employee scheduled to open the business day shall turn on the computer, log into the computer, and log into GolfTrac. The employee shall open the cash drawer, count the cash drawer bank, sign their name, cash drawer amount, and date on a start-up sheet. The employee will also contact the Manager on Duty for the back up cash drawer bank. The employee shall count the back up cash drawer bank and sign their name on a start up sheet. The back up cash drawer bank is stored in a secure lock box in the Pro Shop. If there is a discrepancy, the employee must notify the Manager on Duty immediately.

**\* No employee shall share user names and passwords with any other employee. Also, the employee on duty shall not leave their desk without locking the screen by selecting CTRL+ALT+DELETE or logging off the system and locking the Pro Shop.**

### During Shift

During the employee's shift, if the cash in the cash drawer exceeds \$500, the employee shall remove all cash less the startup cash of the day. The employee shall deposit the cash in an envelope. The employee initials the envelope, the Manager on Duty counts the cash and initials the envelope, and the Manager on Duty logs the cash drop amount, date, time, employee's name, and the Manager on Duty's initials on a log sheet.

### End of Shift

At the close of the employee's shift, the employee shall remove all cash less startup cash, checks, credit card slips, and gift cards from the cash drawer, documenting the denominations of cash, change, credit card slips, checks, and gift cards on the appropriate cash journals from the computer system. The start-up cash drawer bank shall remain in the cash drawer for the next shift. If there are any discrepancies in the shift balancing, the employee will be responsible for identifying the cause of the discrepancy on their shift's cash journal worksheet. All cash, checks, credit card receipts, and gift cards along with the cash journal worksheet shall be placed in an envelope. The employee will notate the cash drawer location, date, and their signature on or with the envelope and also on the daily drop sheet. The envelope shall then be dropped into and secured in the safe. The employee will log out of GolfTrac.

### Close Business for Day

The employee shall close their shift following the above instructions. The employee shall also turn off the computer. In addition to closing the shift, the first shift cashier of the next business day shall be responsible for depositing the credit card batch settlement for the previous business day.

**The following financial procedures apply to the following POS Facility:**  
*ASHBURY'S AT BOUGHTON RIDGE GOLF COURSE*

### Open Business for Day

The Manager on Duty loads the cash into the cash drawer at the bar only. The employee shall turn on the computer, open POS Silverware, and swipe their card into the computer. The employee shall open the cash drawer and count the cash drawer bank. If there is a discrepancy, the employee must notify the Manager on Duty immediately.

**\*No employee shall share their pin number for the cash drawer with any other employee.**

### Open Shift

The employee shall turn on the computer, open POS Silverware, and swipe their card into the computer. The employee's start-up cash drawer bank is the responsibility of the employee, and provided by the employee.

### End of Shift

At the close of an employee's shift, the employee verifies all tabs are closed, close out by printing an end of shift tape, printing credit card settlement report, remove all cash, credit cards slips, and gift cards from drawer. After the employee closes the shift, the Manager on Duty closes the employee's shift. The employee will document the denominations of cash (cash owed), change, credit card slips, number of credit card slips, tip outs, gift cards, date, and their signature on the appropriate drop sheet form. If there are discrepancies in the shift balancing, the employee will be responsible for identifying the cause of the discrepancy on their drop sheet form. For the drop, the cash drop must equal the cash listed on the employee's end of day report. All cash, credit card receipts, and gift cards along with the drop sheet shall be placed in an envelope. The envelope shall then be dropped into and secured in the safe by the Manager on Duty. The employee's start-up cash drawer bank is the responsibility of the employee, and returned to the employee except for the cash drawer bank at the bar. The employee will log out of POS Silverware.

#### Close Business for Day

The computer (Station #2) at the bar is the final cash drawer to close. At the close of the bartender's shift, the bartender shall verify all tabs are closed, close out by printing an end of shift tape, print credit card settlement report, remove all cash, credit card slips, and gift cards from cash drawer. The start up cash drawer shall be counted down to the original amount, and returned to the Manager on Duty. The bartender will document the denominations of cash (cash owed), change, credit card slips, number of credit card slips, tip outs, gift cards, date, and their signature on the appropriate drop sheet form. The Manager on Duty will secure the start up cash drawer drop in the safe. If there are discrepancies in the shift balancing, the bartender will be responsible for identifying the cause of the discrepancy on their drop sheet form. For the drop, the cash drop must equal the cash listed on the server end of day report. All cash, credit card receipts, and gift cards along with the drop sheet shall be placed in an envelope. The envelope shall then be dropped into and secured in the safe by the Manager on Duty. The bartender will log out of POS Silverware.

Manager on Duty completes close of shift at the computer (Station #2) at the bar. Manager on Duty closes the end of day by printing the daily summary report, printing a credit card settlement report, verifies all employees have closed tabs (employees' shifts are closed), and selects to exit from POS Silverware.

#### **The following financial procedures apply to the following POS Facilities:**

*PELICAN HARBOR OUTDOOR ADMISSIONS*

*PELICAN HARBOR TREATS*

#### Open Business for Day

The employee scheduled to open the business day shall turn on the computer, log into the computer, and log into RecTrac. The employee shall open the cash drawer, receive start-up cash from Manager on Duty, count the cash drawer bank, log their initials, cash drawer amount, and date on a start-up sheet. If there is a discrepancy, employee must notify their supervisor immediately.

**\* No employee shall share user names and passwords with any other employee. The employee on duty shall not leave their desk until the Manager on Duty relieves the employee, and the employee logs off RecTrac. The Manager on Duty will then log into the computer using their RecTrac login. In an emergency situation if the Manager on Duty cannot relieve the employee, the employee on duty shall not leave their desk without locking the screen by selecting CTRL+ALT+DELETE or logging off the system.**

#### During Shift

During the employee's shift, if the cash in the cash drawer exceeds \$500, the employee shall remove all cash less the startup cash of the day. The employee shall deposit the cash in an envelope. The employee initials the envelope. The Manager on Duty then counts the cash and initials the envelope, logs the cash drop amount, date, time, employee's name, and their initials on a log sheet. In addition, the Manager on Duty logs the cash drop amount, date, time, and Manager on Duty's initials on the Safe Log.

#### End of Shift

At the close of the employee's shift, the employee shall remove all cash less the startup cash of the day. The employee shall deposit the cash in an envelope. The employee initials the envelope. The Manager on Duty then counts the cash and initials the envelope, logs the cash drop amount, date,

time, employee's name, and their initials on a log sheet. In addition, the Manager on Duty logs the cash drop amount, date, time, and Manager on Duty's initials on the Safe Log. The employee logs out of RecTrac.

#### Close Business Day

At the close of the employee's shift, the employee shall remove all cash including startup cash, checks and credit card slips from the cash drawer, documenting the amount of cash. The employee shall deposit cash, credit card slips, checks, coupons, and gift certificates in an envelope; the employee initials the envelope. The Manager on Duty counts the cash and initials the envelope, logs the cash drop amount, date, time, employee's name, and the Manager on Duty's initials on a log sheet. In addition, the Manager on Duty logs the cash drop amount, date, time, and Manager on Duty's initials on the Safe Log. The employee logs out of RecTrac, and shuts down the computer. The start-up cash drawer bank shall be returned to the Manager on Duty for the next shift. The envelope shall then be dropped into and secured in the safe by the Manager on Duty.

#### **The following financial procedures apply to the following POS Facility:**

##### *HIDDEN LAKES BAIT SHOP*

#### Open Business for Day

The employee scheduled to open the business day shall unlock the bank to access the cash drawer start up and the back up bank (cash box). The employee shall open the cash drawer, add the cash drawer, count the cash drawer bank and back up bank, log their initials, cash drawer amount, and date on a start-up sheet. If there is a discrepancy, the employee must notify their supervisor immediately and notate the discrepancy on the start up sheet. The employee should check the register is on "Clerk 1".

**\* The employee on duty shall not leave the bait shop counter unattended until the cash register is locked by key, and the employee keeps the key. In an emergency situation, the employee will lock the Bait Shop.**

#### End of Shift

At the close of the employee's shift, the employee shall remove all cash less startup cash, and credit card slips from the cash drawer, documenting the denominations of cash, change, and credit card slips, on the appropriate shift sheet. The start-up cash drawer bank shall remain in the cash drawer for the next shift. The employee shall run an "X" sales tape for their shift.

If there are any discrepancies in the shift balancing, the employee will be responsible for identifying the cause of the discrepancy on their shift sheet. All cash and credit card receipts along with the shift sheet shall be placed in an envelope. The employee will notate the date, amount of drop, and their signature on or with the envelope. The envelope shall then be dropped into and secured in the safe.

#### Close Business Day

At the close of the day, the employee shall remove all cash and credit card slips from the cash drawer, documenting the denominations of cash, change, and credit card slips, on the appropriate shift sheet. The start-up cash drawer bank and bank up bank shall be counted and secured in the lock box for the next day's shift.

The employee shall run a "Z" sales tape for the day's transactions and a credit card settlement report. If there are any discrepancies in the shift balancing, the employee will be responsible for identifying the cause of the discrepancy on their shift sheet. All cash, credit card receipts, credit card settlement report, "Z" sales tape, along with the shift sheet shall be placed in an envelope. The employee will notate the date, amount of drop, and their signature on or with the envelope. The envelope shall then be dropped into and secured in the safe.

## **D. CASH PROCEDURES FOR FACILITY MANAGERS/SUPERVISORS**

**The following financial procedures apply to the following Registration Facilities:**

*ANNERINO COMMUNITY CENTER*

*BOLINGBROOK RECREATION AND AQUATIC COMPLEX*

*LIFESTYLES FITNESS CENTER/PELICAN HARBOR INDOOR AQUATIC PARK*

*HIDDEN OAKS NATURE CENTER*

*DEATHERAGE DRDAK CENTER*



At the opening of every business day, Management shall retrieve the previous day's batch envelopes from the safe and confirm that each shift balanced by comparing the batch to the scanned cash journal for that location. Management shall then combine the batches for each registration location into one deposit for that location and run that day's reports from the computer system to balance the location's business day transactions.

Management shall prepare the daily deposit, itemizing the currency and the coin for each transaction. Itemize all checks on the deposit by listing the check amount for each check. Place credit card slips in number order and verify that they equal the total batch settlement. Management will then electronically sign the GL Distribution Report and the Combined Cash Journal with each employees' Cash Journal Balancing Worksheets and save it to the network for Business Office access. A clear explanation of any reconciling adjustments made, in addition to any explanations for any shortages and overages must be included with the cash journal.

Management shall make the bank deposit the following business day. The credit card receipts, credit card settlement report, and bank deposit slips shall be turned into the Business Office within three business days after the date of the cash journal.

When a reconciliation adjustment cannot be resolved within three business days, Management shall communicate to the Cash Receipts email group for resolution. Two additional days will be provided for resolution of issues. All cash receipts for the month should be submitted to the Business Office by the 3<sup>rd</sup> business day after the end of the month.

**The following financial procedures apply to the following POS Facilities:**

*BOUGHTON RIDGE GOLF COURSE*



*PELICAN HARBOR OUTDOOR AQUATIC PARK AND PELICAN HARBOR TREATS*

At the opening of every business day, Management shall retrieve the previous day's batch envelopes from the safe and confirm that each shift balanced by comparing the batch to the cash journal. Management shall then combine the batches into one deposit and run that day's reports from the computer system to balance the business day's transactions.

Management shall prepare the daily deposit, itemizing the currency and the coin for each transaction. Itemize all checks on the deposit by listing the last name for each check (checks are applicable to Boughton Ridge Golf Course ONLY). Place credit card slips in number order and verify that they equal the total batch settlement. Management will then electronically sign the GL Distribution Report and the Combined Cash Journal with the Cash Journal Balancing Worksheets for Pelican Harbor (Cash Journal Balancing Worksheets not required for Boughton Ridge Golf Course) and save it to the network for Business Office access. A clear explanation of any reconciling adjustments made, in addition to any explanations for any shortages and overages must be included with the cash journal.

Management shall make the bank deposit the following business day. The credit card receipts, credit card settlement report, and bank deposit slips shall be turned into the Business Office within three business days after the date of the cash journal. All cash receipts for the month should be submitted to the Business Office by the 3<sup>rd</sup> business day after the end of the month.

**The following financial procedures apply to the following POS Facility:**

*ASHBURY'S AT BOUGHTON RIDGE GOLF COURSE*



At the opening of every business day, Management shall retrieve the previous day's batch envelopes from the safe and confirm that each shift balanced by comparing the batch to the end of shift tapes.

Management shall then combine the batches into one deposit and run that day's reports from the computer system to balance the business day's transactions.

Management shall prepare the daily deposit, itemizing the currency and the coin for each transaction. Itemize all checks on the deposit by listing the last name for each check (checks are applicable to Banquets ONLY). Place credit card slips in number order and verify that they equal the total batch settlement. A clear explanation of any reconciling adjustments made, in addition to any explanations for any shortages and overages must be included with the end of shift tapes.

Management shall make the bank deposit the following business day. The employees' shift tapes, credit card receipts, daily summary report, credit card settlement report, and bank deposit slips shall be turned into the Business Office within three business days after the date of the daily summary report. All cash receipts for the month should be submitted to the Business Office by the 3<sup>rd</sup> business day after the end of the month.

**The following financial procedures apply to the following POS Facility:**

*HIDDEN LAKES BAIT SHOP*

At the opening of every business day, Management shall retrieve the previous day's batch envelopes from the safe and confirm that each shift balanced by comparing the batch to the "Z" register tape. Management shall then combine the batches into one deposit and add the transactions from the register tape to the Excel cash journal to balance the business day's transactions.

Management shall prepare the daily deposit, itemizing the currency and the coin for each transaction. Place credit card slips in number order and verify that they equal the total batch settlement report. Management shall then convert the Excel cash journal to a PDF to be electronically signed. The PDF document is to be saved to the network for Business Office access. A clear explanation of any reconciling adjustments made, in addition to any explanations for any shortages and overages must be included with the cash journal.

Management shall make the bank deposit the following business day. The credit card receipts, credit card settlement report, and bank deposit slips shall be turned into the Business Office within three business days after the date of the cash journal. All cash receipts for the month should be submitted to the Business Office by the 3<sup>rd</sup> business day after the end of the month.

**E. Conduct of Internal Audit**

The internal auditor announces to the manager and customer care staff they are here to perform an audit. The customer care staff takes a step back and must watch the audit being performed. The internal auditor logs into the point of sale software, Rec Trac, and prints a cash journal report. Next the internal auditor counts all the cash in the drawer and records the counts on the audit record and totals the cash in the drawer. Then the customer care staff counts the drawer and verifies the amounts counted by the internal auditor and signs off on the audit record. If there is a discrepancy between the internal auditors and customer care counts, then the count process is done over. The internal auditor brings the report and audit record back to the business office and compiles the results. The results are emailed to the department manager, superintendent and business manager. If the drawer was out of balance then the department manager must explain the variance and make appropriate adjustments.

# **SECTION 6**

## **INVESTMENTS and CASH RESERVE POLICY**

### **A. POLICY**

The Bolingbrook Park District Board of Commissioners recognizes the need for prudent management of the Park District's cash for the public good. Investments shall be made with judgment and care using discretion and intelligent exercise in the management of the portfolio while considering the safety of the capital as well as the probable income to be derived.

### **B. SCOPE OF INVESTMENT POLICY**

This investment policy applies to the investment activities of all funds of the Bolingbrook Park District. All financial assets shall be administered in accordance with the provisions of this policy.

### **C. OBJECTIVE**

The Bolingbrook Park District recognizes its responsibility as custodians of the public trust to ensure the safety of the District's funds. Therefore, the District's investment portfolio shall provide a high yield return while maintaining liquidity and preserving capital by investing only in instruments authorized by Illinois Statutes which govern the temporary investment of Park District monies. The District seeks to attain its investment objectives by pursuing a professionally managed investment program consistent with the policies and restrictions that follow. Investments shall be based on statutory constraints, prevailing market conditions, and subject to District needs.

The portfolio should be reviewed periodically as to its effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification and its general performance.

### **D. STANDARDS OF CARE**

#### **Delegation of Authority**

The Superintendent of Business and Finance is designated as the Investment Officer of the District and is responsible for investment decisions and activities, under the direct supervision of the Director of Business and Technology and overall guidance of the Treasurer. The Investment Officer shall carry out written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person, unless authorized by the Director of Business and Technology, Executive Director and/or Superintendent of Business and Finance, shall make investment transactions on behalf of the District.

The designated investment officers acting in accordance with written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and that appropriate action is taken to control adverse developments in accordance with the terms of this policy.

#### **Ethics and Conflicts of Interest**

Investment officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment officers shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Bolingbrook Park District.



## **E. SAFEKEEPING AND CUSTODY**

### **Safekeeping and Collateralization**

All investment securities purchased by the District shall be held in safekeeping by designated agents. Each designated agent shall issue a safekeeping statement to the District listing the specific instrument, rate, maturity, and other pertinent information.

The designated agent(s) is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of cost and benefits requires estimates and judgments.

Accordingly, the designated agent(s) shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

Deposit-type securities (i.e., certificates of deposits) shall be collateralized at a rate of 110% for any amount exceeding FDIC or FSLIC coverage per institution. Other investments may be collateralized by the actual security held in safekeeping by the agent. Acceptable forms of collateral include the following:

- Negotiable obligations of the United States government.
- Negotiable obligations of Federal Agencies or Instrumentalities.
- Negotiable obligations of the State of Illinois.
- Negotiable obligations of county, city, town, or municipal corporations of Illinois or any other political subdivision of Illinois which are rated A or better by Moody's or Standard and Poors.
- Negotiable obligations of any State of the United States or any municipal or other political subdivision thereof which are rated AA or better by Moody's or Standard and Poors.
- Federal Home Loan Bank (FHLB) Letters of Credit.

Constant monitoring of investments may deem it appropriate to sell a security prior to maturity at, above or below the purchase price of the security. The determination of the sale of the security is necessary as follows:

- Ensure sufficient amount of money on hand when cash flow become less than the amount necessary for immediate use.
- Enhance the overall portfolio yield.
- Minimize further erosion and loss of investment principal.
- Minimize the exposure to market and credit risk.

## **F. INVESTMENT PARAMETERS**

The District shall invest any surplus funds for a specific maturity date that is required for cash flow purposes in such instruments which would be most advantageous under prevailing market conditions.

The selections shall be based on the following procedures:

- Determine the needs of the District by evaluating the current portfolio and cash on hand and anticipate future receipts and expenses for the adequacy of meeting future cash needs.
- Develop a schedule to satisfy those needs with specific future dates.
- Review the various alternatives available to determine the one with the highest yield that is consistent with the needs, schedule of maturity and investment policy of the District considering the institution, amount, date, maturity date, yield, and security.
- Select alternatives to purchase investments which best satisfy all requirements and following safekeeping and collateralization regulations, if applicable, based on the following:
  - If certificates of deposit or time deposits are to be used, the District will solicit telephone quotes from at least two (2) institutions. Preference shall be given to institutions that provide collateral for the investments. Preference shall be given to local institutions within Illinois when investment results are approximately equal.
  - Money market accounts may be used if the rates of same are competitive.
  - Illinois Park District Liquid Asset Fund Plus (IPDLAF+) may be used if rates are competitive.

### **Exemption**

Any investment held prior to the approval of this policy that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested based on guidelines of this policy.

## **G. SUITABLE AND AUTHORIZED INVESTMENTS**

While striving to achieve the objectives of this investment policy and in accordance with State Statutes, the Park District has approved the following for investment of public funds:

- In any investment as authorized by Illinois State Statute,
- in bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest, or,
- in interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act. All deposits exceeding federal insurance limits shall be fully collateralized.
- In short term obligations of corporations organized in the United States with assets exceeding \$500,000 if
  - such obligations are rated at the time of purchase within the three (3) highest classifications established by at least two (2) standards rating services and which mature not later than 270 days from the date of purchase, and,
  - such purchases do not exceed 10% of the corporation's outstanding obligations or,
- in money market mutual funds registered under the Investments Company Act of 1940, as from time to time amended, provided that the portfolio of any such money market mutual fund is limited to obligations described earlier and to agreements to repurchase such obligations.
- In repurchase agreements only if backed by the FDA
- in the Illinois Park District Liquid Asset Fund Plus Plan
- in the Illinois Metropolitan Investment Fund
- in dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions and/or bank accounts of which are insured by applicable law. Investments may be made only in banks, which are insured by the Federal Savings and Loan Insurance Corporation. All deposits exceeding federal insurance limits shall be fully collateralized.

## **H. REPORTING REQUIREMENTS**

The Investment Officer shall generate an annual investment summary for review by the Executive Director and made available to the Board of Commissioners upon request.

## CASH RESERVE POLICY (Resolution 98-7, amended September 23, 2004)

The establishment of cash reserves is an accepted and fiscally sound practice. The Park District has established such reserves to safeguard its cash flow. The Board of Park Commissioners believes it to be in the best interests of the Park District to establish a funding level for its cash reserves and has resolved that:

It is the District's goal to fund cash reserves at 25% of budgeted revenue from the previous fiscal year, exclusive of the debt service, the capital fund and interfund transfers.

Cash reserves shall be expended only upon approval from the Board of Park Commissioners.

This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law. (Passed May 21, 1998.) (Amended at Budget Workshop September 23, 2004.)

# FUND BALANCE POLICY

(Effective: February 19, 2015)

(Ordinance 20-06, amended 11/19/2020)

## A. OVERVIEW

This purpose of this policy is to establish the principles and parameters to which a Fund Balance target will be defined at the beginning of each budget period. This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength.

All funds will be monitored and the taxes levied to support them will be adjusted to ensure they operate within the target range. It is expected to take multiple levy cycles to ensure the funds are operating within the proper range.

Once funds are within the target range, in the event that unexpected situations may cause funds to fall below the minimum level, certain steps will be followed to correct the deficiency, as outlined in the section below "Minimum Target Balances".

## B. DEFINITION

Governmental Funds – are used to account for all the District's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital fund), and the servicing of long-term debt (debt service funds). The Corporate Fund is used to account for all activities of the District not accounted for in some other Fund.

Fund Balance – the difference between assets and deferred outflows and liabilities and deferred inflows in a Governmental Fund

Operating Expenditures – total expenditures minus capital and debt service.

*Governmental Funds – Fund Balance will be composed of three primary categories:*

1. Non-spendable Fund Balance – the portion of a Governmental Fund's fund balance that are not available to be spent, whether short or long-term, in either form or through legal restrictions (inventories, prepaid items, land held for resale, long-term receivable from other funds (advances) and endowments).
2. Restricted Fund Balance – the portion of a Governmental Fund's fund balance that is subject to external enforceable legal constraints/restrictions on spending (grants, debt proceeds, tax levies).
2. Unrestricted Fund Balance – (three categories)
  - a. Committed Fund Balance – the portion of a Governmental Fund's fund balance constrained to specific purposes by the government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
  - b. Assigned Fund Balance - portion of a Governmental Fund's fund balance the government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
  - c. Unassigned Fund Balance – available expendable resources that are not the object of a tentative management plan.

All Bolingbrook Park District funds are Governmental Funds.

## C. GUIDING PARAMETERS

It is the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risks and to ensure stable tax rates. Credit rating agencies carefully monitor levels of fund balance to evaluate the District's credit worthiness.

The following parameters will be used as part of the budget process to establish targets for the following funds:

Corporate Fund – The General Fund is the general operating fund of the District and accounts for all revenues and expenditures of the District which are not accounted for in other funds. The unrestricted fund balance target should represent:

- Minimum target - Five months of operating expenditures for the budget year being prepared
- Maximum target - Twice the average amount expended in operating expenses for the prior three years.

Recreation Fund – The Recreation Fund is used for planning, establishing and maintaining recreational offerings. The unrestricted fund balance target should represent:

- Minimum target - Five months of operating expenditures for the budget year being prepared
- Maximum target - Eight months of operating expenditures for the budget year being prepared

Capital Fund – Capital projects are funded through bond proceeds, developer donations, grants, sponsorships and transfers from the Corporate Fund, Recreation Fund and Museum Fund as approved by the Board along with interest earned on fund balance. This fund is used to replace aging capital items as well as for the development of new capital or infrastructure. Amounts set aside for capital will be considered committed or assigned depending on the intended source/use of the funds as approved by the Board.

- No dedicated funding source - No target is established for this fund.

Audit Fund – The Audit Fund is utilized to account for the annual audit of the District. The restricted fund balance target should represent:

- 1-2/3 times the audit expenses for the budget year being prepared.

Special Recreation Fund – The Special Recreation Fund is used to account for revenues derived from a specific annual property tax levy which is dispersed to the Northern Will County Special Recreation Association to provide special recreation programs for the handicapped and impaired. This fund is also used to make ADA improvements to the Park District's buildings and infrastructure. The restricted fund balance target should represent:

- Sufficient funding to meet agreement with Northern Will County Special Recreation Association plus funding for ADA at twice the average amount expended in expenses for the prior three years.

IMRF Fund – The Illinois Municipal Retirement Fund accounts for the specific levy of taxes to fund payments to the retirement fund. The restricted fund balance target should represent:

- Minimum target - Five months of operating expenditures for the budget year being prepared
- Maximum target - Eight months of operating expenditures for the budget year being prepared

Social Security Fund – The Social Security Fund accounts for the specific levy of taxes to fund payments for federally administered Social Security and Medicare. The restricted fund balance target should represent:

- Minimum target - Five months of operating expenditures for the budget year being prepared
- Maximum target - Eight months of operating expenditures for the budget year being prepared

Debt Service Fund – The Debt Service Fund is used to accumulate monies for the retirement of bonds. All funds maintained in this fund are restricted for the purpose of paying debt service. The fund balance target should represent:

- No target is established for this fund

Paving and Lighting Fund – The Paving and Lighting Fund contains the expenses for constructing, maintaining and lighting roadways within the District’s parks and facilities. The restricted fund balance target should represent:

- Minimum target - Five months of operating expenditures for the budget year being prepared
- Maximum target - Eight months of operating expenditures for the budget year being prepared

Golf Course Fund – The Golf Course Fund is used to account for the operations and maintenance of the restaurant, banquet and golf operations. The unrestricted fund balance target should represent:

- Minimum target - Five months of operating expenditures for the budget year being prepared
- Maximum target - Eight months of operating expenditures for the budget year being prepared

Police Fund – The Police Fund covers the expense for park police operations. The restricted fund balance target should represent:

- Minimum target - Three months of operating expenditures for the budget year being prepared
- Maximum target - Five months of operating expenditures for the budget year being prepared

Working Cash Fund – The Working Cash Fund is for the purpose of enabling the District to have sufficient funds to meet its ordinary or necessary expenditures for corporate purposes.

- The restricted fund balance target is to maintain the minimum balance plus accumulated interest.

Museum Fund – The Museum Fund is used for planning, establishing and maintaining museum operations. The unrestricted fund balance target should represent:

- Minimum target - Five months of operating expenditures for the budget year being prepared
- Maximum target - Eight months of operating expenditures for the budget year being prepared

#### **D. FLOW ASSUMPTIONS**

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

#### **E. AUTHORITY/REPORTING**

Staff will prepare and include in the budget document a schedule that shows the status of the District’s balances compared to the Targets outlined in this policy. The Executive Director of the Bolingbrook Park District is given authority within this policy to assign fund balance to specific projects/expenditures.

#### **F. MINIMUM TARGETS**

Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue projections suggest that revenue will not meet expectations and the fund target(s) will not be met by year-end, the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review expenses with Directors,
- Reduce capital asset expenditures, where appropriate,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Inform Board of any variances from Fund Balance targets, and any plans in place to adjust those balances.

#### **G. EXCEPTIONS TO THE POLICY**

If the Board of Park Commissioners adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a five year period.

## SECTION 7

### PURCHASING AUTHORITY and PROMPT PAYMENT POLICY

#### A. PURCHASING

- Price is one of four equally important considerations in procuring products and services. The others are quality, product and service.
- BE SENSITIVE to price, but consider each of these elements in purchasing decisions.
- Competitively bid products and services must be awarded to the lowest, responsible bidder. Quality, product and service can and should be used to measure “responsible bidder” including credentials, financial information, bonding capacity, insurance protection, qualifications of labor and management of the firm and past experience.
- References are encouraged and should reflect quality of product and/or service to be purchased.

Remember...

Quality
Cost
Product
Service
References

- Services or items of substantial cost should be competitively priced. When practical, three phone quotes should be obtained. Three written quotes should be received in all practical cases for purchases over \$2,500. Projects and purchases with contracts of over \$25,000 generally require a public bid process subject to the exceptions referenced in the Park District Code and other laws. If the amount of the bidding limit is amended by the Park District Code, the new figure will control.

#### B. PURCHASING AUTHORITY

**For approved budgets, purchasing is authorized as follows:**

- Managers are authorized to approve purchases not exceeding \$2,500 for their business units.
- Superintendents are authorized to approve purchases not exceeding \$5,000 for their business units.
- All purchases exceeding \$5,000 require Director approval prior to purchase.
- All purchases exceeding \$10,000 require Executive Director approval prior to purchase.
- Exception: Printing and Ad placement that exceeds the purchasing authority may be approved by Director after purchase.
- The Executive Director is able to approve all purchases made within the approved budget.

**For unbudgeted purchases, the following additional authorization may be required:**

- Any purchase that is unbudgeted or exceeds budget requires Director and Executive Director approval prior to purchase.
- The Executive Director has authority for purchases up to \$15,000 without prior Board approval. The Executive Director must receive Board approval for any unbudgeted purchase or capital item that exceeds \$15,000. Capital items are defined as having a useful life of three years or more and cost over \$5,000.
- Emergency expenses may be authorized by the Executive Director and subsequently approved by the Board of Commissioners.

**No expenditure can exceed amounts appropriated by the Board in the Budget and Appropriation Ordinance.**

## **B. PURCHASING AUTHORITY**

**For approved budgets, purchasing is authorized as follows:**

- Managers are authorized to approve purchases not exceeding \$2,500 for their business units.
- Superintendents are authorized to approve purchases not exceeding \$5,000 for their business units.
- All purchases exceeding \$5,000 require Director approval prior to purchase.
- All purchases exceeding \$10,000 require Executive Director approval prior to purchase.
- Exception: Printing and Ad placement that exceeds the purchasing authority may be approved by Director after purchase.
- The Executive Director is able to approve all purchases made within the approved budget.

**For unbudgeted purchases, the following additional authorization may be required:**

- Any purchase that is unbudgeted or exceeds budget requires Director and Executive Director approval prior to purchase.
- The Executive Director has authority for purchases up to \$15,000 without prior Board approval. The Executive Director must receive Board approval for any unbudgeted purchase or capital item that exceeds \$15,000. Capital items are defined as having a useful life of three years or more and cost over \$5,000.
- Emergency expenses may be authorized by the Executive Director and subsequently approved by the Board of Commissioners.

**No expenditure can exceed amounts appropriated by the Board in the Budget and Appropriation Ordinance.**

## **C. BIDDING PROCEDURES**

All contracts for supplies, material, or work involving an expenditure in excess of \$25,000 shall be awarded to the lowest responsible bidder, after due advertisement ( 70 ILCS 1205/8-1 c ). The Park District is not required to accept a bid for a contract involving an expenditure in excess of \$25,000 if the bid does not meet the district's established specifications, terms of delivery, quality and serviceability requirements. The Park District Code's bidding provision does not apply to contracts for:

- The services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part.
- The printing of finance committee reports and department reports
- The printing of engraving of bonds, tax warrants, and other evidences of indebtedness.
- Utility services such as water, electric, heat, telephone, or telegraph.
- The purchase of magazines, books, periodicals, pamphlets, and reports.
- Emergency acquisition of services or personal property provided such expenditures are approved by three-fourths of the members of the Board
- The use, purchase, delivery, movement, or installation of data processing equipment, software, or services.
- The use, purchase, delivery, movement or installation of telecommunications and interconnect equipment, software, or services.
- The use, purchase, delivery, movement, or installation of duplicating machines and supplies.
- The procurement of goods or services from another government agency
- The procurement of equipment previously owned by some entity other than the district itself.

Competitive bids must be sealed by the bidder and must be opened by a board member or an authorized district employee at a public bid opening at which the contents of the bids must be announced. Each bidder must receive notice of the time and place of the public bidding process at least three days prior to the bid opening. "Due advertisement" must include, at minimum, one public notice placed in a newspaper published in the district at least ten days before the bid date.



There are separate requirements for entering into contracts for architectural, engineering, and land surveying services per the Local Government Professional Services Selection Act. 50 ILCS 510 et seq.

#### **D. COOPERATIVE USE**

The Board of Park Commissioners recognizes the need and desirability of cooperation with other community agencies and organizations to economize resources. In order to best serve the interests of the residents in the most economical manner, all avenues of cooperative effort should be explored when it is believed such effort will maximize district revenue, reduce expenses and minimize duplication of services.

Board members and staff will strive to cooperate fully with other agencies including government, public, private, not-for-profit, and voluntary groups. Staff shall pursue when deemed in the best interest of the District, cooperative purchasing programs, intergovernmental agreements, governmental bidding programs, and public / private ventures in order to economize resources and purchases.

This cooperation shall not be initiated or endured if it will result in the curtailment or limitation of district operations, programs, or commitments to other associations.

#### **E. PROMPT PAYMENT POLICY**

##### **1. Approval of Invoices**

- a. The District shall approve or disapprove an invoice from a vendor or contractor for goods or services furnished within 30 days after the receipt of such invoice or within 30 days after the date on which the goods or services were received, whichever is later.
- b. When safety or quality assurance testing of goods by the District is necessary before approval or disapproval of an invoice and such testing cannot be completed within 30 days after receipt of the goods, approval or disapproval of the invoice shall be made immediately upon the completion of the testing or within 60 days after the receipt of the goods, whichever comes first.
- c. Written notice shall be mailed to the vendor or contractor immediately if an invoice is disapproved.
- d. If the District fails to approve or disapprove an invoice within the specified 30 day time period, the penalty for late payment of that invoice shall be computed from the date 60 days after the receipt of that invoice or the date 60 days after the goods or services are received, whichever is later.

##### **2. Payment of Invoices**

- a. Invoices approved for payment shall be paid within 30 days of the date of approval.
- b. If payment is not made within such 30 days, an interest penalty may be assessed on the unpaid balance for each month or fraction thereof after the expiration of the initial 30 day period, until final payment is made.
- c. Any time period agreed to by the District and a particular vendor or contractor that exceeds the specified 30 day time period shall supersede the provisions of this Policy.
- d. Payment shall be made to the supplier/contractor within 30 days of completion and acceptance of the project by the District. In turn, the supplier/contractor shall pay each subcontractor according to the provisions of and in compliance with The Local Government Prompt Payment Act (50 ILCS 505/1, et. seq.).

## **SECTION 8**

### **BOND RATING POLICY**

#### **BOND RATING POLICY**

This policy has been created to provide guidance to the Board in determining the necessity of obtaining a bond rating for the purpose of providing comfort to investors.

The District will consider obtaining a bond rating at such time that it is financially advantageous to do so. Generally speaking, that will be the case when the size of a bond issue is large enough that the cost of obtaining a bond rating, and thus a reduced interest rate, is less than obtaining insurance to provide comfort to investors.

If it is determined that it is not in the best interest of the District to have a bond rating, the Board reserves the right to decline to do so.

## **SECTION 9 DISCLOSURE POLICY**

### **BOLINGBROOK PARK DISTRICT, WILL COUNTY, ILLINOIS POLICIES AND PROCEDURES FOR DRAFTING AND UPDATING DISCLOSURES—DRAFT**

Pursuant to the District’s responsibilities under the securities laws, including its continuing disclosure undertakings (the “*Undertakings*”) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (“*Rule 15c2-12*”), and the Securities and Exchange Commission’s statements in enforcement actions, it is necessary and in the best interest of the District that the District’s (i) preliminary official statements, final official statements and any supplements or amendments thereto (collectively, the “*Official Statements*”), disseminated by the District pursuant to the issuance by the District of any bonds, notes, certificates or other obligations, (ii) Annual Financial Information, as required by and defined in the Undertakings (the “*Annual Financial Information*”) to be filed with the Municipal Securities Rulemaking Board’s (“*MSRB*”) Electronic Municipal Market Access (“*EMMA*”) system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an “*EMMA Notice*”) comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the “*Disclosures*.”

In response to these interests, the District hereby adopts the following policies and procedures (the “*Disclosure Policy*”):

(a) *Disclosure Officer.* The Superintendent of Business and Finance of the District (the “*Disclosure Officer*”) is hereby designated as the officer responsible for ensuring that the Disclosures are made in a timely manner and in compliance with the federal securities laws.

(b) *Disclosure Procedures: Official Statements.* Whenever an Official Statement must be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of drafting the Official Statement pursuant to these procedures:

1. The Disclosure Officer will review and make comments on the first draft of the Official Statement prepared by the working group. The Disclosure Officer shall be responsible for ensuring that all descriptions relating to the District are accurate and that any significant information regarding the District, including but not limited to demographic changes, loss of major employers, the addition or loss of major taxpayers or any other material information, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District’s possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

2. After completion of the review set forth in 1. above, the Disclosure Officer shall discuss the draft Official Statement with the appropriate members of the working group. The Disclosure Officer shall consider comments from the working group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 1. above.

3. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. above.

4. If, in the Disclosure Officer’s opinion, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Disclosure Officer shall deliver to the Board of Park Commissioners (the “*Board*”) a copy of the Official Statement and shall certify such opinion to the Board (such certification may be in the form attached hereto as *Exhibit A*). Upon such certification by the Disclosure Officer, the Official Statement shall be released for dissemination to the public; *provided, however*, that prior to the Official Statement being released, the Disclosure Officer shall have provided each member of the Board with a copy of the Official Statement, which may be in draft form, and the Board shall have had two business days from when the Official Statement is provided to review it and to inform the Disclosure Officer if such member of the Board is aware of any untrue statement of a

material fact or an omission of a material fact necessary in order to make the statements made in the Official Statement not misleading.

(c) *Disclosure Procedures: Annual Financial Information.* If any of the Undertakings require that the District submit Annual Financial Information, as defined in the Undertakings, to EMMA, the following procedures shall apply for generating and ensuring the accuracy of the Annual Financial Information:

1. By June 29th of each year (the same being 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall prepare (or hire an agent to prepare) a draft of the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the “*Financial Statements*”). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer’s opinion, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall deliver to the Board a copy of the Annual Financial Information and shall certify such opinion to the Board (such certification may be in the form attached hereto as *Exhibit B*). Upon such certification by the Disclosure Officer, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing; *provided, however*, that prior to such filing, the Disclosure Officer shall have provided each member of the Board with a copy of such Annual Financial Information, which may be in draft form, and the Board shall have had two business days from when the Annual Financial Information is provided to review it and to inform the Disclosure Officer if such member of the Board is aware of any information that should be corrected, or any additional information that should be included, in the Annual Financial Information; *provided further, however*, that the Disclosure Officer shall be permitted to file the Annual Financial Information with EMMA immediately upon their certification to the Board, if the requirements of Rule 15c2-12 of filing the Annual Financial Information in a timely manner cannot otherwise be satisfied.

(d) *Disclosure Procedures: EMMA Notices.* Whenever the Disclosure Officer has notice of information that must be disclosed in an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of drafting the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall draft, or oversee the drafting of the EMMA Notice. The EMMA Notice shall be drafted in the form required by the MSRB.

2. The Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer's opinion, the EMMA Notice complies with the Undertaking and is correct and complete, the Disclosure Officers shall deliver to the Board a copy of the EMMA Notice and shall certify such opinion to the Board (such certification may be in the form attached hereto as *Exhibit B*). Upon such certification, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing; *provided, however,* that prior to such filing, the Disclosure Officer shall have provided each member of the Board with a copy of such EMMA Notice, which may be in draft form, and the Board shall have had two business days from when the EMMA Notice is provided to review it and to inform the Disclosure Officer if such member of the Board is aware of any information that should be corrected, or any additional information that should be included, in the EMMA Notice; *provided further, however,* that the Disclosure Officer shall be permitted to file the EMMA Notice with EMMA immediately upon their certification to the Board, if the requirements of Rule 15c2-12 of filing the EMMA Notice in a timely manner cannot otherwise be satisfied.

(e) *Additional Responsibilities of the Disclosure Officer.* The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

(f) *Responsibility of Board Members to Review.* Notwithstanding the certifications of the Disclosure Officers described in sections (b), (c) and (d) above,

members of the Board retain responsibility to review the Disclosure prior to release and to inform the Disclosure Officer if such member of the Board is aware of any information that should be corrected or included in such Disclosure.

(g) *General Principles.*

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider the need for revisions in the form and content of the sections for which he or she is responsible at the time of each update.

3. Whenever an issuer releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be “speaking to the market.” The Disclosure Officer and the Board should endeavor to be sure that, when speaking to the market, the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in the Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of the Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for annual training sessions conducted by their disclosure counsel.

**EXHIBIT A**

**CERTIFICATION**

The undersigned hereby certifies and represents to the Board of Park Commissioners (the “Board”) of the Bolingbrook Park District, Will County, Illinois (the “District”) that the undersigned is a duly appointed and acting official authorized to execute and deliver this certificate and further certifies to the Board as follows:

(1) This certification is delivered pursuant to the Disclosure Policy of the District dated February 20, 2014, and revised thereafter (the “Policy”). Capitalized terms used herein and not otherwise defined herein shall have the meanings ascribed thereto in the Policy. As set forth in the Policy, I have been designated as the Disclosure Officer for the District.

(2) In connection with the offering and sale of the \_\_\_\_\_ Bonds, Series 20\_\_ (the “Bonds”), there has been prepared a [Preliminary] Official Statement, dated \_\_\_\_\_, 20\_\_, setting forth information concerning the Bonds (the “[Preliminary] Official Statement”), a copy of which is attached hereto.

(3) The information contained in the [Preliminary Official Statement] [Official Statement] does not include any untrue statement of material fact or omit to state a material fact necessary in order to make the statements made therein not misleading.

IN WITNESS WHEREOF, we have hereunto set our hand this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

BOLINGBROOK PARK DISTRICT,  
WILL COUNTY, ILLINOIS

By: \_\_\_\_\_  
Its: Superintendent of Business and Finance



**CERTIFICATION**

The undersigned hereby certifies and represents to the Board of Park Commissioners (the “Board”) of the Bolingbrook Park District, Will County, Illinois (the “District”) that the undersigned is a duly appointed and acting official authorized to execute and deliver this certificate and further certifies to the Board as follows:

(1) This certification is delivered pursuant to the Disclosure Policy of the District dated February 20, 2014, and revised thereafter (the “Policy”). Capitalized terms used herein and not otherwise defined herein shall have the meanings ascribed thereto in the Policy. As set forth in the Policy, I have been designated as the Disclosure Officer for the District.

(2) [The District’s Annual Financial Information] [An EMMA Notice] has been prepared and will be filed with EMMA, a copy of which is attached hereto.

(3) The information contained in the [Annual Financial Information] [EMMA Notice] is correct and complete in all material respects.

IN WITNESS WHEREOF, we have hereunto set our hand this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

BOLINGBROOK PARK DISTRICT,  
WILL COUNTY, ILLINOIS

By: \_\_\_\_\_  
Its: Superintendent of Business and Finance

## **SECTION 10**

### **GIFTS AND BEQUESTS POLICY**

#### **A. GIFTS AND BEQUESTS POLICY**

The District realizes that it may at times be asked to consider accepting gifts and/or bequests. The acceptance of these gifts and/or bequests will be entertained with consideration of the following:

- A. All local and state Ordinances regarding the Illinois Gift Ban Act
- B. All relevant District policy and personnel practices
- C. The overall benefit to the community
- D. The overall benefit to the District
- E. The potential associated costs, liabilities and exposure to/of the District
- F. Any potential reverter clauses attached to gifts to ensure perpetuity of open space/ recreation use(s) and assurance the clause(s) can be complied with.

All gifts valued over \$100.00 and all gifts of real estate will be brought to the Board of Commissioners for approval or denial of acceptance.

# **SECTION 11**

## **IDENTITY THEFT POLICY**

### **IDENTITY THEFT POLICY**

#### **SECTION 1: BACKGROUND**

The risk to the Bolingbrook Park District, its employees and customers from data loss and identity theft is of significant concern to the Bolingbrook Park District and can be reduced only through the combined efforts of designated personnel.

#### **SECTION 2: PURPOSE**

The purpose of this Identity Theft Prevention Program (Program) is to protect customers of the Bolingbrook Park District from identity theft. The Program is intended to establish reasonable policies and procedures to facilitate the detection, prevention and mitigation of identity theft in connection with the opening of new Covered Accounts and activity on existing Covered Accounts.

#### **SECTION 3: DEFINITIONS**

When used in this Program, the following terms have the meanings set forth opposite their name, unless the context clearly requires that the term be given a different meaning:

Covered Account: The term “covered account” means an account that the Bolingbrook Park District offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions. (16 CFR 681.2(b)(3)(i)). A Individual account is a “covered account.” The term “covered account” also includes other accounts offered or maintained by the Bolingbrook Park District for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the Bolingbrook Park District and its customers from identity theft. (16 CFR 681.2(b)(3)(ii)).

Identity Theft: The term “identity theft” means a fraud committed or attempted using the identifying information of another person without authority. (16 CFR §681.2(b)(8) and 16 CFR §603.2(a)).

Identifying Information: The term “identifying information” means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any name, social security number, date of birth, official State or government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number. Additional examples of “identifying information” are set forth in 16 CFR §603.2(a).

Red Flag: The term “Red Flag” means a pattern, practice or specific activity that indicates the possible existence of identity theft.

Certain terms used but not otherwise defined herein shall have the meanings given to them in the FTC’s Identity Theft Rules (16 CFR Part 681) or the Fair Credit Reporting Act of 1970 (15 U.S.C. §1681 *et seq.*), as amended by the Fair and Accurate Credit Transactions Act of 2003 into law on December 4, 2003. (Public Law 108-159).

## **SECTION 4: SCOPE**

This Program applies to the creation, modification and access to Identifying Information of a customer of a payment plan operated by the Bolingbrook Park District and all employees. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program, but rather it is intended to supplement any such existing policies and programs.

## **SECTION 5: IDENTITY THEFT PREVENTION PROGRAM**

### **I. Administration of the Program**

The initial adoption and approval of the Identity Theft Prevention Program shall be by Resolution of the Bolingbrook Park District Board. Thereafter, changes to the Program of a day-to-day operational character and decisions relating to the interpretation and implementation of the Program may be made by the Director of Finance, Technology and Human Resources who shall be the Program Administrator. Major revisions of this policy shall be approved by the Bolingbrook Park District Board.

Development, implementation, administration and oversight of the Program will be the responsibility of the Program Administrator. The Program Administrator will report at least annually to the Bolingbrook Park District Board regarding compliance with this Program.

Issues to be addressed in the annual Identity Theft Prevention Report include:

1. The effectiveness of the policies and procedures in addressing the risk of Identity Theft in connection with the opening of new Covered Accounts and activity with respect to existing Covered Accounts.
2. Service provider arrangements.
3. Significant incidents involving Identity Theft and management’s response.
4. Recommendations for material changes to the Program, if needed, for improvement.

### **II. Identity Theft Prevention Elements**

#### *Identification of Relevant Red Flags*

The Bolingbrook Park District has considered the guidelines and the illustrative examples of possible Red Flags from the FTC's Identity Theft Rules and has reviewed the Bolingbrook Park District's past history with instances of identity theft, if any. The Bolingbrook Park District hereby determines that the following are the relevant Red Flags for purposes of this Program given the relative size of the Bolingbrook Park District and the limited nature and scope of the services that the Bolingbrook Park District provides to its citizens:

- A. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers.
  - 1. A Consumer Reporting Agency alerts the Bolingbrook Park District of a credit freeze, address disparity, or that an account has been noted to have abusive or fraudulent activity.
- B. The presentation of suspicious documents.
  - 2. Documents provided for ID do not appear to be genuine and unaltered.
  - 3. The photo or physical description is not consistent with the appearance of the applicant.
  - 4. Information given to open the account is not consistent with the ID of the applicant.
- C. The presentation of suspicious personal identifying information, such as a suspicious address change.
  - 5. Personal ID is of the same type associated with fraudulent activity: fictitious address, mail box drop, or prison or phone number is invalid; it is associated with a pager or answering service.
  - 6. Personal ID provided is associated with known fraudulent activity.
  - 7. Personal ID is inconsistent with Individual records.
  - 8. The customer fails to provide all needed personal ID upon request.

D. The unusual use of, or other suspicious activity related to, a Covered Account.

9. The Individual is notified of unauthorized charges or transactions in connection with a customer's account.

10. Customer notifies Individual that they are not receiving their bill.

11. Mail sent to customer is repeatedly returned.

12. Payments are made in a manner associated with fraud. For example, a deposit or initial payment is made and no payments are made thereafter.

E. Notice of Possible Identity Theft.

13. Individual is notified by law enforcement officials or others, that it has opened a fraudulent account for a person engaged in identity theft.

### **III. Detection of Red Flags**

The employees of the Bolingbrook Park District that interact directly with customers on a day-to-day basis shall have the initial responsibility for monitoring the information and documentation provided by the customer and any third-party service provider in connection with the opening of new accounts and the modification of or access to existing accounts and the detection of any Red Flags that might arise. Management shall see to it that all employees who might be called upon to assist a customer with the opening of a new account or with modifying or otherwise accessing an existing account are properly trained such that they have a working familiarity with the relevant Red Flags identified in this Program so as to be able to recognize any Red Flags that might surface in connection with the transaction.

An Employee who is not sufficiently trained to recognize the Red Flags identified in this Program shall not open a new account for any customer, modify any existing account or otherwise provide any customer with access to information in an existing account without the direct supervision and specific approval of a management employee. Management employees shall be properly trained such that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may present themselves in connection with the opening of a new account or with modifying or accessing of an existing account. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

The Program Administrator shall establish from time to time a written policy setting forth the manner in which a prospective new customer establish a new household, the information and documentation to be provided by the prospective customer in connection with the establishment of a new household account, the steps to be taken by the employee assisting the customer with the application in verifying the customer's identity and the manner in which the information and documentation provided by the customer and any third-party service provider shall be maintained. Such policy shall be generally consistent with the spirit of the Customer Identification Program rules (31 CFR 103.121) implementing Section 326(a) of the USA PATRIOT Act but need not be as detailed. The Program Administrator shall establish from time to time a written policy setting forth the manner in which customers with existing accounts shall establish their identity before being allowed to make modifications to or otherwise gain access existing accounts.

#### **IV. Response to Detected Red Flags**

If the responsible employees of the Bolingbrook Park District as set forth in the previous section are unable, after making a good faith effort, to form a reasonable belief that they know the true identity of a customer attempting to open a new account or modify or otherwise access an existing account based on the information and documentation provided by the customer and any third-party service provider, the Bolingbrook Park District shall not open the new account or modify or otherwise provide access to the existing account as the case may be. Opening new accounts or the modification or access to existing accounts will be on a non-discriminatory basis based on the Bolingbrook Park District's policies.

The Program Administrator shall establish from time to time a written policy setting forth the steps to be taken in the event of an unresolved Red Flag situation. Consideration should be given to aggravating factors that may heighten the risk of Identity Theft, such as a data security incident that results in unauthorized access to a customer's account, or a notice that a customer has provided account information to a fraudulent individual or website. Appropriate responses to prevent or mitigate Identity Theft when a Red Flag is detected include:

1. Monitoring a Covered Account for evidence of Identity Theft.
2. Contacting the customer.
3. Changing any passwords, security codes, or other security devices that permit access to a Covered Account.
4. Reopening a Covered Account with a new account number.
5. Not opening a new Covered Account.
6. Closing an existing Covered Account.
7. Not attempting to collect on a Covered Account or not selling a Covered Account to a debt collector.
8. Notifying law enforcement.

9. Determining that no response is warranted under the particular circumstances.



## **V. Program Management and Accountability**

### Initial Risk Assessment – Covered Accounts

Individual accounts for personal, family and household purposes are specifically included within the definition of “covered account” in the FTC’s Identity Theft Rules. Therefore, the Bolingbrook Park District determines that with respect to its residential Individual accounts it offers and/or maintains covered accounts. The Bolingbrook Park District also performed an initial risk assessment to determine whether the Individual offers or maintains any other accounts for which there are reasonably foreseeable risks to customers or the Individual from identity theft. In making this determination the Bolingbrook Park District considered (1) the methods it uses to open its accounts, (2) the methods it uses to access its accounts, and (3) its previous experience with identity theft, and it concluded that it does not offer or maintain any such other covered accounts.

### Program Updates – Risk Assessment

The Program, including relevant Red Flags, is to be updated as often as necessary but at least annually to reflect changes in risks to customers from Identity Theft. Factors to consider in the Program update include:

1. An assessment of the risk factors identified above.
2. Any identified Red Flag weaknesses in associated account systems or procedures.
3. Changes in methods of Identity Theft.
4. Changes in methods to detect, prevent, and mitigate Identity Theft.
5. Changes in business arrangements, including mergers, acquisitions, alliances, joint ventures, and service provider arrangements.

### Training and Oversight

All staff and third-party service providers performing any activity in connection with one or more Covered Accounts are to be provided appropriate training and receive effective oversight to ensure that the activity is conducted in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

## **Other Legal Requirements**

Awareness of the following related legal requirements should be maintained:

- 31 U.S.C. 5318 (g) – Reporting of Suspicious Activities
- 15 U.S.C. 1681 c-1 (h) – Identity Theft Prevention; Fraud Alerts and Active Duty Alerts – Limitations on Use of Information for Credit Extensions
- 15 U.S.C. 1681 s-2 – Responsibilities of Furnishers of Information to Consumer Reporting Agencies

- 15 U.S.C. 1681 m – Requirements on Use of Consumer Reports

## **SECTION 12**

### **INFORMATION SECURITY POLICY**

#### **INFORMATION SECURITY POLICY**

##### Risk Assessment

The purpose of this policy is to empower Information Systems to perform periodic information security risk assessments (RAs) for the purpose of determining areas of vulnerability, and to initiate appropriate remediation. Risk assessments can be conducted on any entity within the Park District or any outside entity that has signed a *Third Party Agreement* with the Park District. RAs can be conducted on any information system, to include applications, servers, and networks, and any process or procedure by which these systems are administered and/or maintained. The execution, development, and implementation of remediation programs is the joint responsibility of Information Systems and the department responsible for the systems are being assessed. Employees shall cooperate fully with any RA being conducted on systems for which they are held accountable. Employees shall work with Information Systems in the development of a remediation plan, if necessary.

##### Audit Vulnerability Scans

Audits may be conducted at any time to:

- Ensure integrity, confidentiality and availability of information and resources
- Investigate possible security incidents ensure conformance to Park District security policies
- Monitor user or system activity where appropriate

This policy covers all computer and communication devices owned or operated by the Park District. This policy also covers any computer and communications device(s) that are present on Park District premises, but which may not be owned or operated by the Park District. It also covers any computer and communication device that is not present on Park District premises but which links into or accesses the Park District system.

##### Lab Security

This policy establishes information security requirements for Park District labs to ensure that Park District confidential information and technologies are not compromised, and that production services and other Park District interests are protected from lab activities. This policy applies to all connected labs, including internal and DMZ labs, Park District employees, and third parties who access Park District labs.

Any lab structures in the internal network must be on a separate VLAN from the production environment, only accessible by a predetermined access list, and must adhere to all security policies of the production environment. All IP addresses must be recorded. If connection to the production environment is required or a connection outside of the park district is required, these connections must take place through an Information Systems division approved firewall.

### Server Security

The purpose of this policy is to establish standards for the base configuration of internal server equipment that is owned and/or operated by the Park District. Effective implementation of this policy will minimize unauthorized access to Park District proprietary information and technology. This policy applies to server equipment owned and/or operated by the Park District, and to servers registered under any Park District owned internal network domain.

All servers deployed at the Park District must be:

- Registered within the corporate enterprise management system. At a minimum, the following information is required to positively identify the equipment:
  - Hardware and Operation System/Version
  - Main functions and applications, if applicable
  - Service Tag
- Information must be kept up-to-date
- Configuration changes for production servers must be logged
- Operating system configuration shall meet Park District standards
- Services and applications that will not be used must be disabled where practical
- The most recent security patches must be installed on the system as soon as practical
- Trust relationships between systems are a security risk, and their use should be avoided. Do not use a trust relationship when some other method of communication will do
- Always use standard security principles of least required access to perform a function
- Do not use root when a non-privileged account will do
- If a methodology for a secure channel connection is available, (i.e., technically feasible), privileged access must be performed over secure channels, (e.g., encrypted network connections using SSH or IPsec)
- Servers will be physically located in an access-controlled environment
- Servers are specifically prohibited from operating from uncontrolled cubicle areas

### Router Security

This document describes a required minimal security configuration for all routers and switches connecting to a production network or used in a production capacity at or on behalf of the Park District. All routers and switches connected to the Park District production networks are affected. Routers and switches within secured labs are not affected.

Every router must meet the following configuration standards:

- The enable password on the router must be kept in a secure, encrypted form.
- Access rules are to be added as business needs arise
- The router must be included in the corporate enterprise management system. At a minimum, the following information is required to positively identify the equipment:
  - Hardware and Operation System/Version
  - Main functions and applications, if applicable
  - Service Tag
- Each router must have the following statement posted in clear view:

“UNAUTHORIZED ACCESS TO THIS NETWORK DEVICE IS PROHIBITED. You must have explicit permission to access or configure this device. All activities performed on this device may be logged, and violations of this policy may result in disciplinary action, and may be reported to law enforcement. There is no right to privacy on this device.”

- Telnet may never be used across any network to manage a router, unless there is a secure tunnel protecting the entire communication path. SSH is the preferred management protocol.

## **SECTION 13**

### **PROCESS OF EVALUATING CAPITAL IMPROVEMENT REQUESTS FROM AFFILIATE ORGANIZATIONS**

#### **A. PURPOSE**

These criteria are to be used by staff to evaluate requests from Bolingbrook Athletic Council member organizations to co-sign loans for capital improvements.

#### **B. PROCESS**

- Does a cooperative working relationship exist between the youth organization and Park District? Any capital improvement project will take a great deal of cooperation, teamwork and support. If a positive relationship is not already in place, the project begins in jeopardy.
- Does the project meet a demonstrated need? Is it necessary?
- Does the Park District staff have the necessary time available to assist with research, coordination and supervision of the project?
- Does the Park District have the desire to, and financial resources to operate and maintain the improved site? (i.e., utility costs, maintenance, insurance, etc.)
- Does the youth organization understand and accept that even after the improvements are made; they will not have the rights to exclusive use. The Park District may, in its discretion, utilize or permit utilization of the improvements to others.
- Does the youth organization have a proven track record?
- Is the youth organization willing to amend its by-laws conveying its assets to the Park District in the event they dissolve?
- The youth organization must have demonstrated an ability to generate monies to pay for the improvements. Is the youth organization willing to submit to an audit of three years of financial records?
- After thorough review of the project scope, and the organization's ability to pay, is it a safe risk for the Park District to secure the proposed project? (Is the size, scope and need worth the risk?)
- Should the Park District secure a project, payments for supplies, equipment or services are subject to Park District approval. No payments shall be made to providers until written approval is received from the Park District.
- All contractors must provide Certificates of Insurance naming the youth organization and Bolingbrook Park District as additionally insured. Such certificates shall be filed with the Bolingbrook Park District prior to commencing any work.
- All contractors must indemnify and hold harmless the Bolingbrook Park District & youth organization resulting from any claims and/or judgments arising out of construction of the improvements.
- Should the Park District secure a youth organization loan, the organization must be prepared to enter a repayment agreement with the Park District in the event an advance is made to the organization.
- Youth organization will be limited to one project at a time. The Park District will not secure simultaneous projects sponsored by the same group.
- The Park District shall co-sign all checks written by the youth organization for the duration of the projects or provide for other means of influencing the purse string.

# SECTION 14

## LAND/CASH DONATION GUIDELINES

10 acres dry buildable land per 1000 ultimate population or  
\$160,000 cash per acre in lieu of land  
(*\$70,000 is passed along to the Park District and \$90,000 is kept for Village open space needs*)  
3.2 people/unit per village ordinance

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### BOLINGBROOK PARK DISTRICT

#### Supplemental Land/Cash Donation Guidelines

In areas not adequately served by a neighborhood park, the Park District shall negotiate a land or land/cash combination in accordance with the following guidelines:

1. The land donation must be at least 3 acres in size. Credit is not given for retention or detention ponds, floodplain or wetlands. Retention/detention ponds, floodplain and wetlands are long- term liabilities and have limited to no public recreational value. If a developer offers a retention/detention pond, floodplain or wetland in addition to the required land donation, the Bolingbrook Park District may negotiate additional compensation if the retention/detention pond, floodplain or wetland is adjacent to the buildable land being donated and further is viewed by the Park District as enhancing the required donation areas. (In the past such compensation has included developer funded playgrounds, pathways, gazebos, bridges, landscaping and signage, or an additional cash contribution). These additional criteria apply when negotiating acceptance of retention/detention areas:
  - A. The total site shall be a minimum of 6 acres in size.
  - B. A maximum of 50 percent of the site may be utilized for stormwater control facilities.
  - C. The site will not be acceptable if the retention/detention pond is in the middle of the property creating a donut effect.
  - D. The village agrees to assume responsibility for piping, dredging and erosion control of the stormwater management facility.
2. The site should be regular in shape.
3. The site should have soil and topographic conditions suitable to accommodate the recreational facilities anticipated for the site.
4. For security reasons, the site should be highly visible and accessible, not tucked remotely behind the dwelling units. Roadway frontage should be least 150-foot wide at all access points.
5. The site should be centrally located and adjacent to a school site where applicable.
6. Any land donation less than the required acreage shall be supplemented with cash and/or improvements equal to the difference.

# **SECTION 15**

## **PARK & OPEN SPACE CLASSIFICATIONS**

### **A. NEIGHBORHOOD PARKS**

- Description: Landscaped park of limited size for recreational needs of all ages but with designated active areas. Provides some scenic and aesthetic value.
- Typical Contents: Open lawn area, shrubbery and trees, picnic area, playground, benches, pathways or nature walks, volleyball, court games and ballfields.
- Location: It is desirable to be located near elementary schools, if possible, they should be located within safe walking distance of the homes they serve.
- Desirable Size: 3 + acres
- Service Radius: ½ mile-most desirable without having to cross major roadways

### **B. COMMUNITY PARKS**

- Description: Larger than neighborhood parks and serves the entire community. Designed to accommodate large numbers of people of all ages with various recreational activities. Provides for both intensive use and passive pursuits.
- Typical Contents: Athletic Fields for competitive play, children's play areas, community center, volleyball, tennis, basketball, picnic areas, pathways, shelter, gardens and natural areas, restroom or portable toilet.
- Desirable Size: 25+ acres
- Service Radius: Five miles to entire community.

### **C. LINEAR PARKS AND LINKAGES (GREENWAYS)**

- Description: Open space connection between two geographic points. They may be greenways, trailways, or natural drainage courses.
- Typical Contents: Pathways, landscaping, benches, picnic areas. Often left in a natural condition.
- Desirable Size: To function properly, the linear park or linkage should be a minimum of 70 feet in width. Length is unspecified.
- Service Radius: No applicable standard.

### **D. NATURAL AREA**

- Description: Conservation and wildlife areas, woods, prairies, wetlands, and water ways that are maintained in their natural state.
- Typical Contents: Picnic areas, fishing, nature trails, museum, multiuse trails, parking, restrooms, gardens.
- Service Radius: Unlimited
- Desirable Size: 5+ acres

### **E. SPECIAL USE AREAS**

- Description: Usually serves one predominate function such as golf course, museum, aquatic center, fitness center, etc.
- Service Radius: Unlimited

### **F. INTERGOVERNMENTAL MAINTENANCE AGREEMENT (see Section 10 )**



**SECTION 16**  
**STORM WATER MANAGEMENT AGREEMENT BETWEEN VILLAGE OF**  
**BOLINGBROOK AND BOLINGBROOK PARK DISTRICT**

MINUTES OF a Regular Meeting of the Board of  
Park Commissioners of the Bolingbrook Park District,  
Will County, Illinois, Held at Recreation Center,  
201 Recreation Drive, Bolingbrook, Illinois, at 8:00 P.M.,  
of the 21<sup>st</sup> day of November, 1996.

The President call the meeting to order and directed the Secretary to call  
the roll.

Upon the roll being called, Bill Werth, the President, and the following  
Park Commissioners answered present:

Hix, Mika, Traczek, Vastalo, Werth

The following Park Commissioners were absent:

None

Park Commissioner Vastalo presented and the Secretary read in full the  
following:

RESOLUTION APPROVING AMENDMENT OF INTERGOVERNMENTAL  
AGREEMENT BETWEEN THE VILLAGE OF BOLINGBROOK AND THE  
PARK DISTRICT RE STORM SEWER RETENTION/DETENTION SYSTEMS.

RESOLUTION 96 – 10

RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF BOLINGBROOK AND THE PARK  
DISTRICT RE STORM SEWER RETENTION/DETENTION SYSTEMS.

WHEREAS, Article 7, Section 10 of the Constitution of the State of Illinois (1970) authorizes units of local government, including municipalities, to contract to exercise, combine or transfer any power of function not prohibited to them by law or ordinance; and

WHEREAS, Chapter 5 of the Illinois Compiled Statutes, Section 220/3 (the Intergovernmental Cooperation Act) authorizes units of government in Illinois to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually and to enter into contracts for the performance of governmental services, activities and undertakings; and

WHEREAS, pursuant to Resolution No. 94 – 1 of the Bolingbrook Park District, passed on March 17, 1994, the Bolingbrook Park District entered into an intergovernmental agreement (the “Agreement”) with the Village of Bolingbrook setting forth the responsibilities of each party with regard to certain storm sewer retention/detention systems; and

WHEREAS, the Village and the park District are desirous of amending said Agreement to set forth a revised list of retention/detention systems to which the Agreement applies; and

WHEREAS, the Board of Commissioners of the Bolingbrook Park District believes it to be in the best interests of the residents of the Park District to amend the terms of the Agreement as set forth in the Amendment attached hereto and made a part hereof as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE BOLINGBROOK PARK DISTRICT, WILL COUNTY ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as if said recitals were fully set forth within the Section One.

SECTION TWO: That the Amendment between the Village of Bolingbrook and the Park District, which amendment is attached hereto as Exhibit A, shall be and is hereby approved, and the President and Secretary of the Board of Park Commissioners shall be, and they are hereby, authorized and directed to execute said agreement in substantially the form attached hereto.

SECTION THREE: That portion of said Agreement which has not been expressly amended by the Amendment approved hereby is hereby ratified and affirmed and shall remain in full force and effect.

SECTION FOUR: That all resolutions and orders or parts thereof in conflict with the provisions of this Resolution shall be and they are hereby repealed.

AMENDMENT TO AGREEMENT  
BETWEEN THE VILLAGE OF BOLINGBROOK  
AND BOLINGBROOK PARK DISTRICT

THIS AMENDMENT, made this 22<sup>nd</sup> day of October, 1996, to the Agreement between the VILLAGE OF BOLINGBROOK and BOLINGBROOK PARK DISTRICT, authorized by Resolution No. 94R – 008 of the Village passed on March 8, 1994, amends the terms of said Agreement.

For and in consideration of the mutual promises and covenants hereinafter contained, the parties agree as follows:

1. Exhibit A to the Agreement, which sets forth the park/ detention / retention sites to be incorporated within the Agreement, shall be and hereby amended in its entirety so that said Exhibit A shall hereafter be Exhibit A attached hereto and made a part hereof.

2. Except as expressly modified herein, all other provisions of said Agreement shall remain in full force and effect.

Dated this 22<sup>nd</sup> day of October, 1996.

VILLAGE OF BOLINGBROOK

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Village Clerk

BOLINGBROOK PARK DISTRICT

ATTEST:

\_\_\_\_\_  
President, Board of Park Commissioners

\_\_\_\_\_  
Secretary, Board of Park Commissioners

WITNESSETH:

WHEREAS, PARK DISTRICT AND VILLAGE, as government units, are authorized by the constitution and statutes of the State of Illinois to enter into intergovernmental agreements; and

WHEREAS, the parties desire a cooperative relationship between themselves and a definition of their respective responsibilities with regard to storm sewer retention/detention systems; and

WHEREAS, Park District and Village are agreed that the obligation to recreational development, maintenance and use of said Park District lands is the sole responsibility of the Park District; and

WHEREAS, Park District and Village are agreed that the obligation to maintain, repair, renew, restore and replace storm sewer and drainage facilities on Park District lands is the sole responsibility of the Village.

NOW, THEREFORE, in consideration of the following mutual covenants and agreements, the parties agree as follows with respect to all the park sites listed on exhibit "A":

1. The Park District shall, at its own expense, undertake and be responsible for the following:
  - a. The planning, design and engineering of all park recreation development on the site;
  - b. The care, development and maintenance of all vegetation, including turf, trees, and shrubs, being careful to not place trees or shrubs over tile, pipes and conduits;
  - c. The development and maintenance of all structures, equipment and facilities for public recreational use;
  - d. Restoration of turf in detention basins destroyed or damaged by normal flood conditions; and

- e. Maintenance of the parks in a debris free and sightly condition, including debris accumulated on the exterior of the stormwater inlet structures.
2. The Village shall, at its own expense, undertake and be responsible for the following:
- a. The engineering and design of the stormwater system and any modifications or changes deemed necessary for its intended function;
  - b. The maintaining, repairing, restoring, renewing and replacing of all appurtenances required for the proper and safe functioning of such storm water detention basin, retention lakes, and storm sewers;
  - c. The drainage system for maintaining a dry bottom for detention basins;
  - d. The development and maintenance of all stormwater control structures, storm sewers, sewer and sections, inlet structures, sheet pilings, wing walls and necessary appurtenances to its operation of the stormwater detention system;
  - e. The removal of silt deposits from retention lakes;
  - f. The removal of excessive silt and debris and restoration of turf resulting from unusual flood conditions in detention basins;
  - g. The restoration of turf due to any failure of the storm sewer or underdrain system.

WHEREFORE, this Agreement has been executed the day and year first above written on behalf of the respective parties hereto by their duly authorized officers pursuant to ordinance or resolution lawfully adopted.

PARK DISTRICT:  
BOLINGBROOK PARK DISTRICT

BY: \_\_\_\_\_  
PRESIDENT, BOARD OF COMMISSIONERS

ATTEST:

\_\_\_\_\_  
SECRETARY

VILLAGE:  
VILLAGE OF BOLINGBROOK

BY: \_\_\_\_\_  
ROGER CLAAR, MAYOR

ATTEST:

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CAROL S. PENNING, VILLAGE CLERK  
EXHIBIT A

<u>Park Name</u>	<u>Sub-Division</u>	<u>Location</u>
Blackhawk Pond	Indian Oaks	Blackhawk Ln & Seneca Way
Pathways Pond	Indian Oaks	Schmidt Rd. & Blair Ln.
Arrowhead Pond	Country Manor	Robinhood Ct. & Arrowhead Ln.
Rotary Park	Old Bolingbrook	Briarcliff Rd & east of Fire Station 1
Lions Park	Cherrywood	Grant Dr. & Quail Run Dr.
Drafke Park	Peppertree	Ingleside Dr. & Bradford Pl.
Indian Chase Meadows	Pheasant Chase	West of Blackfoot Dr.
Heritage Park	Heritage Creek	Paxson Dr. & Royce Rd.
Indian Boundry Park	Woodleaf	Indian Boundry Rd & Hartford Ln., N. of Boughton Rd.
Lily Cache Greenway	Lakewood Farms/ Maplebrook Estates	West of Weber along Lily Cache Creek
Gateway Wetlands	Feather Sound/ The Trails	Feather Sound & Wobbler Dr.
DuPage River Greenway	Riverwoods	Delaware Cr. & DuPage River
Boughton Ridge Golf Course	-----	335 E. Boughton Rd. (in-line pond)
Plimmer Park	Bloomfield Village	S.E. Corner Schmidt Rd. & Lily Cache Creek
Volunteer Park	William Glen S.	Lindsey Ln. & Briarcliff Rd.
Unnamed Park	Hickory Oaks	S.E. Corner Kings Rd. & Apple Valley Rd.
Unnamed Park	Fordham Brook	Rockhurst and Rt. 53.

SECTION FIVE: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 21<sup>st</sup> day of November, 1996.

AYES: Hix, Mika, Traczek, Vastalo, Werth

NAYS: None

ABSENT: None

\_\_\_\_\_  
President, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Secretary, Board of Commissioners



# **SECTION 17**

## **ENVIRONMENTAL POSITION STATEMENT**

The care and protection of the natural world is the responsibility of all of its human inhabitants; and governmental agencies can and should take a lead role to protect, preserve and conserve the planet's natural resources;

The Bolingbrook Park District assumes its obligation to develop and implement programs that demonstrate and teach the value and vitality of sound environmental policies, habits and procedures; and employs the following practices:

### **Purchase and Use Environmentally Safe and Sensitive Products**

Considering the effect of products' production, packaging, use, storage and disposal, purchase products that will minimize negative environmental impacts.

### **Promote Wise Use and Protection of Air, Water, Soil and Wildlife**

Conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.

### **Promote Wise Use of Energy Resources**

Implement strategies to conserve energy and seek feasible alternative energy sources.

### **Promote Waste Reduction and Proper Waste Handling**

Reduce waste production; reuse and recycle materials from facility and park operations. Handle hazardous and all other wastes according to lawful and safe procedures.

### **Promote Open Space Planning and Preservation**

Acquire, preserve, restore and maintain natural areas including grasslands, woodlands, wetlands, river corridors, greenways and trails.

### **Promote Environmental Education and Interpretation**

Provide education and interpretation opportunities; advocate positive behavioral change in relation to environmentally conscious lifestyles and appreciation for the natural world.

# **SECTION 18**

## **DISTRICT-WIDE CODE OF CONDUCT / FACILITIES CODE OF CONDUCT**

### **DISTRICT- WIDE**

#### **A. DEFINITIONS**

The Bolingbrook Park District is committed to providing a safe, clean and fun environment for all participants and guests. By doing so, patrons are required to act appropriately and are to be respectful of others at all times when using Bolingbrook Park District parks and facilities.

Persons using Bolingbrook Park District facilities are expected to behave in a mature and responsible manner. The Bolingbrook Park District Code of Conduct does not permit language or any action that may hurt or frighten another person or that falls below a generally accepted standard of conduct. Directions issued by Park District staff must be followed at all times.

#### **B. CODE OF CONDUCT**

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make our programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by the Bolingbrook Park District.

The Bolingbrook Park District insists that all patrons, participants and spectators comply with the following Code of Conduct. All patrons, guests, participants and spectators shall:

- Only use all facilities and park district property for their intended purpose.
- Show respect to all participants, staff and volunteers.
- Show respect for equipment, supplies and property.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, others, staff or volunteers.
- Report any inappropriate or illegal conduct to District staff or Police.

#### **C. DISCIPLINE**

A positive approach shall be used in regards to discipline. Staff will periodically review rules with participants before and during program sessions. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Bolingbrook Park District reserves the right to dismiss a participant and ban from all park facilities/programs any person whose behavior endangers his or her own safety or the safety of others.

#### **D. FACILITY PROCEDURES**

In the event that any of the situations occur on Park District Property or in a Park District Program or service, staff will respond with the following actions.

1. Front line staff is made aware of a situation by their own observation, another staff or patron.
2. At any time, staff must feel free to call the police for any of these situations.
3. Once front line staff is aware, they should inform a Manager, Manager on Duty or Assistant Facility Manager.

4. The Manager must confront the patron about their disobedience of the Code of Conduct.
5. If Patron does not comply with Code of Conduct, Manager must ask patron to leave.
6. If Patron still is in defiance of Code of Conduct, staff must call police.
7. If possible, staff must try to get as much information regarding patron and who they are from other patrons, customers or police.
8. Following the incident, Facility Manager will create consequences if people or persons are identified at time of incident.
9. The Bolingbrook Park District maintains the right to create consequences based on each situation's severity.
10. Managers should determine the severity of the action and immediately take steps to correct it. These may include, but are not limited to
  - a. 1<sup>st</sup> Offense: Patron, Guest or User is sent home from facility or property.
  - b. 2<sup>nd</sup> Offense: Patron, Guest or User is suspended from all park district property for 1 month. Meeting with offender or offender's parent required before return.
  - c. 3<sup>rd</sup> Offense: Patron, Guest or User is suspended from all park district property for 1 year. Meeting with offender or offender's parent with Manager and Director before return.

#### **E. PROGRAM PROCEDUES**

Upon registration or entry into the facility/program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home.

If the participant exhibits inappropriate behavior/actions, the following should be followed:

**Supervisors should determine the severity of the action and immediately take steps to correct it. These may include, but are not limited to:**

1. A verbal warning
2. A supervised time-out from the program. (A good rule of thumb is a minute a year for timeouts). The type of time-out may vary according to the situation (Observational: from the sidelines of the activity; Exclusion: away from the group, however within view of the activity; Seclusion: time-out area with staff members present away from view of the activity). (If physical restraint is used to protect against injury, the time-out should be documented on a conduct report.) Any conduct report made should be given to the immediate full-time supervisor.
3. Times for Suspension
  - o First Offense: Time Out
  - o Second Offense: One Day with Parent Meeting
  - o Third Offense: Removal from Program

## **F. PROHIBITED ACTIVITIES**

The following actions are prohibited at Bolingbrook Park District facilities and parks:

- Harassment or intimidation using words, vulgar language, gestures, body language or menacing behavior.
- Physical contact with another individual or staff member in an angry, violent or threatening manner.
- Any demonstration of sexual activity or sexual suggestiveness.
- Carrying or concealing weapons or devices that may be used as a weapon.
- Use or possession of illegal substances or alcohol on Bolingbrook Park District property without proper permits.
- Abuse or vandalism of Park District equipment, supplies and property.
- Theft.
- Smoking and loitering inside or outside Bolingbrook Park District facilities/grounds.
- Continuous poor sportsmanship or overaggressive competitiveness from players or spectators.
- Any other unacceptable behavior including inappropriate dress.
- Violation of local Ordinances.
- Each participant (registered or drop-in) of the Bolingbrook Park District are expected to treat all other patrons and staff respectfully.
- Failure to do so, may result in expulsion from the program, or facility.
- As a staff member, you are not expected to take any form of abuse from a patron.
- If the patron does not correct their behavior, please be sure to get the 'Manager on Duty' to assist in politely attempting to end the conversation or to contact local authority to have the patron removed.
- Please be sure to document the entire conversation and end result to your supervisor.

## **WHEN TO CONTACT THE POLICE**

If participant makes a direct threat of hurting him/herself, call the parent/guardian immediately. If the parent/guardian is not available, call the police.

If a participant becomes overly aggressive, abusive and/or violent, call the police.

## **G. INFORMATION SECURITY POLICY**

### **Risk Assessment**

The purpose of this policy is to empower Information Systems to perform periodic information security risk assessments (RAs) for the purpose of determining areas of vulnerability, and to initiate appropriate remediation. Risk assessments can be conducted on any entity within the Park District or any outside entity that has signed a *Third Party Agreement* with the Park District. RAs can be conducted on any information system, to include applications, servers, and networks, and any process or procedure by which these systems are administered and/or maintained. The execution, development, and implementation of remediation programs is the joint responsibility of Information Systems and the department responsible for the systems are being assessed. Employees shall cooperate fully with any RA being conducted on systems for which they are held accountable. Employees shall work with Information Systems in the development of a remediation plan, if necessary.

## **Audit Vulnerability Scans**

Audits may be conducted at any time to:

- Ensure integrity, confidentiality and availability of information and resources
- Investigate possible security incidents ensure conformance to Park District security policies
- Monitor user or system activity where appropriate

This policy covers all computer and communication devices owned or operated by the Park District. This policy also covers any computer and communications device(s) that are present on Park District premises, but which may not be owned or operated by the Park District. It also covers any computer and communication device that is not present on Park District premises but which links into or accesses the Park District system.

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- Do not use root when a non-privileged account will do

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- Servers will be physically located in an access-controlled environment
- Servers are specifically prohibited from operating from uncontrolled cubicle areas

## **Router Security**

This document describes a required minimal security configuration for all routers and switches connecting to a production network or used in a production capacity at or on behalf of the Park District. All routers and switches connected to the Park District production networks are affected. Routers and switches within secured labs are not affected.

Every router must meet the following configuration standards:

- The enable password on the router must be kept in a secure, encrypted form.
- Access rules are to be added as business needs arise
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- Each router must have the following statement posted in clear view:

“UNAUTHORIZED ACCESS TO THIS NETWORK DEVICE IS PROHIBITED. You must have explicit permission to access or configure this device. All activities performed on this device may be logged, and violations of this policy may result in disciplinary action, and may be reported to law enforcement. There is no right to privacy on this device.”

- Telnet may never be used across any network to manage a router, unless there is a secure tunnel protecting the entire communication path. SSH is the preferred management protocol.

## **H. ABUSED & NEGLECTED CHILD REPORTING ACT**

It is the policy of the Bolingbrook Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act (the “Act”), codified in 325 ILCS 5/1 et seq. Under the Act, “recreational or facility personnel” are mandated reporters. As such, the District will make every reasonable effort to have its employees comply with the Act to report any cases of abuse or neglect of a child (a person under the age of 18 years) participating in District activities and programs or at District facilities to the Illinois Department of Children and Family Services (“DCFS”). All employees of the District shall sign an Acknowledgement Form, as prescribed by DCFS, stating that they are familiar with their responsibilities as mandated reporters under the Act. The District will retain the Acknowledgement Form.

The District shall not discharge, demote or suspend, or threaten to discharge, demote or suspend, or in any manner discriminate against any employee who makes any good faith oral or written report of suspected child abuse or neglect, or who is or will be a witness or testify in any investigation or proceeding concerning a report of suspected child abuse or neglect.

### **DEFINITIONS**

“Abused child” means a child whose parent or immediate family member, or any person responsible for the child’s welfare, or any individual residing in the same home as the child, or a paramour of the child’s parent:

- (a) inflicts, cause to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- (b) creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- (c) commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age;
- (d) commits or allows to be committed an act or acts of torture upon such child;
- (e) inflicts excessive corporal punishment;
- (f) commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961, against the child; or
- (g) causes to be sold, transferred, distributed or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription.

A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act.

“Neglected child” means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or remedial care recognized under State law as necessary for a child’s well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child’s welfare without a proper plan of care; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child shall not be considered neglected for the sole reason that the child’s parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child’s parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Article 26 of The School Code, as amended.

## **PROCEDURE**

Any employee having reasonable cause to believe a child known to them in their professional or official capacity (as an employee of the District) may be an abused child or a neglected child shall immediately report or cause a report to be made to DCFS.

The required report should be made immediately by telephone to the DCFS “central register” at 1-800-25ABUSE (1-800-252-2873), or in person to the nearest DCFS office.

The initial report shall include, if known (1) the name and address of the child and his parents or other persons having custody of the child; (2) the child’s age; (3) the nature of the child’s condition including any evidence of previous injuries or disabilities; and (4) any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.

The initial report must be confirmed, in writing, to the DCFS Child Protection Service Unit, within 48 hours of the initial report. The written report shall contain the following information to the extent known at the time the report is made:

(1) the names and addresses of the child and his parents or other persons responsible for his welfare; (1.5) the name and address of the school that the child attends (or the school that the child last attended, if the report is written during the summer when school is not in session), and the name of the school district in which the school is located, if applicable; (2) the child's age, sex, and race; (3) the nature and extent of the child's abuse or neglect, including any evidence of prior injuries, abuse, or neglect of the child or his siblings; (4) the names of the persons apparently responsible for the abuse or neglect; (5) family composition, including names, ages, sexes, and races of other children in the home; (6) the name of the person making the report, his occupation, and where he can be reached; (7) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and (8) any other information the person making the report believes might be helpful in the furtherance of the purposes of this Act.

In the event that an employee has reasonable cause to suspect that a child has died as a result of abuse or neglect, the employee shall also make an immediate report of their suspicion to the County medical examiner or coroner.

The employee making a report shall also immediately notify the Director of Parks and Recreation that the report has been made. No other disclosure of the report shall be made, except as required by DCFS or as allowed by law. The Director will notify the Board of Commissioners that a report has been made, but will not identify the reporter or child.

#### VIOLATION OF THE ACT

Employees are advised as follows:

A person required to report suspected child abuse or neglect who willfully fails to do so is guilty of a Class A misdemeanor for a first violation and a Class 4 felony for a second or subsequent violation.

Any person who knowingly transmits a false report to DCFS commits the offense of disorderly conduct, and a second or subsequent violation is a Class 4 felony.

In the event that the District posts the statewide reporting number, there shall also be posted the following notice:

“Any person who knowingly transmits a false report to the Department commits the offense of disorderly conduct under Subsection (a)(7) of Section 26-1 of the Criminal Code of 1961. A first violation of this subsection is a Class A misdemeanor, punishable by a term of imprisonment for up to one year, or by a fine not to exceed \$1,000, or by both such term and fine. A second or subsequent violation is a Class 4 felony.”

## **I. BOLINGBROOK PARK DISTRICT WHEELCHAIR AND OTHER POWER-DRIVEN MOBILITY DEVICE POLICY**

### **I. INTRODUCTION**

People with mobility, circulatory, or respiratory disabilities use a variety of devices for mobility, many of which are primarily designed for use by people with disabilities. Advances in technology have given rise to new power-driven devices that are not necessarily designed for people with disabilities, but are being used by some people with disabilities for mobility. In response to these and other advancements, the Department of Justice (“DOJ”) amended its regulations implementing Title II of the Americans with Disabilities Act (“ADA”). The revised Title II regulations impact the use of wheelchairs and other power-driven mobility devices (“OPDMDs”) by individuals with mobility disabilities.



The Bolingbrook Park District (“Park District”) has implemented this Wheelchair and Other Power-Driven Mobility Device Policy (“Policy”) in response to the revised Title II regulations concerning the use of wheelchairs and OPDMDs, as those terms are hereinafter defined. This Policy is intended to provide a clear understanding of the circumstances under which the use of wheelchairs and OPDMDs by individuals with mobility disabilities will be permitted, and to set forth specific rules governing the use and operation of those devices.

## **II. DEFINITIONS**

“**Wheelchair**” means a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.

“**Other power-driven mobility device**” (“OPDMD”) means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, electronic personal assistance mobility devices (“EPAMDs”), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair as defined above.

## **III. PERMITTED USES**

### **(A) Use of wheelchairs and manually-powered mobility aids:**

The Park district shall permit individuals with mobility disabilities to use wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any Park District park or facility open to the general public.

### **(B) Use of other power-driven mobility devices:**

The use of OPDMDs in Park District parks and facilities by individuals without mobility disabilities is prohibited.

The Park District shall permit individuals with mobility disabilities to use OPDMDs in any Park District park or facility open to the general public, subject to the following restrictions, limitations, and conditions:

The operator of the OPDMD must be an individual with a mobility disability and, upon request by a Park District employee or official, must provide credible assurance that the OPDMD is required because of the individual’s disability;

The OPDMD must be operated in a manner that does not compromise the safety of the individual user, other individuals or employees using the Park District’s parks and facilities, or cause damage to the parks or facilities themselves;

Golf cars or carts, whether gas or electric, and any other OPDMDs powered by fuel or internal combustion engines are prohibited from all indoor facilities;

The OPDMD, if operated in a park or other outdoor facility, must:

Keep pace with other pedestrians and must not be operated at speeds exceeding 6 mph;

Operate between dawn and dusk, unless the OPDMD is equipped with manufacturer installed headlights visible at a minimum of 300 feet;

Be driven on the side of the intended direction of travel of any path or circulation route;

Not be driven in wet or ecologically sensitive areas where pedestrians are

prohibited; and

Not be used in any manner inconsistent with the manufacturer's specifications for safe and stable operation, including the number of individuals transported or the manner of transportation.

The OPDMD, if operated in an indoor facility, must:

Keep pace with other pedestrians and must not be operated at speeds exceeding 4 mph;

Be driven on the right hand side of any hallway or circulation route;

Use caution when passing doors and other areas of ingress or egress;

Not be used in any manner inconsistent with the manufacturer's specifications for safe and stable operation, including the number of individuals transported or the manner of transportation.

The Park District accepts no responsibility for storage of any OPDMDs;

The Park District accepts no liability for damage to the OPDMD, or injury to the individual operating the OPDMD, whether caused by the individual, another user of the park or facility, or any other circumstance; and

The Park District accepts no liability for damage caused by the individual operating the OPDMD, or for injury to others caused by the individual operating the OPDMD.

#### **IV. ASSESSMENT FACTORS USED IN DETERMINING PERMITTED USES**

The permitted uses of OPDMDs in Park District parks and facilities established by this Policy, and the restrictions, limitations, and conditions regarding same, were determined based on the following factors:

The type, size, weight, dimensions, and speed of the devices;

The park or facility's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);

The park or facility's design and operational characteristics (e.g. whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user);

Whether legitimate safety requirements can be established to permit the safe operation of the OPDMD in the specific park or facility; and

Whether the use of the OPDMD creates a substantial risk of serious harm to the immediate environmental or natural or cultural resources, or poses a conflict with federal land management laws and regulations.

#### **V. INQUIRIES ABOUT DISABILITY OR USE OF MOBILITY DEVICES**

**Prohibited Inquiries:**

Park district officials or employees shall not ask an individual using a wheelchair or OPDMD questions about the nature and extent of the individual's disability.

**Permitted Inquiries:**

Park District officials or employees may ask a person using an OPDMD to provide a credible assurance that the mobility device is required because of the person's disability.

**VI. CREDIBLE ASSURANCES**

The following shall constitute a credible assurance that the use of the OPDMD is for the individual's mobility disability:

A valid, State-issued, disability parking placard or card, or other State-issued proof of disability; or

A verbal representation, not contradicted by observable fact, that the OPDMD is being used for a mobility disability.

For purposes of this Policy, a "valid" disability placard or card is one that is presented by the individual to whom it was issued and is otherwise in compliance with the State of issuance's requirements for disability placards or cards.

In addition, the phrase "not contradicted by observable fact" does not mean that a mobility disability must be observable as a condition for allowing the use of an OPDMD. Rather, if an individual represents that a device is being used for a mobility disability and that individual is later observed engaging in a physical activity that is contrary to the nature of the represented disability, then the assurance given is no longer credible and the individual may be prevented from using the device.

**VII. MODIFICATION**

The Park District reserves the right to change, modify, or amend this policy at any time.

**VIII. SEVERABILITY**

Invalidation of any of the provisions contained in this Policy, or of the application thereof to any person by judgment or court order shall in no way affect any of the other provisions hereof or the application thereof to any other person and the same shall remain in full force and effect.

**J. BOLINGBROOK PARK DISTRICT SERVICE ANIMAL POLICY**

**I. INTRODUCTION**

The Department of Justice amended its regulations implementing Title II of the Americans with Disabilities Act ("ADA"), which is applicable to all public bodies. The revised Title II regulations impact the use of service animals by individuals with disabilities.

The Bolingbrook Park District ("Park District") has implemented this Service Animal Policy ("Policy") in response to the revised Title II regulations to ensure that members of the public, residents, visitors, and other authorized users with disabilities who use service animals can participate in and benefit from the Park District's programs, services, and activities. This policy is intended to provide a clear understanding of the circumstances under which the use of service animals by individuals with disabilities will be permitted, and to set forth specific rules governing the use of service animals.

## II. DEFINITIONS

**“Direct Threat”** means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services as provided in more detail in Section IV(C) below.

**“Service Animal”** means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

## III. PERMITTED USES

### (A) **Service Animals:**

As a general rule, the Park District will modify its policies, practices or procedures to permit the use of a service animal by an individual with a disability. Individuals will be permitted to be accompanied by their service animals in all areas of the Park District's parks and facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. The Park District will not require an individual with a disability to pay a surcharge related to the use of a service animal or require that individual to comply with other requirements generally not applicable to people without pets.

### (B) **Miniature Horses:**

The Park District will make reasonable modifications to its policies, practices or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Individuals will be permitted to be accompanied by their miniature horses in all areas of the Park District's parks and facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. The Park District will not require an individual with a disability to pay a surcharge related to the use of a miniature horse or require that individual to comply with other requirements generally not applicable to people without pets.

## IV. EXCEPTIONS

### (A) **Service Animals:**

The Park District may ask an individual with a disability to remove a service animal from a park or facility if:

The animal is out of control and the animal's handler does not take effective action to control it; or

The animal is not housebroken.

**B) Miniature Horses:**

In determining whether reasonable modifications can be made with respect to a particular facility, the Park District will consider the following:

The type, size and weight of the miniature horse and whether the facility can accommodate these features;

Whether the handler has sufficient control of the miniature horse;

Whether the miniature horse is housebroken; and

Whether the miniature horse's presence in a specific facility compromises safety requirements that are necessary for safe operation.

The Park District may ask an individual with a disability to remove a miniature horse from a park or facility if at any time the miniature horse becomes out of control and the miniature horse's handler does not take effective action to control it, or if it becomes clear that the miniature horse is not housebroken.

**(C) General Exceptions:**

In addition to the exceptions set forth above, the Park District may also prohibit the use of service animals or miniature horses by individuals with disabilities in accordance with the provisions in subsections 1) and 2) below. The final determination to prohibit the use of service animals or miniature horses under either of following subsections shall be made on an individualized basis by Superintendent of Recreation (ADA Coordinator or the Executive Director or their specific designees, employees of the Park District authorized to make such decisions at that site, park or facility.



The Park District may prohibit the use of a service animal or miniature horse by an individual with a disability if that service animal or miniature horse poses a direct threat, as that term is defined above, to health or safety of others. When determining whether a service animal or miniature horse poses such a threat, the Park District will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence. Any final determination will take into consideration:

The nature, duration, and severity of the risk;

The probability that the potential injury will actually occur;

Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

The Park District may prohibit the use of a service animal or miniature horse by an individual with a disability if the use of the service animal or miniature horse will fundamentally alter the nature of the service, program, or activity.

**(D) Accommodation after Exclusion:**

In the event the Park District properly excludes a service animal or miniature horse under subsections A, B, or C above, the Park District will allow the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal or miniature horse on the premises.

**V. REQUIREMENTS FOR SERVICE ANIMALS AND MINIATURE HORSES**

An individual with a service animal or miniature horse must comply with the following:

**(A) Under Control:** The service animal or miniature horse must be under the control of its owner or handler at all times.

**(B) Harness/Leash:** The service animal or miniature horse must have a harness, leash, or other tether, unless either the owner or handler is unable because of a disability to use a harness, leash or other tether, or the use of the harness, leash or other tether would interfere with the service animal or miniature horse's safe, effective performance of work or tasks, in which case the service animal or miniature horse must be otherwise under the owner or handler's control (e.g., voice control, signals, or other effective means).

**(C) Vaccination:** The service animal or miniature horse must possess and maintain current immunizations common to that specific class of animal.

**(D) Licensing:** The service animal or miniature horse must possess and maintain all licenses or permits required by law or local ordinance for that specific class of animal.

**(E) Identification and Other Tags:** The service animal or miniature horse must wear or display all tags required by law or local ordinance, such as identification or rabies tags.

**(F) Clean Up:** The owner or handler must follow all laws or local ordinance regulating the cleanup of animal defecation.

**(G) Care and Supervision:** The owner or handler must care for and properly supervise the service animal or miniature horse at all times.

**VI. INQUIRIES**

**(A) Permitted Inquiries:**

The Park District may ask the following questions to determine whether an animal qualifies as a service animal:

Whether the use of the animal is required because of a disability;  
What work or task the animal has been trained to perform.

**(B) Prohibited Inquires:**

The Park District will not do any of the following when determining whether an animal qualifies as a service animal:

Ask any questions about the nature or extent of a person's disability;

Require any documentation, such as proof that the animal has been certified, trained, or licensed as a service animal; or

Ask any of the questions set forth in Section VI(A) if it's readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

**VII. FURTHER INFORMATION**

Anyone who has any questions about the use of service animals or miniature horses by persons with disabilities or the contents of this Policy are invited to contact Bolingbrook Park District [www.bolingbrookparks.org](http://www.bolingbrookparks.org).

# SECTION 19

## CONDUCT IN PUBLIC PARKS and SOCCER GOAL SAFETY POLICY

### A. DEFINITIONS

For the purpose of this section, the following definitions shall apply:

- "Board" means the Board of Commissioners of the Bolingbrook Park District.
- "Executive Director" means the chief administrative officer of the District.
- "District" means the Bolingbrook Park District, Will County, Illinois.
- "Park" means any athletic field, playground, open area, facility, building, or part of parts thereof, and the materials and equipment therein owned, leased or in use by the District.
- "Person" means any individual, group or organization of any kind.
- "Vehicle" means any motor powered conveyance, including minibikes, go-carts, and snowmobiles, but not including conveyances in use by the District.

### B. HOURS OF OPERATION, CLOSED AREAS

- No person shall be allowed on park property between 10:00 p.m. and 6:00 a.m. unless otherwise posted or authorized by the Executive Director or when attending an authorized meeting or activity being held in a park building or facility.
- No person shall be allowed at any time of for any reason on any park site or property that is declared closed by the Executive Director. **Exception:** Persons and vehicles may pass through such parks without stopping on the most direct walk or driveways leading from their point of entrance to the exit nearest to their point of destination.
- No person shall be allowed at any time on any part of any park, which is fenced in and locked.
- It shall be unlawful for a parent, legal guardian, a person in loco parentis, a person having legal or personal custody, or any other person to knowingly permit a person less than eighteen (18) years of age in his custody or control to be or remain in any part of any park system between the hours of 10:00 p.m. and 6:00 a.m. (See section D for parental responsibility).

### C. PROHIBITED ACTIVITIES

#### Fires

No unauthorized person shall construct, light or make use of any fire on District property, except small contained fires used for the sole purpose of grilling food when located in designated picnic areas. Bonfires shall be strictly prohibited, unless authorized by the Executive Director, and accompanied by written permits.

#### Firearms, Fireworks and Weapons

- No unauthorized person shall carry or discharge any gun, firearm or weapon, or discharge any rocket, firecracker, torpedo, squib, or other fireworks or objects containing any substance of an explosive nature on District premises without first obtaining a permit from the Executive Director and providing appropriate liability insurance naming the Bolingbrook Park District as additionally insured.
- No person shall carry or discharge any bow and arrow, slingshot, BB gun or pellet gun, or other weapon or instrument used for hunting or target practice.
- No person shall throw or cast any stone or missile on District premises.
- No unauthorized person shall bring onto park property any trapping device, any incendiary bomb or material, any smoke or stink bomb, any acid or caustic substance, tear gas, any disabling chemical agent, or any inflammable liquid, except charcoal lighter, fuel contained in the fuel tank of a motor vehicle, watercraft, lantern, camp stove or camp heater.



### **Vandalism**

- No person shall cut, break, climb on, write on, or in any way injure or deface any tree, shrub, plant, turf, surface, or any part of a building, fence, bridge, lamp, post, play or sport apparatus, sign or other structure or property of District premises.
- Vandals shall be prosecuted and required to reimburse the Park District for replacement and/or repair of damage.
- Parents of minors shall be held responsible for any financial reimbursement.

### **Disorderly Conduct**

Persons committing any of the following acts shall be deemed guilty of disorderly conduct:

- Willfully assault another in the park system or be engaged in, and or abet in any fight, quarrel or other disturbance in the park system.
- Make, aid, countenance or assist in making any purpose to the annoyance, obstruction or disturbance breach of peace within the park system.
- Fail to disperse after being ordered to do so by a person with police authority.
- Enter upon any part of the park system, which is in an unfinished state, under construction, closed to the public, or over or upon any golf course except in the use thereof in the course for regular play.
- Enter upon any portion of the park system where persons are prohibited from going, as indicated by sign or notice.
- Fish or bathe in any of the waters of the park system except such portions thereof as may be designated for such purposes and under such regulations as may be prescribed by the District.
- Engage in any fraudulent scheme, device or trick to obtain money or other valuable thing in any place in the park system.
- Make or create loud or boisterous noises, whether by personal actions or electronic or mechanical amplification.
- Use any abusive, threatening, insulting, indecent, profane or obscene language, or language calculated to occasion a breach of the peace.
- Loitering about the public ways or parks, either by day or night, without any known lawful means of support, or without being able to give a satisfactory account of themselves.
- No person shall climb any tree nor climb, walk, stand or sit upon any wall, building, fountain, fence, or railing.
- Appear at any place in other than proper clothing that does not unduly expose the body.

A person is guilty of violation of this section if, after having been given proper warning or notification that any such conduct is improper, he fails to cease such conduct.

### **Boating and Swimming**

No unauthorized person shall bring into, attempt to launch, use or navigate any boat, yacht, canoe, raft or other watercraft upon or swim in the waters of any lake or pond located within any property owned or controlled by the District except as such places as may be designated by the Executive Director.

### **Vandalism to Shrubs, Trees & Flowers**

No unauthorized person shall damage, cut, carve, uproot or injure any tree, shrub or flower in any park; nor shall any person attach any rope, wire or other contrivance to any tree, shrub or flower.

### **Encroachment**

No person shall encroach upon District property by constructing fences, play apparatus, or any structure, or planting gardens or shrubs, or by assuming District property for personal use.

### **Theft of Landscaping**

No person shall remove any soil, rock, stone, tree, shrub, plant, timber or other wood or material from any park nor make any excavation by tool, equipment, blasting, or other means or agency, within any park, except as authorized by the Executive Director.

### **Dumping and Littering**

No unauthorized person shall deposit, dump, throw, drain, or place any coal, ashes, grass clippings, tree or shrub trimmings, paper rubbish, manure or waste substance of any kind in or upon any part of District property, except that the waste or refuse from material consumed in the park.

### **Animals**

- Domestic animals shall be restricted from park property **unless properly leashed and restrained.**
- Persons with leashed and restrained animals shall be responsible for the removal of the animal's waste.
- Guide dogs for the visually impaired are exempt from this clause while the dog is performing duties as expected.
- Wild animals not dangerous or damaging District property shall be protected.

### **Tents and Utilities**

No person shall set up or erect any tent or shelter in or run or string any public service utility into, upon or across any park without authorization from the Executive Director.

### **Injurious Substances**

No person shall discharge any injurious substance in the water, air, or upon the ground, or property of any kind in a park.

### **Alcoholic Beverages and Narcotics**

No person shall bring within, possess, sell, or give away, or drink alcoholic beverages without a written permit authorized by the Executive Director. No person shall enter, be, or remain on District property while under the influence of alcohol or narcotics.

### **Bolingbrook Park District Executive Director may authorize alcoholic beverages for specific recreation programs following this criteria:**

- Served by certified Alcohol servers following all dram shop laws
- Daily or special event liquor license is required
- No outside alcohol permitted
- Adults only attending events. Absolutely no children under 21 permitted
- Service controlled by ticket distribution
- Time of serving alcohol is limited to max of 2 hours

### **Special Use Permit**

No person over an age posted shall use park areas or playground equipment designed specifically for the use of a particular age group.

### **Posted Regulations**

No person shall violate rules controlling the use of Park District facilities as posted an/or published.

### **Public Gatherings – Picnics, Demonstrations, Assemblies, Parades – Permits Required; Use of Certain Grounds Prohibited**

No group shall, in the park system:

- Hold or attempt to hold any meeting, assembly, demonstration, celebration, parade, rally, religious worship, or any sponsored entertainment, social, recreational, or athletic event without first obtaining a written permit from the Executive Director, which permit shall be issued in a non discriminatory manner.
- A group shall be considered to be thirty or more persons.
- Use any portion of the park for mechanical or electronic amplification without first securing a permit.
- Use any portion of the park where a permit has been issued to another to use the same.
- Enter upon any portion of the park system where persons are prohibited from going as indicated by sign or notice.
- Enter upon any part of the park system, which is in an unfinished state or under construction, or over or upon any golf course except in the use thereof in the course of regular play.

### **Advertisements and Posters**

- No unauthorized person shall display any placard or advertisement of any kind on District premises; nor shall any person distribute, cast, or place any handbill, pamphlet, circular, advertisement or notice of any kind, nor post, stencil, or otherwise affix any notice, bills, advertisements or other papers upon any structure, apparatus, or thing in or about District premises except as authorized by the Executive Director in a non discriminatory manner.

- However, according to the Illinois States Attorney, on Election day, *and Election day only*, political signs may be placed on public property (park district property) as long as 1) the location is being used as a polling place and 2) the signs are placed at least 100 feet from the entrance to the building, designated as a "Free Speech Zone".
- Upon approval of the Executive Director, outside organizations may utilize the outdoor "Free Speech Zone" (100 feet from entrance of facility) for placement of materials on a non-permanent basis. Specific dates, times, and locations will be agreed upon between the Executive Director and a representative of the group.

### **Solicitation**

No unauthorized person shall offer or exchange for sale any article or activity, or establish any type of concession, or do any hawking, peddling, soliciting, or begging, or buy or offer to buy any article or activity, or take up any collection, solicit or receive contributions or money or anything of value upon District premises. In the circumstance of a special event, outside vendors may be allowed if the following criteria is met:

- The Vendor must sell items related to the purpose of the special event.
- Copy of Insurance naming the Park District as additionally insured with sufficient coverage to protect the Park District
- Written approval from the Executive Director is obtained.

### **Impersonation of Police or Park Personnel**

No person shall falsely represent or impersonate any police officer or park personnel.

### **Resisting or Interfering with Police or Employee**

No person shall resist any police officer or employee in the discharge of his duty or fail or refuse to obey any lawful command of any such officer or employee or in any way interfere with or hinder or prevent any officer or employee from discharging his duty, or in any manner assist or give aid to any person in the custody of a police officer in attempting to escape from such custody, or rescue or attempt to rescue any person when in such custody.

### **Ice Skating**

Ice-skating, sledding, or crossing a frozen pond or stream is prohibited. Ice-skating is only allowed on the designated ice rink.

### **Skating in Reckless Manner**

No person shall skate in any part of the park system in a reckless manner, or at a speed greater than is reasonable and proper, having regard to the number of people in such part of the park system and the use thereof, or so as to endanger life or limb, or damage the property of any person; provided, however, that nothing herein contained shall be construed to prohibit any exhibition of, or contests in fast or fancy skating or the playing of hockey on such portions of any ice as may be set aside for that purpose.

### **Sleeping in Parks – Hammocks**

No person shall sleep in the park system between 10:00p.m. and 6:00a.m., or place, swing, occupy, or use any hammock therein for such purposes.

### **Gambling**

No unauthorized person shall play games of chance or use any gambling device on District premises without prior approval from the Executive Director.

### **Obscene Gestures and Lewd Acts**

No person shall fornicate or shall commit any indecent, lewd, or filthy act, or utter any indecent, lewd, or filthy words, or use any threatening or obscene language, or make any threatening suggestions or obscene gestures or movement in the park system.

### **Obscene or Indecent Books and Pamphlets**

No person shall exhibit, sell, give away or offer give away, or have in his possession, in the park system, any obscene or indecent book, pamphlet, paper, drawing, lithograph, engraving, picture, daguerreotype, photograph, stereoscopic picture, model, cast, instrument or any article for indecent or immoral use.

**Protective Devices – Removal Of**

No person shall remove, injure, or misuse any guard or device placed or intended to protect any tree, plant or shrub growing in any public way within the Park District.

**Truancy – Absence from School**

On school days when school is in session, school aged children are not allowed in Park District facilities unless accompanied by a parent or guardian.

**D. PARENTAL RESPONSIBILITY****Offense**

It shall be unlawful for the parent or legal guardian of any unemancipated minor residing with such parent or legal guardian to fail to exercise proper parental responsibility by allowing or permitting said minor to commit violation of any park ordinance or state statute including especially concerning vandalism, battery, closing hours, curfew, disorderly conduct, use of or parking of autos, trespass, possession of alcoholic liquor, cannabis or controlled substances, or any other offense or willful or malicious acts to person or property.

**Presumption**

A parent, a person in loco parentis, or legal guardian shall be presumed to have allowed permitted said minor to have committed a violation of a park ordinance or state statute under all of the following conditions:

- Said minor has been either adjudicated to be in violation of any ordinance or state statute as described in subsection (a) above, or has been charged with the violation of any ordinance or state statute as described in subsection (a) above (except if found to be not guilty), has incurred nonjudicial sanctions from any peace officer, police officer, or conservator of the peace resulting from an admission of guilt to an offense of an ordinance or state statute as described in subsection (1) above; and
- Said parent or legal guardian has received a written notice by certified mail (return receipt request) or by personal service in substantially the following form:

## **LEGAL NOTICE**

To: (Parents' Names)  
From: Bolingbrook Park District

You are hereby notified that (minor's name) has been involved with a violation of a park ordinance (describe nature of violation) or state statute concerning vandalism, battery, closing hours, curfew, disorderly conduct, fireworks, obscene conduct, indecent exposure, use of or parking of autos, trespass, or possession of alcoholic liquor, cannabis or controlled substance, or any other offense of willful malicious acts to persons or property.

If said minor is again involved with a violation of one of the above type ordinance or state statutes, you may be found guilty of parental irresponsibility. Conviction for said offense could result in a fine of not less than \$50 or more than \$200. You are hereby notified that you must exercise proper parental responsibility over said minor by controlling his unlawful conduct.

Said minor, within two (2) years of the receipt of said notice by the parent or legal guardian, has been either adjudicated to have committed, has been charged with the violation (except if found to be not guilty), or has admitted to have committed any violation or any ordinance or state statute as described in subsection (1) above, or has failed to stay clean from disciplinary problems during that period.

### **Definitions**

The following terms shall have the meaning described to them for the purposes of this section:

- Legal guardian means a person appointed guardian or given custody of a minor by court, but it does not include a person appointed guardian or given custody of a minor under the "Juvenile Court Act," as amended, in the State of Illinois.
- Person in loco parentis means any person, except those defined in (1) having a minor in his custody or control whether or not related.
- Minor means any person who has not yet attained the age of eighteen (18).

### **Supervision**

It is policy of the District to permit the prosecutor to use the provisions of the Unified Code of Correction, "as amended, of the State of Illinois, pertaining to supervision in order to further the ends of justice, restitution, and purposes of this section."

### **Court Appearance of Parents**

It is the policy of the District that a parent or legal guardian of a minor be notified and required to appear in court whenever that minor is charged with a violation of an ordinance or state statute which requires that minor's appearance in court. To this end, it is hereby directed that a notice insubstantial the following form be sent to the parents or legal guardians of the minor:

**LEGAL NOTICE**

To: (Parents' Names)  
From: Bolingbrook Park District

You are hereby notified that (minor's name) has been charged with an offense, which is a violation of a park ordinance, or state statute and which required the appearance of said minor in court. You are further notified that one of the parents of said minor must appear in court before the case will be tried or be disposed.

If you fail to appear, the prosecutor has been directed to bring you into court. Failure to obey a subpoena can result in contempt of court, with a fine or imprisonment as the penalty.

The prosecutor may issue subpoenas at any time and is hereby directed to have subpoenas issued whenever a parent or legal guardian of a minor does not appear in court after the first time said case has been before the court.

## **E. VEHICLES**

No unauthorized person shall bring or use any unauthorized vehicle upon District property, other than designated parking areas or roadways. A vehicle shall be defined as any motorized object including, but not limited to, automobiles, jeeps, vans, buses, trucks, motorcycles, mopeds, dirt bikes, or snowmobiles. Exceptions shall include wheelchairs and authorized Park District and Police vehicles and maintenance equipment.

In areas marked with lines, lanes, or stalls, no vehicle shall be parked or stand except within said marked lines, lanes, or stalls.

No vehicle shall be driven in the park system at a greater speed than posted or five (5) miles per hour where unposted and in any event no vehicle shall be driven at a greater speed than is reasonable and proper, having due regard for the traffic, pedestrians, activities, conditions of the way and area where said driving is being done.

## **F. LOADING PERMIT**

A loading permit allows vehicles to be driven into authorized parks for the purpose of loading and unloading supplies. The vehicle must immediately be returned to the road or parking lot after loading or unloading. A maximum of three loading permits per year per qualifying organization will be issued.

## **G. ABANDONED VEHICLES**

No person shall park any vehicle in any park, driveway, or parking area of a park except during daylight hours, unless attending an authorized meeting or other activity in a park building, nor shall any person leave any vehicle anywhere in a park more than 24 hours because of mechanical failure, nor shall any person fail to notify the Village Police Department and obtain the services of a tow truck for any vehicle that has failed to function within one hour of such activity.

## **H. VEHICLES – IMPOUNDING OF, LIABILITY OF REGISTERED OWNER AND TICKETS**

- Every vehicle abandoned or parked in violation of this article is hereby declared to be a nuisance which may be abated by any police officer by removing and conveying such vehicle to the vehicle pound. Before the owner or person entitled shall be permitted to remove the same, he or she shall furnish evidence of ownership or right to possession, and shall pay for the cost of towing or removal to the vehicle pound, and the cost of storage for each day or fraction thereof in said pound.
- Whenever any vehicle shall have been parked in violation of any provisions of this article prohibiting or restricting parking, the person in whose name such vehicle is registered shall be prima facie responsible for such violation and subject to penalty therefore.

## **I. PENALTY**

- Any person found guilty of a violation of the Code of Conduct in Public Parks shall be fined not less than fifty Dollars (\$50) nor more than Two Hundred Dollars (\$200).
- In addition to the penalty provided above hereof, any person found guilty if a violation of this Park Code shall be liable to the Park District for the amount of any and all damages incurred by the Park District.

## **J. LIGHTNING DETECTION**

**See next page**

## **Lightning Detection System**

Lightning is the most consistent and significant weather hazard that may affect athletic events, swimming participation and other outdoor activities. As a commitment to the safety of staff and the public while at our outdoor parks and facilities, Bolingbrook Park District has installed the Strike Guard Lightning Detection System that provides early warning of lightning.

The Strike Guard Early Warning System detects and tracks lightning strikes then provides warning when lightning strikes within a 10 mile radius of the location of the alarm. The early warning system when active consists of the following:

- A combination of a siren/horn and a visual strobe light.
- When lightning strikes have been detected, one long (15-second) siren will sound along with a flashing strobe light.
- This warning will remain active for 30 minutes after the last detected lightning strike.
- While the siren will not continue to sound, the strobe will continue to flash during the warning time period.
- Once 30 minutes has elapsed without detection of a lightning strike, an all-clear will be given by three five-second siren blasts and the strobe light will be off.
- When this occurs it is then safe to resume activity in the park.

The warning system will be active from March 15 to November 15 and will have active detection from 8:00am to 10:30pm. The system will not activate even if storms are in the area in non-active detection times or over the winter months.

Initial Parks covered include Central Park, Indian Boundary Park, LilyCache Sports Fields (East), and Volunteer Park (Pelican Harbor).

All Park District and affiliate lead programs as well as non-district activities will cease and/or be canceled when an alarm activates.

### **If an alarm activates, participants should seek shelter immediately.**

- If members of the public in a park or outdoor facility choose to remain outside and ignore the warning they do so at their own risk.
- Bolingbrook Park District staff will assume no risk in this case and need to seek shelter for their own safety.
- Strike Guard monitors cloud and cloud-to-ground lightning within a 20 mile plus radius, and is set to provide warning when lightning comes within a 10 mile radius; the technology prevents false alarms. It is imperative that warnings are followed immediately, since the system has detected lightning in the area.
- Be vigilant in monitoring threatening weather and always err on the side of caution. Seek shelter immediately in the event of the following:
  - You hear one long siren.
  - You hear thunder (regardless of siren).
  - You see lightning (regardless of siren).
  - You see the strobe light on when arriving at the park.
  - No place outdoor is safe when a thunderstorm is near! The best shelter from lightning is to be inside a substantial building.

### **Other guidelines to follow:**

- If no substantial shelter is available, then seek refuge in a hard topped vehicle with the windows up.
- Stay away from trees, electrical poles or other tall objects.
- DO NOT LIE FLAT ON THE GROUND! Crouch down on the balls of your feet to create the lowest profile.



## **K. Soccer Goal Safety and Education Policy**

### **I. Introduction and Identification Of Act**

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law. The Act requires Bolingbrook Park District to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals.

### **II. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

- "Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law.
- "Authorized Personnel" means Bolingbrook Park District Park Grounds employees who have responsibility for or contact with Movable Soccer Goals.
- "Board" means the Board of Commissioners of the District. "District" means Bolingbrook Park District.
- "Movable Soccer Goal(s)" means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed: (1) to be used for the purposes of a soccer goal; (2) to be used without any other form of support or restraint other than pegs, stakes, augers, counterweights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.
- "Organization" means any unit of local government other than the District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.
- "Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers, which use Property for Soccer-Related Activities.
- "Policy" means this Soccer Goal Safety and Education Policy.
- "Property" means real property owned or leased by the District where Movable Soccer Goals are used.
- "Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.
- "Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices, camps and the like.

### **III. MOVING AND SECURING MOVABLE SOCCER GOALS; WARNING LABELS**

- Prior to the commencement of the soccer season each year, the Bolingbrook Park District Grounds workers will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines.
- Only the BPD Grounds personnel shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its own or leased property.
- Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only authorized personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.
- A warning label such as the following shall be posted on all Movable Soccer Goals:

**ONLY AUTHORIZED PERSONAL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT 630-739-0272. SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.**

### **IV. ROUTINE INSPECTIONS BY DISTRICT**

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

## **V. PERMITTED USER INSPECTIONS, PLACEMENT IN NON-USE POSITION AND NOTICE TO PLAYERS**

- As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines.
- If any Movable Soccer Goal is not properly secured, call the number (630) 739-0272 on the goal immediately stating the location of the goal and do not use that goal until an authorized person secures it properly.
- As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians, that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal.
- According to the United States Consumer Product Safety Commission, these activities can result in serious injury, including death.
- An official notice is attached hereto as Attachment 2.

## **VI. USE OF DISTRICT PROPERTY BY PERMITTED USERS**

- A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related activity.
- Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

## **VII. REMOVAL**

- At the conclusion of each soccer season, Grounds personnel will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable structure such as a tree or permanent fixture; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

## **IX. APPLICABILITY**

- If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.
- This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 0/1-101 et seq.
- Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq.

# SECTION 20

## CONDUCT IN NATURAL AREAS

### A. DEFINITIONS

For the purpose of this section, the code of conduct for parks as stated in Section 28 shall apply with the following additions and/or exceptions:

- “Natural Area” means any open space preserved for conservation and/or education purposes including wetlands, woodlands, grasslands, riparian and riverine habitats or part of parts thereof, and the materials and equipment therein owned, leased or in use by the District.
- When referring to section 28, where appropriate, the words “natural area” may replace “park.”

### B. PROHIBITED ACTIVITIES

#### **Fires**

No unauthorized person shall construct, light or make use of any fire in District natural areas.

#### **Firearms, Fireworks and Weapons**

- No unauthorized person shall carry or discharge any gun, firearm or weapon, or discharge any rocket, firecracker, torpedo, squib, or other fireworks or objects containing any substance of an explosive nature on District natural areas.
- No person shall carry or discharge any bow and arrow, slingshot, BB gun or pellet gun, or other weapon or instrument used for hunting or target practice.
- No person shall throw or cast any stone or missile on District premises.
- No unauthorized person shall bring into natural areas any incendiary bomb or material, any smoke or stink bomb, any acid or caustic substance, tear gas, any disabling chemical agent, or any inflammable liquid, except fuel contained in the fuel tank of a motor vehicle.

#### **Vandalism to Shrubs, Trees, Turf & Flowers**

No unauthorized person shall damage, cut, carve, uproot or injure any tree, shrub, grass or flower in any natural area; nor shall any person attach any rope, wire or other contrivance to any tree, shrub or flower.

#### **Boating and Swimming**

No unauthorized person shall bring into, attempt to launch, use or navigate any boat, yacht, canoe, raft or other watercraft upon or swim in the waters of any lake or pond located within any property owned or controlled by the District except at such places as may be designated by the Executive Director.

#### **Encroachment**

No person shall encroach upon District property by constructing fences, play apparatus, or any structure, or planting gardens or shrubs, or by assuming District property for personal use. Violators will be referred to Village Of Bolingbrook Code Enforcement and will be subject to fines through the Police Department.

#### **Theft of Landscaping**

No person shall remove any soil, rock, stone, tree, shrub, plant, timber or other wood or material from any park nor make any excavation by tool, equipment, blasting, or other means or agency, within any natural area, except as authorized by the Executive Director.

#### **Dumping and Littering**

- No unauthorized person shall deposit, dump, throw, drain, or place any coal, ashes, grass clippings, tree or shrub trimmings, paper rubbish, manure or waste substance of any kind in or upon any part of District property, except the waste or refuse from material consumed in the park.
- Refuse shall be deposited in appropriate areas where available and applicable for compost, recycling or disposal.

### **Animals**

- Domestic animals shall be restricted from natural areas **unless properly leashed and restrained.**
- Domestic animals must be kept on marked trails while within natural areas. Persons with leashed and restrained animals shall be responsible for the removal of the animal's waste.
- Guide dogs for the visually impaired are exempt from this clause while the dog is performing duties as expected. See Service Animal Policy
- Wild animals not dangerous or damaging to District property shall be protected.
- No person shall trap or release wild animals in District parks or natural areas without authorization from the Executive Director.

### **Tents and Utilities**

No person shall set up or erect any tent or shelter, or string any public service utility into, upon or across any natural area without permit or authorization from Bolingbrook Park District.

### **Injurious Substances**

No person shall discharge any injurious substance in the water, air, or upon the ground, or property of any kind in a natural area. Applicable laws through US Environmental Protection Agency, US Fish and Wildlife Service, or US Army Corps of Engineers, depending upon jurisdiction, shall be enforced with appropriate penalties.

### **Protective Devices – Removal Of**

No person shall remove, injure, or misuse any guard or device placed or intended to protect any tree, plant or shrub growing in any public way within the Park District.

### **Truancy – Absence from School**

On school days when school is in session, school aged children are not allowed in Park District facilities unless accompanied by a teacher, parent or guardian.

## **C. PENALTIES**

- Any person found guilty of a violation of the Code of Conduct in Public Parks shall be fined not less than fifty Dollars (\$50) nor more than Two Hundred Dollars (\$200) by the District. Other governmental agencies whose jurisdictions supersede the District codes such as the Village of Bolingbrook, United States Environmental Protection Agency, the United States Fish and Wildlife Service, and the United States Army Corps of Engineers may implement a separate and additional fine.
- In addition to the penalty provided herein, any person found guilty of a violation of this Park Code shall be liable to the Park District for the amount of any and all damages incurred by the Park District.

# **SECTION 21**

## **FACILITY USE AND SCHEDULING**

### **A. PERMIT APPLICATION PROCESS**

Groups and organizations wanting to use Park District facilities must apply for a facility user permit. Permit applications are available at any of the District recreation centers.

### **B. TERMS AND CONDITIONS**

#### **Rules and Regulations**

- All permits are subject to Bolingbrook Park District Ordinances.
- A refundable damage and cleaning deposit is required upon submitting a request for permit.
- Individuals or Organizations are not permitted to use Park District facilities for financial gain without approved written proposal received a minimum of 30 days prior to the event.
- The Bolingbrook Park District reserves the right to have a designated employee visit any permitted facility or park for the purpose of supervision.
- The Bolingbrook Park District will not be responsible for any accident or loss of property.
- All rental monies must be paid two weeks in advance. Failure to pay by the designated deadline may result in cancellation. All rentals reserved within two weeks of rental date outside of regular business hours of facility, must be approved by Facility Manager and paid in full, including deposit. Credit cards, checks, cash or money orders are acceptable.
- The person requesting the facility via permit, must be 21 years of age and is responsible for conduct of the group and any damages incurred during the rental. The individual requesting use of the permit must be present throughout the entire rental period.
- Requests for equipment such as tables, chairs, or audio/visual equipment must be made at the time of the facility request (should items be available at that location). Additional fees may apply.
- Time used by the renter beyond their specific reservation will be assessed at one and a half times the hourly room rate and charge by the quarter hour.
- If a renter does not show on the day of rental it will constitute a forfeiture of the rental fee; the deposit will be returned.
- Current Resident ID is required in order to receive the resident rate.
- Rentals requested outside of operating hours will need Facility Manager approval and be assessed a supervisory charge in addition to the room charge.
- A full refund will be issued when a "refund request form" is submitted 10-business days prior to the rental date.
- Public Liability Insurance may be required, along with a certificate of insurance naming the Park District as additionally insured with \$1 million coverage to protect the Park District. Proof of liability insurance shall be submitted at the time of final payment. The Park District does not waive any rights to coverage if proof of insurance is not provided.

#### **Scheduling Priorities**

The following is the list of priorities for the purpose of scheduling:

- (a) Bolingbrook Park District programs
- (b) Bolingbrook Athletic Council scheduled activities
- (c) Valley View School District
- (d) Bolingbrook Municipality Organizations/Plainfield School District programs
- (e) Contracted Rentals (Multi-week rentals)
- (f) Recognized Community not for profit athletic programs. (at least 70% residents)
- (g) Civic or charitable not-for-profit organizations based within the Bolingbrook Park District boundaries
- (h) Private or public groups

Application for permit to use park district facilities can be **submitted** on a seasonal basis as follows:

Winter (January to March)	after November 1
Spring (April/May)	after February 1
Summer (June to August)	after April 1
Fall (September to December)	after July 1

Applications for permit to use park district facilities will be **processed** after Scheduling Priorities A through E have been scheduled as follows:

Winter (January to March)	3 <sup>rd</sup> Monday in November
Spring (April/May)	3 <sup>rd</sup> Monday in February
Summer (June to August)	3 <sup>rd</sup> Monday in April
Fall (September to December)	3 <sup>rd</sup> Monday in July

- All permits will be granted on a first come, first served basis based on the prioritization schedule.
- Permits are to be submitted to the Facility Manager of that specific facility for processing.
- Subject to the prioritization schedule, in the event that more than one application for the same location and time is received by 9:00 am on the first day applications may be **entered**, the Executive Director will hold a lottery to determine which permit application will be granted.

#### C. QUALIFICATIONS FOR DISCOUNTED USE

**Groups must meet ALL of the following requirements for discounted use of Park District facility: Only applicable at Annerino Community Center and Bolingbrook Recreation and Aquatic Complex. Hidden Oaks Nature Center are not permitted for discounted usage.**

1. Any discounted request needs to submit to the facility manager for approval at facility requested.
2. The facility must be used with the purpose of providing recreation, cultural, social benefits or community service to residents of the Park District
3. Use of facility is not permitted when group/individual seeks any financial gain: admission, event charge, solicitation of services or fundraising.
4. The rates given to each groups are listed below.

If any group which qualifies for free use under the above requirements requests the use of a facility during the hours the facility is closed, the group will be charged the regular room rental rates, including set-up and clean-up time, in addition to staff fees.

**Groups Definition:**

- a) Bolingbrook Park District Programs
- b) Bolingbrook Athletic Council (B.A.C.) scheduled activities
- c) Valley View School District 365
- d) Bolingbrook Municipality Organizations/Plainfield School District 202
- e) Contracted Rentals (multi-week rentals)
- f) Recognized Community not-for-profit athletics programs. (at least 70% residents)
- g) Civic or charitable not-for-profit organizations based within Bolingbrook Park District boundaries.
  - a. Homeowners Associations
  - b. Scout Groups
  - c. Special Interest Groups
- h) Private or public groups / employees

## Rental Group Rate Chart

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>Community Rate (G)</u>	<u>H</u>
<b><u>Softball / Baseball Fields</u></b>	\$0	\$0	\$0	\$0	\$55	\$40	\$25	\$55
<b><u>Soccer Fields (Small / Large)</u></b>	\$0	\$0	\$0	\$0	\$50 / \$70	\$35 / \$50	\$25 / \$35	\$50 / \$70
<b><u>Football Fields</u></b>	\$0	\$0	\$0	\$0	\$70	\$50	\$35	\$70
<b><u>Cricket Fields</u></b>	\$0	\$0	\$0	\$0	\$70	\$50	\$35	\$70
<b><u>ACC Gym (Half Court)</u></b>	\$0	\$0	\$0	\$0	\$30 / \$45	\$30	\$20	\$30 / \$45
<b><u>ACC Gym (Full Court)</u></b>	\$0	\$0	\$0	\$0	\$50 / \$75	\$50	\$30	\$50 / \$75
<b><u>BRAC (Half Court) – ¼ of gym</u></b>	\$0	\$0	\$0	\$0	\$30 / \$45	\$30	\$20	\$30 / \$45
<b><u>BRAC (Full Court) – ½ of gym</u></b>	\$0	\$0	\$0	\$0	\$50 / \$75	\$50	\$30	\$50 / \$75
<b><u>Community Room (BRAC)</u></b>	\$0	\$0	\$0	\$0	\$40 / \$60	\$40	\$10	\$40 / \$60
<b><u>Community Room (BRAC) – Half Room</u></b>	\$0	\$0	\$0	\$0	\$20 / \$30	\$25	N/A	\$20 / \$30
<b><u>Board Room (ACC)</u></b>	\$0	\$0	\$0	\$0	\$40 / \$60	\$40	\$10	\$40 / \$60
<b><u>Conference Room (ACC)</u></b>	\$0	\$0	\$0	\$0	\$40 / \$60	\$40	\$10	\$40 / \$60
<b><u>Quercus Room (Oaks)</u></b>	\$0	\$0	\$0	\$0	\$50 / \$75	\$50	\$25	\$50 / \$75
<b><u>Quercus Room (Oaks) – Half Room</u></b>	\$0	\$0	\$0	\$0	\$20 / \$30	\$20	N/A	\$20 / \$30

**C. SMOKE FREE ENVIRONMENT**

Illinois law prohibits smoking inside public buildings or within 15 feet from entrances, exits, windows that open, and ventilation intakes.

**D. AMERICANS WITH DISABILITIES ACT**

All Americans with Disabilities Act questions or needs must be directed to the ADA Coordinator, Director of Recreation and Facilities, or the Executive Director.

# SECTION 22

## FEES & CHARGES

### A. PHILOSOPHY

A system of fees and charges must supplement other resources available to the Park District, not replace them or diminish the agency's responsibility to provide a well-rounded recreation program, clean, safe parks and facilities.

A system of fees and charges shall be viewed as a method to offset operations and maintenance costs, expand services and facilities, fund recreation opportunities, fund and control facility use and project an image of fiscal responsibility.

#### **Offset Operations and Maintenance Costs**

- When funding from other sources cannot be increased, fee revenues will enable the Park District to keep pace with rising operations and maintenance costs. Fees also provide a minimum revenue base to maintain needed services that otherwise would be eliminated or seriously curtailed. Moreover, self-supporting programs are more likely to remain in operation.

#### **Expand Services and Facilities**

- Fees help insure that the Park District has the financial capacity to develop new facilities and offer new programs that are responsive to the ever changing needs of our constituency. In a tight money situation, decisions to expand may be predicated on the ability of the proposed facility or program to pay its way through user fees and charges. In some instances, fees may be the only way to finance a proposed expansion. All other factors being equal, the case for expansion of needed services and facilities is enhanced by the ability to pay associated costs and debts through user fees.

#### **Control Facility Use**

- Fees and charges can be instituted in order to control facility use and objectives. These include:
  - Allocation of demand, particularly when demand exceeds facility or program capacity.
  - Increased overall security.
  - Encouraging respect for public facilities, thereby decreasing vandalism.
- In addition, facility fees are used by the Park District to encourage new use patterns. By varying fees according to the time of day, a better balance of facility use is encouraged.

#### **Fiscal Responsibility**

- By tying the kinds of services and the quality of services offered to what people's interests are, the district will provide only those services that are genuinely desired.

### B. COST RECOVERY

Cost recovery involves setting fees and charges such that the revenue received equals the total cost of providing a particular service. Total cost includes all direct and indirect costs.

Generally, cost recovery for recreation and facility programs shall be calculated so that within each program division budgeted revenue exceeds budgeted expense by 40%. This percentage is assessed to cover indirect expenses associated with each program. While market conditions may preclude some programs from achieving 40% margin others are expected to make up the difference.

- Direct program expenses are costs for materials and services directly attributable to a particular program or activity. Examples include program equipment and supplies, athletic field lighting cost, intensive or unusual maintenance or custodial cost, postage for special mailings, facility rental, specific promotional costs, specific vehicle or equipment costs, instruction, etc.
- These costs are not attributed to any specific program, project, equipment item, or facility. Examples of these expenses include: administrative and supervisory salaries and benefits; general postage; brochure costs; vehicle fuel and maintenance; general registration costs; general promotions (flyers, display ads, etc.). Capital development costs are not included as an indirect program expense.



### **C. RESIDENT ID and FEE**

Bolingbrook Park District residents, via property taxes, make a significant financial contribution to the operation of the park system, whether they use it or not. The Park District, in determining non-resident program fees, apportion an equalizing fee to non-resident participants so that they contributed to the overall financing of the park system on an equitable basis

To assure residents a lower rate and priority in registering for programs, the Park District utilizes the Resident ID process. The Resident ID insures that residents will pay a discounted fee for programs and admissions than nonresidents, who do not support the district through tax dollars.

Anyone who does not secure a Resident ID for themselves and their families are required to pay the FEE rate, which should fall between the range of 25% to 60% higher than the Resident ID rate. In the event that an operation needs to operate outside of this range, it would require a proposal for Board approval.

The Resident ID is effective for recreation programs, and daily admissions for every program area and facility with the exception of the following:

- Programs offered for senior citizens (no additional fee);
- Programs offered by the District's Special Recreation Association (no additional fee);
- In lieu of the non-resident fee, adult athletic teams shall pay, in addition to the team registration fee, one dollar (\$1.00) per rostered non-resident per regular season game.
- LifeStyles Fitness Center Memberships, programs and Personal Training.
- REACH Extended Care (no additional fee)

### **D. ENTERPRISE PHILOSOPHY**

While LifeStyles Fitness Center, Pelican Harbor Indoor/Outdoor Aquatic Park, Boughton Ridge Golf Course and Ashbury's are not considered enterprise facilities, it is the District's philosophical position to operate them in the same manner so that each facility's revenue supports its operational, replacement and improvement expense.

## **SECTION 23**

### **PROGRAM PARTICIPATION**

#### **A. PHILOSOPHY**

It is the philosophy of Bolingbrook Park District to provide a variety of year round parks and recreation services and programs to all Residents of Bolingbrook and its surrounding communities.

#### **B. PROGRAM REGISTRATION**

**Bolingbrook Park District residents with a current Resident ID shall have first priority for program registration. Non-residents will be allowed to register on a first come, first served basis beginning on the scheduled date as stated in the seasonal brochure. Programs that do not require a Resident ID are excluded.**

#### **C. LIABILITY WAIVER**

Individuals registering for Park District co-sponsored programs must complete and sign a liability waiver. Minors must obtain a signature from a parent or guardian over 18 years of age.

The Park District reserves the right to deny participation to those who refuse or fail to sign the liability waiver.

#### **D. AMERICANS WITH DISABILITIES ACT / INCLUSION COMPLIANCE**

The Bolingbrook District complies with the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services, or activities to individuals with disabilities. We invite any residents with a special need to contact our staff upon registration, so that a smooth inclusion may occur. If you have questions about the park district's policy regarding ADA, or believe you have been unfairly discriminated against in the provision of programs, services, or activities of the Bolingbrook Park District, please contact the Superintendent of Special Recreation (ADA Coordinator) or the Director of Recreation and Facilities. For the deaf or hearing impaired, please call the Illinois Relay Center Voice — Only operator at 800-526-0857.

#### **E. ADMINISTRATIVE PROCEDURE FOR PARTICIPATION GRIEVANCES**

Any stakeholder has the right to report a grievance. Staff receiving a grievance should immediately address the grievance with the appropriate supervisor or manager.

Every effort should be made by all parties to address their grievance directly with the personnel involved, and only when such efforts do not result in a satisfactory resolution should the formal grievance procedure outlined below be implemented.

Any grievance referred to in Paragraph A above that has been unsatisfactorily resolved by the parties involved shall be submitted, in writing, to the department superintendent who is the compliance officer. Said grievance shall specify the following:

- The patron's name, address, and phone number.
- The relationship of the patron to the Park District.
- The basis of the grievance.
- The date, time and details of the grievance.
- Steps taken to resolve the issue to this point.
- Suggested resolution.

## **F. FINANCIAL ASSISTANCE PROGRAM**

### **Philosophical Position**

It is the opinion of the Bolingbrook Park District that every resident should have the opportunity to participate in recreational programs. The Park District will provide a financial assistance program for residents faced with financial hardships. Due to the business-like nature of the District's revenue facilities, financial assistance may be limited or not provided for facility memberships and green fees.

### **Qualifications**

The Bolingbrook Park District Financial Assistance Program is available only to Bolingbrook residents. Evidence of financial need must be demonstrated to qualify for financial assistance. Factors defining financial need include current participation in public aid, food stamps, school lunch or subsidized housing programs, excessive medical bills, and/or family income.

The maximum amount one household may receive in a fiscal year is \$200 depending on available funds.

### **Procedures**

- Persons requesting financial assistance must complete the appropriate application form and submit it to the Bolingbrook Park District, 201 Recreation Drive, Bolingbrook, Illinois 60440.
- Applicants will be notified of a decision within seven business days of receipt of application.
- All the awards will be granted on the basis of need subject to the limits described under qualifications statement. The Bolingbrook Park District reserves the right to approve full or partial funding or deny applicant's request.
- All financial assistance will be determined by the Director of Recreation and Facilities .
- Financial assistance will be awarded on a per person, per program, per season basis. Granting of financial assistance does not ensure continued approval for succeeding sessions.
- The applicant must list need for financial assistance, which must be verified by at least one of the references given on the application form.
- All pertinent information must be completed in full before the applicant is considered for assistance.

### **Limits**

- A maximum of two full awards or equivalent partial awards may be granted per program per season.
- Only partial assistance is available for trips and other contractual programs.

## SECTION 24

### CUSTOMER SERVICE AND SATISFACTION GUARANTEE

#### A. CUSTOMER SERVICE STATEMENT

- Customers are the most important people in business.
- Customers are not dependent on us. We are dependent on them.
- Customers are not an interruption of our work. They are the purpose of it.
- Customers do us a favor when they come in. We aren't doing them a favor by waiting on them.
- Customers are an essential part of our business, not outsiders.
- Customers are not just money in the cash register. They are human beings with feelings and deserve to be treated with respect.
- Customers are people who come to us with their needs and their wants. It is our job to fill them.
- Customers deserve the most courteous attention we can give them. They are the lifeblood of this and every business. They pay our salary. Without them, we would have to close our doors. Don't ever forget it.

#### B. CITIZEN AND CUSTOMER INPUT

Customer input is critical to the success of Bolingbrook Park District and its future programming, facilities, and operations. The following standards should be followed in order to obtain feedback.

- Community Wide Survey: Every 3 Years
- Program Evaluations: After each Program Session
- iPad (online) Surveys: Random with customers 2 per week per facility

In addition to the above, staff is to be aware of citizen input via the Park District website and follow through on questions / concerns within 24 hours if possible.

#### C. SATISFACTION GUARANTEED

At Bolingbrook Park District, we strive to provide you with quality recreation activities, events and programs. We are confident that you will like these programs. So confident that we will ensure our promise to provide that high quality. The Bolingbrook Park District guarantees that you will be satisfied with recreation classes, programs and services in which you participate. *If after completing two classes you are not completely satisfied, tell us and we will arrange for you to do one of the following:*

1. Repeat the class at no charge
2. Receive full credit that can be applied to any other class, program or service
3. Receive a full refund

If you are not satisfied we kindly request input on how we can improve. Satisfaction Guarantee requests may be made in person at the Annerino Community Center, 201 Recreation Drive, or Bolingbrook Recreation & Aquatic Complex, 200 South Lindsey Lane. Your receipt, cancelled check or proof of ID may be required. Once approved, refund checks will be mailed within fifteen business days. **The Satisfaction Guarantee Request form must be completed and returned to one of our front desks before the third class meeting.**

Satisfaction Guarantee does not apply to golf course green fees, adult sport leagues, facility memberships, daily admissions, merchandise, products, consumables or tickets, as well as a few select programs.

# SECTION 25

## RECREATION CENTER OPERATIONS

### A. STATEMENT OF DEFINITION

This section covers the following Facilities:

***Bolingbrook Recreation and Aquatic Complex (BRAC)***  
***Annerino Community Center (ACC)***

### B. RECREATION CENTER OPERATION

The Recreation Centers are both year-round multi-purpose facilities. Generally, the hours are as follows:

#### **Desk Operation Hours Bolingbrook Recreation and Aquatic Complex (BRAC):**

- Monday-Friday 8:30am-10:00pm
- Saturday 8:30am-6:00pm
- Sunday 11:00am-3:00pm

#### **Desk Operation Hours LifeStyles at BRAC:**

- Monday-Friday 5:00am-10:00pm
- Saturday 7:00am-8:00pm
- Sunday 7:00am-6:00pm

#### **Desk Operation Hours Annerino Community Center (ACC):**

- Monday-Friday 5:00am-10:00pm
- Saturday 7:00am-8:00pm
- Sunday 7:00am-6:00pm

### C. HOLIDAY HOURS

BRAC and ACC Facilities will be closed in observance of the following holidays:

- Easter Sunday
- Christmas Day

Adjusted Hours will be available on the following holidays:

- New Year's Day 10:00am-3:00pm
- Memorial Day 7:00am-6:00pm
- Independence Day 7:00am- 6:00pm
- Labor Day 7:00am-6:00pm
- Thanksgiving Day 7:00am-Noon
- \*Christmas Eve Closes at 5:00pm
- \*New Year's Eve Closes at 5:00pm

\*Opening hours may vary based on day of holiday

## **D. CHILD CARE SERVICE**

### **Purpose**

To provide a safe and affordable child care service to users of the Park District by supervising children in a healthy environment.

### **Hours**

#### BRAC:

Monday- Friday	8:00am-1:30pm
Monday- Thursday	3:00pm-8:00pm
Saturday	8:00am-12:00pm

#### ACC:

Monday-Friday	9:00am-1:00pm
Monday-Thursday	3:00pm-8:00pm
Saturday	9:00am-12:00pm

Holiday hours may be adjusted based on facility hours

### **Age**

The service is available for children 6 months to 11 years of age.

### **Code of Conduct**

- Parents are asked to check in on the childcare sign in sheet and complete all necessary information including their location within the facility. The person picking up the child must be the same person who signed in the child unless specified in writing. Photo identification will be required if a different adult picks up the child.
- Parents are not allowed to leave the facility. The maximum allotted time for children to be in childcare is two (2) hours. Staff needing care longer than two hours need to contact the Recreation / Early Childhood Supervisor to address frequency and on-going childcare needs.
- Childcare staff is not responsible for changing diapers.
- All personal items such as blankets, pacifiers, bottles, toys, etc. left with the child must be labeled. The Bolingbrook Park District is not responsible for lost or stolen items.
- Adults are requested to inform staff of any pertinent information about the child (allergies, special needs, fears).
- Staff can not administer medication.
- Parents are advised to feed their children before arriving. Baby bottles and / or other beverages can be left, but food is not allowed in the room.
- The parent or guardian is required to check out on the sign-in sheet as well as inform the staff.

# SECTION 26

## AQUATIC OPERATIONS

### A. PHILOSOPHY

The District's aquatic operation shall provide a wide variety of aquatic and recreational programs including open swim, instructional classes, and special interest events. The Bolingbrook Park District shall maintain a safe and sanitary pool operation to safeguard the health and welfare of all pool patrons and provide an enjoyable recreational experience.

### B. HOURS OF OPERATION

#### **Pelican Harbor Outdoor Aquatic Park**

Pelican Harbor is an outdoor, seasonal aquatic park open generally from Memorial Day Weekend until Labor Day. Generally, swim lessons and programs will be held in the mornings and public swim will be held in the afternoons and evenings.

#### Open Swim Hours (Daily Admissions):

Monday-Friday Noon-8:00pm

Saturday Noon-6:00pm

Sunday 10:30am-6:00pm

#### Member Admission Times:

Pelican Harbor opens at 11:30am Monday-Thursday and Saturday for Members and Pass Holders.

On Friday, Pelican Harbor opens at 10:00am for Members, Pass Holders, and Camps. On Sunday,

Pelican Harbor opens at 10:00 am for Members and Pass Holders.

#### **Indoor Aquatic Complex**

The Indoor Aquatic Complex is a year-round indoor, multi-use aquatic facility. Generally, swim lessons and programs will be held in the afternoons and evenings. Lap lanes will be available for use by Lifestyles Fitness members and pool patrons when the facility is open.

#### Facility Hours

Monday-Friday 5:00am-10:00pm

Saturday 7:00am-6:00pm

Sunday 7:00am-6:00pm

#### Open Swim Hours

Monday and Wednesday 4:00-8:00pm

Friday 4:00-8:00pm

Saturday and Sunday 12:00-6:00pm

### C. HOLIDAYS

The Indoor Aquatic operation's hours will vary in observance of the following holidays:

- New Year's Day 10:00am-3:00pm
- Easter Closed
- Memorial Day 7:00 am-6:00pm
- Fourth of July 7:00am-6:00pm
- Labor Day 7:00am-6:00pm
- Thanksgiving 7:00am-Noon
- Christmas Eve \* Closes at 5:00pm
- Christmas Day Closed
- New Year's Eve \* Closes at 5:00pm

\* Opening hours may vary based on day of holiday

School days off may result in additional daily admission hours

#### **D. FEES**

- All persons may be admitted to Pelican Harbor/Indoor Aquatic Complex provided that each individual pay the established fee and does not violate any of the rules and regulations of Bolingbrook Park District.
- Fees shall be established at a rate sufficient to generate enough revenue to cover all operational and capital expenses of the facility.
- Daily and seasonal pass fees shall be established each year by the Board of Park Commissioners based on recommendations by staff.
- To qualify for the resident rate, individuals must obtain a Resident IDs.
- The Board of Park Commissioners has authority at anytime to alter rates, hours of operation, policies, and rules that may be in the best interest of the Bolingbrook Park District.

#### **E. REFUNDS**

##### **Facility Admissions**

- Refunds are generally not given after admission to the facility.

##### **Facility Memberships**

- Membership fees are normally not refundable. In cases of unusual medical situations, memberships may be suspended until the member is cleared to resume participation. In the rare case that a refund is justified (health, relocation), the amount refunded will be prorated for the unused time of the membership. Memberships are not transferable.

#### **F. FOOD AT PELICAN HARBOR**

- Food and beverages may be brought into Pelican Harbor, no glass containers or alcohol will be allowed into the aquatic park.
- Food purchased at or brought into Pelican Harbor may be eaten only in designated areas.

#### **G. CODE OF CONDUCT**

##### **General**

- Bathing suits are required in pool area. Un-lined shorts, cut-off shorts, or leotards are not allowed. Infants must wear a swimsuit over their diaper and rubber pants.
- Please do not run, jump, or participate in rough play.
- All persons must take a soap shower before entering the facility.
- Glass, soap, or other material that might create hazardous conditions or interfere with efficient operation of the pools shall not be permitted.
- The only diving allowed is in the diving pool off the diving board. Diving in any other area is not allowed.
- Parents or guardians are responsible for the supervision of their children. Pelican Harbor staff members are on duty to enforce rules and to respond in the event of an emergency. Children under 10 years of age must be accompanied by an adult 18 years of age and over.
- Eating and drinking will only be allowed in concession and turf areas.
- Smoking is not permitted at Pelican Harbor.
- Persons with open sores, skin infections, adhesive bandages or suffering from an infectious condition will not be allowed in the water.
- The Bolingbrook Park District is not responsible for lost or stolen items.
- The Bolingbrook Park District reserves the right to revoke season passes, or suspend daily admissions without refunds of individuals for violation of facility rules.
- Personal Flotation Devices (arm floats, flotation bathing suits, etc.) will not be permitted unless they are US Coast Guard approved.



### **Water Slide Code of Conduct**

- Children must be at least 42 inches tall to ride.
- Metal objects, such as jewelry, locker keys, or metal snaps, are not allowed on the slide.
- Goggles, nose plugs, and t-shirts are not allowed while using the slide.
- All persons must slide in a sitting position or on their back, feet first.
- People with excessive amounts of lotion will not be allowed on the slides.
- Stopping, standing, or kneeling while using the slide is not permitted.
- Exit the catch pool area immediately after each slide.

### **Spray Playground Code of Conduct (Pelican Harbor)**

- The water play area is primarily for children under 48 inches in height. Parents/guardians are required to supervise their children in the area.
- Climbing on any apparatus in an unsafe manner is strictly prohibited.
- Baby strollers are not allowed in the water. They must be kept on the deck area.
- Small toys are permitted.
- Unruly or rough behavior is strictly forbidden and may result in loss of water play area privilege or expulsion from the facility.

### **Hot Tub Code of Conduct**

- Appropriate and approved bathing attire is required in the hot tub at all times.
- Individuals under the age of eighteen (18) are not permitted to use the hot tub.
- For safety purposes, individuals will not be permitted to spend more than fifteen (15) minutes in the hot tub during any one session.
- No persons shall run or engage in activities that might endanger others in and around the hot tub.
- Elderly persons and those suffering from heart disease, diabetes, or high blood pressure should consult their physician before using the hot tub.
- Persons using prescription medications and pregnant women should also consult their physicians before using the hot tub.
- Food and drinks are not allowed in the hot tub.

## **H. DECREASED ATTENDANCE**

### **When to send staff home**

It is the responsibility as a Manager on Duty/Head Lifeguard to send staff home if it is not busy.

They will be supervising anywhere between 4 and 50 staff members. In the event of a slow day wait one hour before cutting staff. When sending people home start with the Admission/Concession, Park Attendant and Lifeguards. Once those positions have been cut you may send Maintenance home. You may keep Maintenance later because cold days are an excellent opportunity to clean pools if necessary or power wash bath houses, concession area, or trash bins. When you cut staff, please be sure to document the staff cut and the time on the early clock out sheets and return it to the aquatic manager.

### **Not Opening Pool**

When the weather is questionable, the Manager on Duty will contact the Aquatic Manager to determine if Pelican Harbor will open. It will be either the Manager on Duty or Head Guard's responsibility to make changes to the weather hotline for staff and for the public. Directions are included at the end of this manual.

All early morning shifts should report for their shift because swimming lessons will occur if possible. We will only cancel lessons one hour at a time unless weather is too prohibitive.

### **Under the following conditions, the aquatic park may close:**

#### Air Temperature

- Pelican Harbor will close if the air temperature is cooler than 72 degrees, the sky is overcast and/or raining and the forecast predicts cool and cloudy weather for the remainder of the day.

#### Electrical Storms

- There will be a temporary closing if there is an electrical storm in the area. The pools are cleared until further notice. Use the light/clap method to determine how far away weather is. Re-open pool when no lightening is seen or thunder is heard for 30 minutes.

#### Heavy Rain

- There will be a temporary closing if precipitation is heavy enough to prevent Lifeguards from seeing the pool bottom.

#### Tornado Warning or Alert

- Listen for alarms.

#### **Closing attractions**

On a daily basis close the lazy river 15 minutes before the park closes and close the slides 10 minutes before the park closes.

#### **Closing early**

The outdoor pool may close early for the following reasons. The Aquatic Manager must approve early closing of the pool.

- Under 50 patrons for 1 hour. This rule applies to the end of the day and cold days, not the beginning of the day.
- Inclement weather

#### Reminders

Personnel responsible for closing the aquatic park should never leave unattended children at the aquatic park during the following circumstances:

- At the conclusion of public swim
- In the case of inclement weather
- In the case of a facility emergency.

Staff must provide ample opportunity for unattended children to utilize the phone for a local call. Wait with the child/children to be picked up for a reasonable period of time. When appropriate, notify the Bolingbrook Police.

# SECTION 27

## LIFESTYLES FITNESS CENTER

### A. STATEMENT OF PURPOSE

The purpose of Lifestyles Fitness Center is to promote and provide for a happier, healthier lifestyle by providing opportunities for mental and physical Challenge, growth, accomplishment, fitness, and health.

LifeStyles Fitness Center, together with Pelican Harbor, is to be operated in a business-like manner so that revenue from memberships, guest fees, and special programs provide adequate funding to cover all expenses (direct, indirect, and capital) associated with the club.

### B. HOURS OF OPERATION (Both Facilities: ACC and BRAC)

Monday-Friday	5:00am-10:00pm
Saturday	7:00am-8:00pm
Sunday	7:00am-6:00pm

### C. HOLIDAYS

Lifestyles Fitness Center hours will vary in observance of the following holidays:

- New Year's Day 10:00am-3:00pm
- Easter Sunday Closed
- Memorial Day 7:00am-6:00pm
- Fourth of July 7:00am-6:00pm
- Labor Day 7:00am-6:00pm
- Thanksgiving 7:00am-Noon
- Christmas Eve \* Closes at 5:00pm
- Christmas Day Closed
- New Year's Eve \* Closes at 5:00pm

\* Opening hours may vary based on day of holiday

### D. CODE OF CONDUCT

- Membership cards are issued to all members
- Upon arrival, all members shall present their membership card to gain access to the fitness center.
- There is a \$5 fee for lost card replacement.
- All persons over 12 years of age may be admitted to Lifestyles Fitness Center provided that each individual pays the established fee and does not violate the rules and regulations of Bolingbrook Park District.
- Individuals between 12-15 years of age must attend with another fitness member age 18 or over residing in the same household.
- Valuables should be locked in the locker room. Guests must supply their own lock. Belongings must be removed prior to leaving unless the locker is leased monthly.
- Lifestyles Fitness Center and the Bolingbrook Park District are not responsible for lost or stolen articles.

- All food and beverages, beyond those necessary for appropriate hydration while exercising, shall remain in the lobby area.
- Bags, coats, and other personal belongings should not be brought to workout areas.
- Fitness Center members are allowed to access to use the gym for their personal use when the gym is not otherwise reserved
- Anyone under the influence of alcohol or drugs is prohibited from using the facility.

#### **E. FACILITY/PARTICIPANT SAFETY**

- The LifeStyles Fitness Center follows safety practices and policies outlined by the Bolingbrook Park District Safety Committee, including but not limited to emergency management, incident reporting, first aid/CPR, hazardous materials handling, etc.
- An AED must be located within a 90 second walk of the LifeStyles Fitness Center and a trained operator is required to be on-site during business hours
- Staff shall periodically check on fitness center participants for safe operation of equipment
- Group Instructors and Personal Trainers are required to continuously monitor participants and clients for safety in technique and visible health status

#### **F. MEMBERSHIP**

##### **Fees and payment**

- Fees shall be established at a rate sufficient to generate enough revenue to cover all operational and capital expenses of the facility.
- LifeStyles memberships may be paid for by monthly ACH draft from a checking account or paid in full at the time the membership is established.

##### **Cancellation**

- Memberships are established with an initial commitment of 12 months.
- Fitness memberships may not be cancelled within the first year the membership is established unless written medical evidence is provided or verifiable proof of move at a minimum of 7 miles radius from LifeStyles Fitness Center is provided.
- If a membership is paid using monthly ACH draft, the membership will continue on a month-to-month basis following the initial 12 month commitment and may be cancelled at any time after the 12 month period with 45 days written notice to LifeStyles
- If a membership is paid in full when established, the membership will expire in 12 months and the member will need to reestablish their membership to continue enjoying the benefits of LifeStyles
- Cancellation requests must be provided directly to and approved by the Fitness Manager or Assistant Fitness Manager. Notices must be received with a 45 day advance notice

##### **Refunds**

- Facility daily admission refunds are not given after admission to the facility.
- Refunds are not given to fitness members for non-use of the facility during their membership period.
- Membership fees are not refundable. In cases of unusual and documented medical situations, membership may be suspended until the member is cleared to resume participation. In the rare case that a refund is justified (health, relocation), the amount refunded will be prorated for the unused time of the membership.
- Memberships are not transferable to anyone outside of the member's household.
- Refunds for classes canceled by the Park District will automatically be processed in full, allowing two weeks for refund processing.
- If a participant is unable to continue participating in a program, a refund may be processed at the discretion of the fitness center management. If provided, refunds may be prorated to account for any portion of the program which has been completed.
- Refunds may not be given for individuals registered for a trip, outing, or program in which the Park District has a contractual obligation. Registrants who cannot attend are encouraged to find a replacement to participate in the event on their behalf.

**Fitness Inquiry**

- All non-member visitors must complete a visitor registration form
- Customer Care staff will record prospective member visits in Rec Trac
- Visitor Registration forms will be forwarded directly to the Fitness Manager for follow up

**Member guest policies**

- Members are provided with two complimentary guest passes when establishing their membership
- Members are encouraged to request 7-day guest passes by providing referrals through fitRewards
- Members shall instruct their guests on the proper use of equipment. Guests and members are encouraged to ask attendants for any instruction or assistance

**New Member Onboarding**

- Every new member must be offered an orientation to the Fitness Center. Appointments will be made by the Customer Care staff using the LifeStyles Training Calendar. During the orientation, the new member will be instructed on proper use of equipment and services available (i.e. Fit Rewards, Personal Training, etc.)
- New and renewing members must be offered a member gift and information kit
- A welcome phone call should be placed approximately 7 days from their join date to welcome them and learn how we can best help integrate them into LifeStyles
- A follow up call should be placed at 30 days to find out about their progress and learn how else we can help them achieve their goals

**Member communication**

- Members with an e-mail address on file will receive regular bi-weekly communication with motivational messages and information about activities and facility-specific information.
- Members who have become inactive, having not used the center in the prior 4 weeks after showing a pattern of regular use, will receive a "recovery" e-mail inviting them back to LifeStyles and offering a complimentary follow up session with a personal trainer or other valued offer to encourage consistent use.

## **G. PERSONAL TRAINING**

### **Trainer certification**

- All personal trainers shall maintain a certification through a recognized certifying agency.
- Personal Trainers are responsible for maintaining their certifications and providing evidence of meeting continuing education requirements as a condition of employment

### **New member orientation scheduling**

- The LifeStyles Training Calendar is used to schedule an orientation:
- Trainers are responsible for entering and managing their availability in the Training Appointment Calendar.
- Trainers are responsible for contacting new members as assigned by the Fitness Manager to welcome the member to LifeStyles and schedule their orientation

### **New member orientation expectations**

- During the orientation, trainers will review fitness equipment, answer fitness related questions and provide advice consistent with the trainer's scope of practice, and identify training opportunities and offer personal training services.
- Trainers are responsible for maintaining records of orientations and following up with members to gauge future training interest

### **Training client management**

- Trainers are responsible for maintaining proper recordkeeping on all clients. This recordkeeping includes completing the training agreement, health history, activity history and goals, and a record of prescribed training plans/workouts.
- Trainers shall provide pre-activity screening using a health history questionnaire and PAR-Q to all new clients
- Weight and measurement information may also be collected and tracked based on the client's goals and this expectation should be established at the initial meeting with a client
- A copy of the training agreement should be kept by the trainer and the original must be provided to the Fitness Manager.

### **Training session visit recording**

- Compensation for Personal Training sessions will be based on the following two required actions:
  - Trainer signs in to Rec Trac and access Pass Visit Update
  - Client will swipe their membership card at the trainer desk to record the session
  - Trainer clocks in through phone using unique code for each session type. (Clocking out is not necessary)

### **Important Notes:**

- The membership card swipe and clock in must occur around the same time. The client can swipe before or after the session.
- Rec Trac will give trainers the ability to see how many sessions their client has used and how many remain. A notice will come up when there are two sessions remaining to remind the trainer to have their client renew their training package.
- Trainers must be logged in to Rec Trac using their personal Rec Trac ID. If a client swipes under another trainer's log in, the assigned trainer will not be credited for the session.
- If a trainer does not clock in through the phone, the trainer will not be paid for that session.

## **H. GROUP FITNESS**

### **Monthly group exercise schedule development timeline**

- Requested schedule changes are due to the Assistant Fitness Manager by the 16<sup>th</sup> of each month
- First draft of the schedule due to Marketing by the 18<sup>th</sup> of each month
- Final edits due to Marketing by the 22<sup>nd</sup> of each month
- Schedule to be published to participants and the park district website by the 24<sup>th</sup> of each month
- Rec Trac facility changes to be submitted to IT by the 24<sup>th</sup> of each month

### **Instructor time management**

- Instructors are expected to arrive 15 minutes prior to class start to inspect the room, interact with class participants, prepare music, check audio system, and set up any equipment needed for their program
- Instructors are expected to manage their class times to end class with appropriate transition time for the next class occupying the same room.

### **Attendance verification**

- At start of class, instructors shall swipe participant membership cards through the in-room Rec Trac card reader to verify eligibility to attend.
- Visitors without valid membership or without a daily drop-in receipt shall be directed to the Customer Care staff to obtain a membership or pay for a daily drop-in pass.
- Fitness Manager is responsible for conducting a review of the Rec Trac visit reports to verify instructor and visitor compliance and identify trends.

### **Equipment and room management**

- Each instructor must inspect the room and complete the room inspection check list prior to class. If the room is not in an acceptable condition to conduct class, the instructor is responsible for preparing the room to an acceptable state. A Manager on Duty may be contacted to assist if needed
- Following class, the instructor is responsible for storing and securing class equipment and returning the room to an acceptable level of cleanliness for the next program. A Manager on Duty may be contacted to assist if needed
- Completed Room Conditions Checklist must be provided to the Fitness/Wellness Coordinator
- Instructors will notify the Fitness Manager and Assistant Fitness Manager of any items needing attention in the room. An MOD can assist with the immediate needs if possible.

### **Equipment inspection**

- The Fitness Manager is responsible for performing a daily and weekly equipment maintenance check throughout the fitness center, including but not limited to checking cardio equipment, stability balls, dumbbells, barbells, steps, selectorized machines, free weight equipment, televisions, audio signal devices, and any other fitness equipment used in the fitness center.
- The Fitness Manager is responsible for performing a daily and weekly equipment maintenance check for group exercise equipment, including but not limited to checking bikes, stability balls, dumbbells, barbells, steps, belts, and any other fitness equipment used during classes.

# SECTION 28

## BOUGHTON RIDGE GOLF COURSE

### A. STATEMENT OF PURPOSE

Boughton Ridge Golf Course shall be operated in a business-like manner so that the revenues generated are sufficient provide adequate funding for maintenance and capital expenditures, as well as general operations of the golf course and clubhouse.

The golf course is owned by Bolingbrook Park District and operated by KemperSports Inc. Boughton Ridge shall be maintained and operated in compliance with the standards established by the Board of the Bolingbrook Park District. The purpose of the golf course is to provide a genuine recreational experience in the sport of golf.

### B. GOLF COURSE YARDAGE

The golf course is designed to accommodate golfers of all abilities. The yardage and par for each hole is as follows:

Hole #	Yardage			Par
	Red	White	Blue	
1	226	274	285	4
2	119	141	155	3
3	83	113	133	3
4	299	354	400	4
5	257	320	335	4
6	94	106	116	3
7	230	286	300	4
8	112	158	175	3
9	255	308	328	4
Total	1,675	2,065	2,227	32



### **C. STARTING TIMES**

As a convenience to those players who wish to have an established time for play, reservations may be made seven (7) days in advance by telephone, online, or in person with the clubhouse attendant. Starting times will be available at 9 to 10 minute intervals.

The Park District reserves the right to arrange foursomes. Any group or individual that fails to appear at their time shall lose their reservation and that time will be assigned to waiting golfers.

### **D. LEAGUES**

To promote the game of golf and to provide a recreational activity, leagues may be scheduled on a limited basis. The number and size of leagues will be reviewed annually by the Bolingbrook Park District. Preference will be given to local industries and established associations.

In addition to following all rules established for individual play, leagues may also conform to the following:

- Starting times at 9 to 10 minute intervals.
- Management has the right to assign foursomes.
- Any league unable to keep their assigned schedule must submit, in writing, a revised schedule so that open play may be advertised. The revised schedule must be received two weeks prior to the designated time.

### **E. SPECIAL GROUP OUTINGS**

Golf outings without food and beverage shall be approved by the General Manager or Assistant GM or his/her delegate on a first come, first serve basis. Golf outings with food and beverage will be co-scheduled by the General Manager or Assistant GM or their delegates, with the contract being completed by the Assistant GM or his/her delegate.

Outings are available Monday through Friday, except during scheduled golf leagues and programs, and Saturdays and Sundays after 12:00pm. A \$100 deposit is due when the contract is signed. Payment of 50% is due seven (7) days prior to the outing with the balance due the day of the outing.

## **F. GOLF SHOP SERVICES**

The Park District shall maintain a clean, attractive clubhouse that will provide necessary services for an enjoyable day of golf.

All resale services and items offered by the Boughton Ridge Golf Course will be priced at fair and reasonable rates. Every effort will be made to ensure services and merchandise are available for all golfers.

## **G. TRESPASSING**

Any unauthorized presence on the golf course may be considered trespassing and subject to appropriate state, local, and Park District laws and regulations.

## **H. GOLF COURSE HOURS**

Generally, the golf course will be open from 6:00 a.m. to dusk from mid-March to mid-November. It is understood that the weather plays a significant role in determining whether or not the course is playable. Inclement weather or conditions detrimental to the course may cause unannounced closing.

## **I. MARQUEE POLICY**

The marquee is to be used primarily to promote the golf course and Ashbury's at Boughton Ridge. Secondly, it may be used to promote Park District activities. In a rare circumstance it may be used to promote village-wide activities or organizations. It shall not be used to promote private business or commercial organizations or their activities.

## **N. CODE OF CONDUCT**

- Appropriate golf etiquette must be observed.
- Players are expected to Tee-off at their assigned Tee Time. Players who are not ready at their assigned tee time will be reassigned to the next available time, at the discretion of the golf course staff. Golf Course staff will direct play at all times.
- Proper attire is required. Men must wear shirts with sleeves. shirts and shoes must be worn at all times. Soft spikes, spike less, or soft-soled shoes must be worn.
- "Fivesomes" are prohibited. No "walk-alongs" are permitted. Each player must have their own set of clubs and bag. A maximum of two players and two sets of clubs are allowed on each cart.
- All players must adhere to the "KEEP PACE" program. Each foursome is expected to keep pace with the group in front of them. If a group is lagging behind, the Ranger, will ask them to pick up their pace. Upon a second notification, the group may be asked to pick up their balls and move to the spot on the course that puts them back into position.
- No food or beverage may be brought onto the Boughton Ridge Golf Course or Ashbury's premises. No glass bottles or containers may be taken onto the golf course.
- Players 11 years of age and younger must be accompanied by an adult.
- No rain checks unless course is closed by management.
- Boughton Ridge Golf Course reserves the right to remove any individual or group from the golf course without refund due to breach of rules and regulations as stated.
- USGA rules will govern all play (except where local rules prevail). White stakes and property fences define out of bounds.
- Keep all carts 30 feet from tees and greens.
- Repair all divots and ball marks on the greens. Rake all Bunkers.

# ASHBURY'S AT BOUGHTON RIDGE

Ashbury's is owned by Bolingbrook Park District and operated by KemperSports Inc

## Hours of Operation

### Fall / Winter / Spring Hours (October 1 to April 30)

Pub Room Hours	M-F 11:00am to 1:00am Sa 7:00am to 1:00am Su 7:00am to 10:00pm
Grill Room Hours	M-F 11:00am to 10:00pm Sa/Su 7:00am to 10:00pm

### Summer Hours (May 1 to September 30)

Pub Room Hours	M-F 10:00am to 1:00am Sa 7:00am to 1:00am Su 7:00am to 10:00pm
Grill Room Hours	M-F 11:00am to 10:00pm Sa/Su 7:00am to 10:00pm

## ASHBURY'S AT BOUGHTON RIDGE ROOM RENTAL POLICY

Golf outings without food and beverage shall be approved by the General Manager or his/her delegate on a first come, first serve basis. Golf outings with food and beverage will be co-scheduled by the General Manager and Assistant GM or their delegates, with the contract being completed by the Banquet Services Coordinator or his/her delegate.

Non golf rentals in the banquet rooms will be scheduled by the Banquet Services Coordinator or his/her delegate, with the final contract being completed by the General Manager or his/her delegate. A 50% deposit is due when the contract is signed. Payment of 50% is due seven (7) days prior to the outing with the balance due the day of the event.

The banquet room will be complimentary to individuals who complete a contract for food and beverage services. Food and beverage banquet rates will be determined by the Board of Park Commissioners.

If the individual does not want food and beverage services they will be charged rental fees for just the room and an additional fee if Audio/Visual services are requested.

Portions of the patio and grill room may be designated for smaller private parties that include food and beverage services.

## **ASHBURY'S RULES AND REGULATIONS**

The Park District reserves the right to refuse services to individuals who, in the opinion of staff, are using abusive language, behaving improperly, or are displaying intoxicated tendencies.

Village Ordinance states that individuals (under 21 years of age) are not allowed in the Pub Room within 30 minutes after the kitchen closes.

Illinois Law, prohibits all smoking inside or within 15 feet from entrances, exits, windows that open, and ventilation intakes.

# SECTION 29

## HIDDEN LAKES HISTORIC TROUT FARM

### A. STATEMENT OF PURPOSE

Hidden Lakes Historic Trout Farm provides an atmosphere for individuals, families, and groups to go fishing in a park setting. The four ponds are stocked on a regular basis between April and October.

### B. HOURS

Generally, Hidden Lakes Historic Trout Farm is open from dawn to dusk every day.

The Tackle Box Bait Shop at Hidden Lakes Historic Trout Farm hours shall be:

- April 8:00 am – 6:00 pm
- May - September 15 7:00 am – 7:00 pm
- September 16 - October 31 8:00 am – 6:00 pm.

It is understood that the weather plays a significant role in determining whether or not the Bait Shop will be open. Inclement weather may cause unannounced closing.

### C. GENERAL REGULATIONS

- Fishermen must have a valid Hidden Lakes Fishing permit.
- Fishermen will be subject to the current State of Illinois and Bolingbrook Park District Fishing Regulations.

### D. LOCAL PERMITS

#### Purpose

- To regulate and identify the users of the facility.
- To provide a source of income to maintain the catchable fish population and water quality of the site.
- To provide a priority of use for customers with a resident identification card.

#### Description

- Contain the permit holder's signature.
- Numbered sequentially.
- Display the Park District logo, the year of validity, and the words "Fishing Permit" in bold print.
- Display the type, i.e. annual, one day, etc
- Color-coded from year to year.

#### Administration

- Permits will be sold at the Tackle Box Bait Shop at Hidden Lakes Historic Trout Farm, the Annerino Community Center, Bolingbrook Recreation and Aquatic Complex, Hidden Oaks Nature Center.
- Permits will have an annual renewal date of March 31.
- Permits will be required of all who wish to fish 16 years of age and older.
- The permit fee will be established annually.
- Residents possessing a current Bolingbrook Park District Resident ID card qualify for a discounted fee.
- Those individuals providing a valid State of Illinois disabled persons ID or a Veterans disability card issued by the Veterans Affairs office will receive a permit free of charge.

## E. ONE DAY PERMITS

### Purpose

- To provide an alternative to a yearly permit at a lower rate.
- To regulate and identify the users of the facility.
- To provide a source of income to maintain the catchable fish population and water quality of the site.
- To provide a priority of use for customers with a resident identification card.

### Description

Similar to a regular permit with the following exceptions: different color, has a line for expiration date, and says "One Day" on the permit.

### Administration

One Day permits will be administered the same as the annual permits with the exception that the one day permit is limited to the duration of one consecutive calendar day.

## F. SPECIAL SITE REGULATIONS

### Purpose

- To preserve and maintain the natural and unique resources.
- To preserve the aesthetic appearances of the site.
- To promote an ecological balance for optimum game fishing.

### Catch Limits

Catch limits refer to the number of fish one is allowed to keep in possession. Once the limit has been reached, fisherman may continue fishing on a catch and release basis unless trout fishing. Fishermen with a limit of trout must cease fishing for the day.

- Channel Catfish- limit three in possession per day.
- Trout- limit two in possession per day
- Bass- limit one in possession per day. Must be over 18"
- Crappie- limit four in possession per day. Must be over 9"

### Acceptable Bait

- Corn may not be used as bait. Corn attracts waterfowl, especially geese, that can become aggressive and should not be fed.
- Return unused live minnows to the bait shop or dispose of them in the trash.

### Personal Safety

- No swimming or wading, boats, canoes, rafts or other floatation devices allowed.
- Fishing is allowed from shores and piers.
- Driving on the property is allowed by authorized vehicles only.
- Open fires and tents are not permitted. Charcoal grills are permitted in the south end of the park. Coals must be disposed of in metal cans designated for coals.
- Alcohol is prohibited in the park. Individuals under the influence will be asked to leave and Bolingbrook Police will be called.
- Pets are allowed along the DuPage River Greenway. They must be leashed and may not loiter at Hidden Lakes.
- Please do not feed the wildlife or clean fish. These activities attract animals that may become aggressive.

### Fishing Etiquette

- You may fish with no more than two poles. Leave all others in your vehicle or at home.
- Dispose of all trash in appropriate receptacles.
- Refrain from chumming or netting fish.

Regulations for derbies and natural resource programming may vary from above.

**Enforcement**

Regulations may be enforced by Park District Personnel and the Bolingbrook Police Department. Bolingbrook Park District personnel reserve the right to inspect creels, buckets, coolers, and other methods of transporting a catch to enforce catch limits. Staff shall reserve the right to inspect fishing permits at any time. Failure to comply may result in forfeiture of fishing permit and fines enforced by the Bolingbrook Police Department. No refunds will be given.

## **SECTION 30**

### **HIDDEN OAKS NATURE CENTER**

#### **A. MISSION**

To provide visitors of all ages and backgrounds opportunities to connect with nature by offering positive and experiential learning opportunities that engage and teach them to appreciate the world around them.

#### **B. STATEMENT OF PURPOSE**

The Nature Center inspires curiosity and exploration of the natural world in guests of all ages. A goal of the Center is to offer quality Environmental Education programming. Participants in our education programs, both for school/scout groups and for the community, observe and learn about plants and animals up-close, discovering the pleasure of being in nature and realizing their own connection to the environment.

Hidden Oaks Conservation Area will be restored and maintained to achieve high levels of biodiversity as a healthy ecosystem and provide for passive recreational and active educational opportunities.

#### **C. HIDDEN OAKS NATURE CENTER OPERATION**

Hidden Oaks Nature Center is a year-round education facility. Specific public hours are established annually by the Park District Board of Commissioners based on recommendation by staff. Generally, the hours are as follows:

##### **Building**

- April – October
  - Monday through Saturday 9:00am-5:00 pm
  - Sunday Noon – 5:00 pm
  
- November – March
  - Monday through Saturday 9:00am-4:00 pm
  - Sunday 11:00am – 4:00 pm

##### **Grounds**

- Dawn to dusk every day of the year

#### **D. HOLIDAYS**

The Hidden Oaks Nature Center will close in observance of the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve



## **E. Hidden Oaks Nature Center Rental Rules**

The following rules are specific to renting the Hidden Oaks Nature Center:

- Contract specifics are final two weeks prior to rental date. After that date, time changes are not allowed. Set up changes may be possible if requested in writing, but cannot be accommodated less than 48 hours before rental. Refunds/credits are not available for any unused rental time. Should a rental be cancelled with less than two weeks notice, the room deposit fee is non-refundable.
- Fire Code allows 40 people in the *Quercus* room at one time; this includes both adults and children. Fire Code allows 12 people in the *Savanna* room at one time; this includes both adults and children. Access to the roof top garden is permitted to rental and public visitors.
  - a. *Quercus* Room – ResID \$50/hour, Fee \$75/hour
- Liquor is allowed for private rentals with approval of Executive Director and purchase of Dram Shop insurance by the rentee.
- The rentee is responsible for the following at the end of a rental:
  - a. Wipe clean all surfaces; tables, chairs and counter tops.
  - b. Waste collected from the event must be recycled or trashed.
  - c. All decorations must be removed, including tape.
- Rentee may enter the room at the starting time per contract and must be cleaned up and exit the building by the ending time per contract.
- All lights must remain on during the entire rental.
- Music volume will be at a level in which the Rental Attendant may hear the phone ring. The Bolingbrook Park District reserves the right to request the music be turned down. If the music continues to be too loud, the Park District reserves the right to request that the party continue without music. Absolutely no live bands or DJs/large sound systems.
- No smoking allowed within 25 feet of the building.
- The Rental Attendant has the right to terminate an event, at their discretion, should there be a problem of any sort. For youth and teen parties, there must be one adult over 21 for every 10 children in attendance at the party for supervision.
- The rentee must introduce himself/herself to the Rental Attendant as soon as they arrive at the Hidden Oaks Center and remain on the premises during the entire party.
- In efforts to be environmentally friendly, we respectfully suggest groups follow these guidelines:
  - a. If you are using or providing food service, please use reusable flatware, serving pieces and dishes
  - b. Please use the compost bin and recycling containers when cleaning up

## **F. SMOKE FREE ENVIRONMENT**

Illinois law prohibits smoking inside public buildings or within 15 feet from entrances, exits, windows that open, and ventilation intakes. Hidden Oaks Nature Center is a LEED Platinum

facility, and therefore prohibits smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes.

## **SECTION 31**

### **CRISIS COMMUNICATION PLAN**

#### **A. CRISIS TEAM MEMBERS**

Ron Oestreich, Executive Director  
Mike Baiardo, Director of Recreation and Facilities  
Kim Smith, Director of Marketing and Customer Care  
Christine Martner, Director of Buildings, Grounds, Natural Resources  
Debbie Chase, Director of Business and Technology  
Chris Corbett, Superintendent of Projects and Planning  
President, Board of Commissioners  
John O'Driscoll, Attorney  
Jennifer Porrevecchio, P.D.R.M.A.

#### **B. AGENCY SPOKESPERSONS**

##### **Top Management > Legal > P.D.R.M.A.**

Ron Oestreich, Executive Director  
Mike Baiardo, Director of Recreation and Facilities  
Kim Smith, Director of Marketing and Customer Care  
President, Board of Commissioners  
John O'Driscoll, Attorney  
P.D.R.M.A.

#### **C. WHAT IS A CRISIS?**

A crisis is a situation or event that causes, or has the potential to cause, keen public or media concern. The potential crisis list is endless, but see below for a list of potential incidents. If you know of a situation or event that could be of concern to the Public or media, please contact the head of the Crisis Team immediately. The Bolingbrook Park District has appointed Ron Oestreich, Executive Director, as head of its Crisis Team. This person will decide whether the crisis plan needs to be implemented or whether the situation needs to be monitored and handled carefully. If the head of the crisis team is not available, a potential or immediate crisis should be reported to any Department Head.

- Drowning or other serious aquatic related emergency
- Serious accident / incident involving Park District employees or participants
- Allegations of abuse
- Criminal act that occurred on Park District property

***Call your immediate supervisor or a member of the administrative staff as soon as possible in any potential emergency situation.***

## **D. MEDIA CRISIS PLAN PURPOSE**

Immediate gathering and distributing of accurate information to the media and internal employees of the Bolingbrook Park District relating to the emergency plan is critical.

Dealing with the television and newspaper media who will photograph, film, and report on the emergency situation and its after-effects is the responsibility of agency spokespersons.

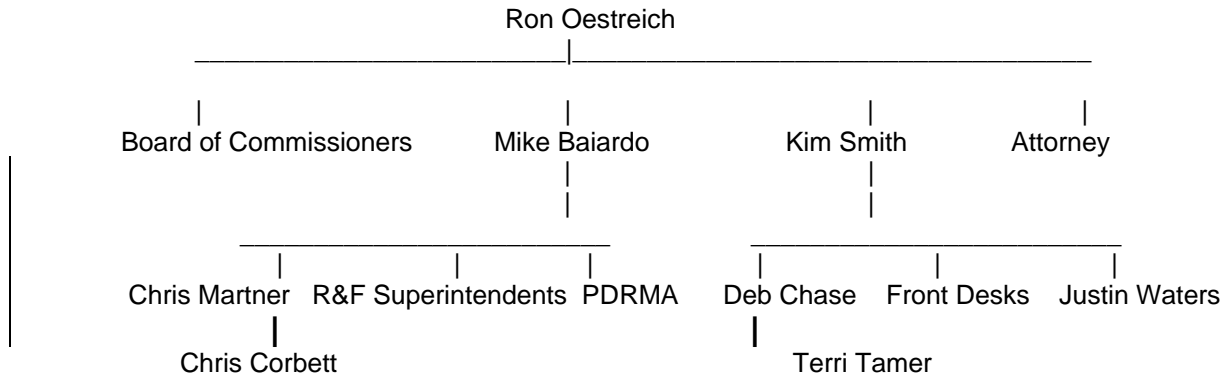
## **E. INITIAL ACTION**

- In all areas involving the Executive Director below, The Director of Recreation and Facilities will stand in if the E.D. is not available.
- Executive Director will contact Director of Recreation and Facilities and Director of Marketing and Customer Care to inform of situation.
- Executive Director will then follow Phone Tree contacts (see below)
- Executive Director will establish a media crisis information center to disseminate all related facts on the crisis: Conference Room at the Annerino Community Center.
- Executive Director will establish the Executive Director's office as the Crisis Team Meeting room.
- Director of Marketing and Customer Care will do following:
  - Contact the on-duty Customer Care Teams at each facility to activate the Crisis Communication Plan:  
BRAC, LifeStyles at BRAC, Annerino Center, Hidden Oaks, Aquatics Admissions (if open)

Message to the Customer Care Staff: (Describe, Inform, Instruct, Record)

- Brief description of situation.
  - Inform that they may be receiving phone calls from media or concerned patrons.
  - Instruct that if contacted, simply state that we do not have any detail regarding the situation and that the Executive Director is the spokesperson and can be reached at 630-783-6531.
  - Use their Media Log to record any media that contacts the District
- Director of Recreation and Facilities will contact his contacts, especially PDRMA.

## F. PHONE TREE



## G. SECONDARY ACTION

- Crisis Team would then determine the investigation and research roles of employees present.
- Department Head initiates secondary actions:
  - Use crisis team communication fact sheet to gather information and submit to crisis team.
  - Direct all statements to media plan.

## H. PHONE LOG – CHAIN OF COMMAND

Name, Title	Work Number	Cell Phone Number
Ron Oestreich, Executive Director	630 -783-6531	630-803-8184
Mike Baiardo, Director of Recreation	630-783-6529	630-803-3746
Kim Smith, Director of Marketing and Customer Care	630-783-6530	630-770-9640
Christine Martner, Director of Buildings, Grounds, Natural Resources	630-783-6562	630-803-8185
Debbie Chase, Director of Business and Technology	630-783-6514	630-803-8386
Terri Tamer, Superintendent of HR	630-783-6533	630-803-7813
Chris Corbett, Superintendent of Projects and Planning	630-783-6579	630-220-3536

## **I. RESPONSIBILITIES**

### **Executive Director / Director of Recreation and Facilities (in absence of E.D.)**

- \_\_\_\_\_ Make immediate contacts (Board, SR, SMC, Attorney)
- \_\_\_\_\_ Spokesperson
- \_\_\_\_\_ Receive all media calls
- \_\_\_\_\_ Gather pertinent information for distribution to media
- \_\_\_\_\_ Delegate key employees to assist with gathering of information and to be interviewed by media
- \_\_\_\_\_ Notify victim's family of emergency situation
- \_\_\_\_\_ See if names can be released to media
- \_\_\_\_\_ Call Crisis Team together
- \_\_\_\_\_ Assist and direct media to crisis center
- \_\_\_\_\_ Produce memo regarding Media Crisis Policies for all staff
- \_\_\_\_\_ Assist with Media Communication and Media
- \_\_\_\_\_ Notify other Village Agencies (if applicable)
- \_\_\_\_\_ Contact attorney

### **Director of Marketing and Customer Care**

- \_\_\_\_\_ Make immediate contacts (CCT, SRF, MCM)
- \_\_\_\_\_ Assist ED with a media statement
- \_\_\_\_\_ Assist with establishing a Media Center
- \_\_\_\_\_ Assist with gathering pertinent information for distribution to media
- \_\_\_\_\_ Delegate key employees to assist with gathering of information and to be interviewed by media

### **Director of Recreation and Facilities**

- \_\_\_\_\_ Make immediate contacts (PDRMA, SBGNR, SBT)
- \_\_\_\_\_ Notify front line staff of crisis
- \_\_\_\_\_ Complete the Accident/incident report
- \_\_\_\_\_ Assist with media calls and communication
- \_\_\_\_\_ Contact EAP or other counseling services for employees or public involved in the crisis
- \_\_\_\_\_ Coordinate the identification of witnesses and gather contact information

### **Director of Buildings, Grounds, and Natural Resources**

- \_\_\_\_\_ Contact Superintendent of Projects and Planning
- \_\_\_\_\_ Secure facilities and grounds
- \_\_\_\_\_ Provide keys for locations
- \_\_\_\_\_ Assist police/fire department with investigation

### **Director of Business and Technology**

- \_\_\_\_\_ Secure computer systems if needed
- \_\_\_\_\_ Contact Superintendent of Business & Finance and Superintendent of Human Resources Generalist if needed
- \_\_\_\_\_ Assist in other areas if needed
- \_\_\_\_\_ Assist Director of Recreation with responsibilities if needed
- \_\_\_\_\_ Assist with photography / video capture of incident area if needed
- \_\_\_\_\_ Contact Facility Managers if needed
- \_\_\_\_\_ Assist in other areas if needed

## J. WHEN DEALING WITH THE NEWS MEDIA

**In a crisis situation, all information will be released from the Administrative Staff of the Park District. Employees that are knowledgeable of the event or who are witnesses to the event may be approached by reporters. Employees should direct reporters to the Executive Director as the official spokesperson for Bolingbrook Park District.**

- As members of the Bolingbrook Park District team of employees, you will be responsible for following the media policies of the District.
- If you find yourself in an emergency situation, please take all immediate action. Once the situation is under control, notify your immediate supervisor and/or the Administrative staff.
- All contact with outside media sources such as reporters, producers and directors, print and television, must be referred to the Executive Director. If you can't remember that, refer them to your Department Head.
- All media contact must be cleared through the Executive Director, who will in turn contact you if a reporter has been given your name as a media source.
- Please do not talk to the media without prior approval. They can be sneaky and try to get information out of you. The District will have an official spokesperson who will be the media contact. Keep referring them to the Executive Director.
- The procedure allows the District to protect the privacy of our staff and participants.
- Please refrain from speaking about the incident with friends, relatives etc. outside of work until cleared to. Stories can be exaggerated based on who is telling it, and inaccurate information can get into the wrong hands.



## **K. ON TALKING WITH THE MEDIA**

After you have approval from the Executive Director you may speak with the media.

- It is acceptable not to know the answer to a question. Just openly admit, “I don’t know.” Direct the reporter to Ron Oestreich as the Spokesperson.
- Don’t say “No Comment” Reporters may interpret the “no comment” to imply guilt and reluctance to talk with the media.

### **Remember to:**

- Stay positive, admit crisis, not guilt or cause
- Only release verified information
- Reinforce rescue efforts, positive safety record, etc.
- Balance public statements with known facts
- Never ever say “no comment”

### **Basic Media Response Outline**

- Acknowledge incident
- Highlight rescue efforts
- Emphasis on investigation efforts
- Provide facts as available
- Always be honest
- Answer all phone calls from the media in the order that they are received

### **Remember these responses:**

- “I know, and I can tell you...”
- “I know, and I can’t tell you, and here’s why...”
- “I don’t know, but I’ll find out.
- Let me get back to you.



**M. CRISIS TEAM COMMUNICATION FACT SHEET**

Name: \_\_\_\_\_

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

**WHAT HAPPENED?**

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**WHO IS INVOLVED?**

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**WHEN DID IT OCCUR?**

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**HOW DID IT OCCUR?**

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WHY DID IT OCCUR?

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ACTION TAKEN?

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## **SECTION 32**

### **SAFETY PROGRAM AND PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY PLAN**

#### **PURPOSE**

The Bolingbrook Park District maintains that the public and its employees are their most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Personnel at all levels of the Park District workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. Effective loss prevention is an integral part of our management philosophy and procedures.

#### **CONCEPT**

Within the operational activities of any endeavor, there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of operations should include consideration of problems and/or errors, which could occur as it relates to the environment, equipment, job procedures, and personnel. Accidents are unplanned events. Proper planning can minimize accidents. Most accidents are preventable. Loss prevention is to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions have been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the loss prevention program. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way to perform it. Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations at the Bolingbrook Park District.

#### **STAFF RESPONSIBILITIES**

The success of the District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors, and the cooperative, concerted efforts of all employees.

All Park District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their coworkers, and the general public. To that end, they shall:

Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.

Promptly investigate accidents and complete required reports.

Be receptive to, and encourage, employees to report unsafe practices.

Participate in training courses designed to increase their professional knowledge of safety supervision principles and techniques.

Obtain and maintain high standards in housekeeping and personal and environmental sanitation in work activities.

Ensure that tools, equipment, and protective devices are properly maintained and properly utilized.

Become thoroughly familiar with and actively enforce all safety procedures applicable to the work they supervise.

Each individual employee will be directly responsible and held accountable for the safety rules and procedures as stated in this manual and as taught in in-service training programs.

Staff not complying with Safety Policies will initially be given a verbal reprimand. A continuation of failure to follow policies will result in a written reprimand, followed by suspension and possibly dismissal.

Whenever an employee is concerned about proper safe working conditions or equipment, this concern shall be brought immediately to the attention of (a) direct supervisor, (b) a Safety Committee representative, (c) the Director of Parks and Recreation.

In any instance of damage or injury never admit guilt or fault, as you may not be aware of all of the relevant facts.

## **RULES**

All employees shall adhere to the following rules:

- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- Threats, horseplay or fighting will not be tolerated in the work place.
- Possession of firearms, alcoholic beverages, illegal drugs, weapons or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your Foreman or the Director.
- If there is any doubt about the safety of a work method, your Foreman should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to the Foreman, regardless of the severity of the injury or damage.
- All employees must follow recommended work procedures outlined for their job or facility.

- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor or the Director.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Safety and restraint belts must be fastened before operating any motorized vehicle.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, markers, and all applicable laws.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
- All employees must know Park District rules regarding accident reporting, evacuation routes and fire department notification.
- Each employee must follow Departmental and facility rules and procedures specific to departmental operations.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required by the Park District or the law.

## **SAFETY COMMITTEE**

The Bolingbrook Park District Safety Committee shall function as an advisory body to develop and recommend policy and procedures affecting administration of the District's safety program.

The Safety Committee shall include a minimum of seven (7) full-time employees with representation from each department and facility. The committee chair will be appointed by the Executive Director.

The Safety Committee will hold meetings on a regular basis as determined and scheduled by the group. The safety committee will have the following responsibilities:

Set reasonable safety goals and standards on an annual basis.

- Plan and recommend policies and procedures affecting the development and administration of an aggressive accident prevention program.
- Review statistical data, incidents, and reports of safety matters to determine the
- Effectiveness of overall accident prevention efforts and to develop recommendations for improvement.
- Furnish advisory opinions based upon reliable safety research sources concerning new operations, techniques, mechanical protective equipment, and safety engineering specifications in the purchase of new equipment.
- Make follow-up investigations of accidents and safety inspections, when appropriate.

- Assist in review, preparation and publication of safety procedures.
- Make policy recommendations concerning safety promotional efforts and provide for the communication of solutions to safety problems so that all personnel may benefit from shared experience.
- Promote safety and first aid training for all employees, so each employee will develop good safety attitudes and habits. This includes ensuring that CPR and First Aid Courses are conducted annually.
- Assure compliance with State and Federal regulations regarding health and safety.

## **SAFETY COORDINATOR RESPONSIBILITIES**

Generally, the Safety Coordinator has the overall responsibility for formulating, directing, and coordinating all safety activities throughout the District. Specifically, the Safety Coordinator acts as Chairperson of the Safety Committee, provides a Safety Coordinator's report during the meeting and has input into the agenda development for each meeting. The Safety Coordinator will perform, without limitation:

- Analyze loss data from accident/incident reports, departmental correspondence and the Park District Risk Management Agency (PDRMA) or other provider.
- Receive and review staff memos, minutes, and safety training rosters relating to loss prevention.
- Provides Executive Director and department heads with regular information on safety, loss control, newsletters, and other safety topics.
- Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices.

## **ENFORCEMENT OF STANDARDS**

All safety and health standards adopted by the Bolingbrook Park District will be strictly adhered to by all person employed by the Bolingbrook Park District.

Any employee found to be in violation of a safety standard will be issued a reprimand by his supervisor. This reprimand will be kept on file for one year. During this period of time, a second offense will warrant disciplinary action.

Each person who serves the Bolingbrook Park District in a supervisory capacity is responsible for ensuring the compliance with all rules and regulations of those employees under his direct authority. It is his duty to report any violation of a regulation to the Director of Parks and Recreation. This is to be done in writing. Negligence on the part of the supervisory personnel will be reflected in their records.

Any employee who is disciplined has the right to a hearing through the established Park District grievance procedure.



# **INCIDENT / ACCIDENT REPORTING PROCEDURES**

Incidents are defined as “near miss accidents” or minor occurrences with a potential for a claim. Example: Two boys are roughhousing in the building and one bumps his head. The bump is slight, non-serious, the boy may cry for a minute or two. Record the incident. Sure, the boy may seem fine and go back to rough housing in a few minutes, but we want to protect ourselves from getting a phone call three months later saying the bump had caused a blood clot in the brain with surgery required to release it.

All incidents should be recorded in specific detail on the accident/incident form. A sample form is attached. Remember that all incidents are potential accidents.

## **ACCIDENT REPORTS**

Accidents are defined as an occurrence to a degree that it will almost certainly bring about a claim.

Accident reports must be filed and the Department Head must be notified within 24 hours of the accident. Should the accident occur on a weekend, it is the employee’s responsibility to inform the Department Head the next business day.

## **REPORTING VEHICLE ACCIDENTS TO POLICE**

Call police immediately for any vehicle accident, no matter how slight, with the exception of a Park District vehicle damaging our own District property; then notify your immediate supervisor.

In damage to District property, the immediate supervisor should be notified immediately.

A vehicle collision report will be filled out following any/all accidents involving Park District vehicles. Employees will follow the same procedures for submitting the report as that stated in the accident reporting process.

Park District Risk Management Agency

# Accident/Incident Report

\_\_\_\_\_  
[Name of Park District, SRA or Forest Preserve District]

**General Liability Claim**

\_\_\_\_\_ Bodily Injury      \_\_\_\_\_ Property Damage

\_\_\_\_\_  
Date of Accident

\_\_\_\_\_  
Time of Accident

\_\_\_\_\_  
Location  
(name of park, pool community center etc.)

\_\_\_\_\_  
Specific Area  
(playground, parking lot, gym, etc.)

## Bodily Injury

Name of Injured Person:

Birth Date:

Sex:

Address:

City:

State:

Zip:

Home Phone: (    )

Business/Daytime Phone: (    )

Occupation:

Employer:

Part of body injured and to what extent:

Explain in detail how accident happened: (Attach more pages if necessary):

Was First Aid Administered?  Yes     No By whom: \_\_\_\_\_  
(name and position)

Explain: \_\_\_\_\_

Paramedics Called?     Yes     No\*

Police Called?     Yes     No

\*If no, signature required under Paramedic Waiver on next page

Police Dept. \_\_\_\_\_

	Officer: _____ Report No. _____
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Parents/Relatives Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom: _____ (____) _____ (name) (day phone)
Who specifically: _____ Their comments/reactions? _____	
If sent to doctor or hospital, which one? _____ (name and address)	

**Witnesses:**

(Attach more pages if necessary)

Name _____	Home Phone (____) _____	Daytime Phone (____) _____
Address _____ (street)	(City)	(State) (Zip)
Relationship to injured party:	_____ Relative/friend, specify: _____	
	_____ Another program participant or park user	
	_____ Passer-by	
	_____ District/SRA employee or volunteer	
	_____ Other, specify: _____	

**\* Paramedic Waiver**

*I refused to have the paramedics called for myself or my minor child/ward and hereby for myself, my minor child/ward heirs, executors and administrator fully release and discharge the District and its officers, agents, servants and employees from any and all claims for damages I or my minor child/ward may have.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Property Damage**

Name of Property Owner:		Sex:	
Address:	City:	State:	Zip:
Home Phone: ( )		Business/Daytime Phone: ( )	
Property damaged was:			
Explain how damage occurred:			
Estimated Cost to Repair:		Estimates attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	

# PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY PLAN

## Bolingbrook Park District Physical Fitness Facility Medical Emergency Plan for

LifeStyles Fitness Center, Bolingbrook Recreation and Aquatic Complex,  
Pelican Harbor Indoor / Outdoor Aquatic Park,

## Physical Fitness Facility Medical Emergency Plan

### Introduction

This document serves as the plan for responding to medical emergencies at this facility. The plan not only encompasses the use of an automated external defibrillator (AED), but is also intended to provide a timely, proper response to the occurrence of any other sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care. The plan designates contacts to be notified in the event of a medical emergency (see emergency contacts section below). **Staff at this facility should call 911 for medical emergencies, including each time an AED is used.** (Source: Illinois Department of Public Health: Physical Fitness Facility Medical Emergency Preparedness Code, 2005)

### AED Program Roles and Suggested Responsibilities

Responders' use of the AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, care of the injured person should be transferred. The automated external defibrillator (AED) will enable trained responders at the Bolingbrook Park District to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest.

### Medical Director

The Medical Director has authority over the entire AED program and its participants. General responsibilities include the establishment and maintenance of the guidelines for care included in this protocol. In addition, the Medical Director also ensures quality assurance, compliance with protocols, proper training and provides positive reinforcement to individuals and the system, as well as corrective instruction.

Medical Director Bolingbrook Medical Center

Phone Number (630) 226-8100

### **AED Coordinator**

The AED Coordinator is an employee of the Bolingbrook Park District who is the primary liaison between the Bolingbrook Park District's AED program and the Medical Director. This person has responsibility for maintaining the AED equipment and supplies, organizing training programs and regular re-training programs, forwarding any incident data to the Medical Director and holding post-incident debriefing sessions for any employees involved.

AED Coordinator Kai Wahlgren

Cell Phone Number (630) 220-3748

Office Number (630) 783-6512

### **Trained Responders**

Specific employees are trained to use the AED(s) in a sudden cardiac arrest emergency. After being trained, these individuals operate under the direction of the Medical Director. The AED Coordinator maintains a list of trained responders.

### **Training Program(s)**

The Bolingbrook Park District uses the Medic First Aid as its AED training program. This program has been approved by the Illinois Department of Public Health (IDPH). The AED Coordinator shall maintain a list of training dates and attendees.

### **AED Use Protocol - For victims ages 8 years and older**

In Case of Emergency:

- Assess scene safety. If the scene is safe;
- Assess responsiveness. Tap the person on the shoulder and shout "Are you OK?"
- If the person is unresponsive;

Activate emergency response plan:

- Call 9-1-1. Provide dispatcher with location, emergency details and notify them that an AED is being deployed at the facility.
- Broadcast over the PA system an announcement to activate targeted responders and indicate the location of the person (e.g., AED responder needed, lower level).
- Call designated person to wait at the front entry and help lead the EMS personnel to the injured person.

Check ABCs:

- Assess Airway. Perform head-tilt (if no spinal injury is suspected), chin lift to open airway.
- Assess Breathing. Look, listen, feel. If breathing is absent, use barrier mask to deliver 2 rescue breaths.

- Assess Circulation. Check for pulse. If pulse is absent, begin CPR.

Perform CPR until the defibrillator arrives:

- Compress and release chest 15 times (Rate: 100 compressions/minute)
- Ventilate. Give 2 rescue breaths.
- Continue CPR. Do 15 compressions followed by 2 rescue breaths. Check pulse after 4 cycles and every few minutes thereafter.

When defibrillator arrives:

- Place the defibrillator near head of the person on same side as the rescuer.
- Turn on the defibrillator.
  
- Bare and prepare chest (cut or tear away clothing, if excessive chest hair, shave or clip; dry the chest if wet).
- Follow defibrillator's verbal and visual prompts.
- Apply electrodes (follow drawings on pads).
- Allow defibrillator to analyze.
- If indicated, deliver shock by pressing the shock button.
- Continue care per defibrillator's prompts until EMS arrives.

Assign an employee to wait for EMS providers at front entry and help guide them through building to the person.

First responders should communicate any important information to the EMS providers such as:

- Person's name.
- Any known medical problems, allergies or medical history.
- Time the person was found.
- Initial and current condition of person.

### **AED Application in Pediatric Patients - 1 through 7 years old**

AED use in pediatric cardiac arrest patients should be used in conjunction with **child / infant electrode pads**, which are designed to automatically reduce AED defibrillation energy to a more clinically appropriate output. According to the American Heart Association, these pads should be used on children under 8 years of age **except** for those under one year old.

AED Protocol for a child under 8 years of age (but not under one year old):

- Assess scene safety;
- Assess responsiveness;
- If the child is unresponsive;
- Activate emergency response plan - Call 911 (see plan details in AED protocol section above); If you are alone, first perform one minute of airway assessment before leaving the child to call 911

Check ABCs:

- Assess Airway. Perform head-tilt (if no spinal injury is suspected), chin lift to open airway.

- Assess Breathing. Look, listen, feel. If breathing is absent, use barrier mask to deliver 2 rescue breaths.
- Assess Circulation. Check for pulse. If pulse is absent, begin CPR.

Perform CPR until the defibrillator arrives:

- Compress and release chest 5 times (Rate: 100 compressions/minute)
- Ventilate. Give 1 rescue breath.
- Continue CPR. Do 5 compressions followed by 1 rescue breath. Check pulse after 4 cycles and every few minutes thereafter.

When defibrillator arrives:

- Place the defibrillator near head of the person on same side as the rescuer.
- Turn on the defibrillator.
- Bare and prepare chest (cut or tear away clothing, dry the chest if wet).
- Follow defibrillator's verbal and visual prompts.
- Apply pediatric electrodes (follow diagram on **pediatric** pads).
- Allow defibrillator to analyze.
- If indicated, deliver shock by pressing the shock button.
- Continue care per defibrillator's prompts until EMS arrives.

## **Other Medical Emergencies**

The previous section addresses cardiac arrest medical emergencies in which a person might benefit from an AED. However, it is important to recognize that there are also a wide range of medical emergencies other than sudden cardiac arrest. As in the case of using an AED, persons suffering from other medical emergencies can also benefit when staff recognizes that an emergency exists, acts promptly to summon emergency medical services to the facility by calling 911 and provides a level of attention commensurate with their level of first-responder training until paramedics arrive on the scene.

The following is a list of potential medical emergencies. The list is *not* all inclusive. It is the responsibility of the manager on duty to activate the medical emergency plan as needed.

Lack of breathing  
Ineffective breathing  
Blocked airway  
Loss of consciousness  
Chest pain  
Seizure  
Shock  
Blunt injury trauma  
Broken bone  
Severe bleeding  
Head, neck, or back trauma

Heat exhaustion or heat stroke  
Severe sprains  
Severe swelling  
Serious eye injuries

### **Medical Emergency Protocol**

In Case of Emergency:

- Assess scene safety. If the scene is safe;
- Assess responsiveness. Tap the person's shoulder and shout "Are you OK?"
- Evaluate the person's symptoms by speaking with the person if possible. If a medical emergency is determined or if the person is unresponsive;

Activate emergency response plan:

- Call 9-1-1. Provide dispatcher with location, emergency details and notify them that an AED is being deployed at the facility.
- Broadcast over the PA system an announcement to activate targeted responders and indicate the location of the person (e.g., "emergency responders report to lower level").
- Assign an employee to wait at the front entry and help lead the EMS personnel to the person.
- Continue to provide basic life support as needed and assess the person's condition until the EMS arrives.

Responders working with the person should communicate any important information to the EMS providers such as:

- Person's name.
- Any known medical problems, allergies or medical history.
- Time the person was found.
- Initial and current condition of the person.
- Help EMS personnel as requested.

### **Emergency Contacts**

In the event of a medical emergency, the facility manager on duty shall notify at least one of the staff members listed below as soon as possible and not more than 24 hours after the event:

### **Plan Approval**

This plan has been approved by the Bolingbrook Park District and has been filed with the Illinois Department of Public Health at the following address:

Illinois Department of Public Health  
Division of EMS & Highway Safety  
500 East Monroe Street  
8th Floor  
Springfield, IL 62701

Any changes to the plan must be submitted to the IDPH at the address shown above.



## **Safety and Risk Management Statement**

The Bolingbrook Park District maintains that the public and its employees are their most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Personnel at all levels of the Park District workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. Effective loss prevention is an integral part of our management philosophy and procedures designed to fully utilize the District's capital and personnel.

If you should have any questions please do not hesitate to address them with your immediate supervisor or anyone listed below.

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Ron Oestreich, Executive Director

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Jim Patula, Superintendent of Projects and Planning [Safety Coordinator]

**SECTION 34**  
**BOLINGBROOK PARK DISTRICT DISASTER RECOVERY PLAN**