

1. **A copy of all district policies concerning use of facilities - GPM 14.0 AND POLICY MANAUL 10.0-10.13**
4. **A copy of all district policies/agreements on any and all free or discounted memberships, events, facility usage of park district commissioners and past commissioners, and their family members - GPM 14.0**

## 14.0 Benefits

Use of Park District Facilities and Recreation Programs - Full-Time Employees and Park Board of Commissioners

Park Board Commissioners receive the same benefits as full-time employees. These benefits are intended for personal use only and do not apply to groups, organizations or clubs that the employee may be a member. For the purposes of discounts, current staff photo identification must be shown to receive any employee discounts.

When using Park District a program, the employee is to consider himself an ambassador for the Park District and behave accordingly, always being positive. Employees using programs are also encouraged to notify the appropriate department if there are safety or maintenance issues within the facility.

### 1. Beach Use

All employees and commissioners will receive free beach access with current staff photo identification.

### 2. Concession Stands

All employees and commissioners are entitled to a 50% discount on certain items at the concession stands at Main Beach, Golf Learning Center and Boncosky Sports Complex. Staff photo identification must be shown to receive this discount. This discount is for the employee only and not for family members, and does not apply to alcoholic beverages at special events.

### 3. Ball Field Rentals

All employees can reserve Park District ball fields free of charge during non-peak periods. Ball fields must be reserved at the Administrative Office. Staff photo identification will need to be shown to receive this discount to reserve the field. During peak periods the Superintendent of Facilities will need to approve the rental.

### 4. Program Registration

Full-time employees and immediate family members (as defined by IRS regulations) may participate at no charge in programs offered by the Park District. The programs are limited to non-contractual programs where as the employee is responsible to cover the Park District's costs and the employee is required to pay for any supplies and transportation costs. 19

Program Registration: Neither full-time employees nor their immediate family members cannot be used to meet the minimum amount needed to run the program. If, in any program, the minimum number has not been met, the employee will be responsible for paying the full program fee for themselves or the immediate family member in order for the program to run. (Exceptions may be approved by the Executive Director)

Wait List: Neither full-time employees nor their immediate family member can take up a space in a program when there is a waiting list. The employee will be given the choice to pick another class or pay the full program fee for themselves or the immediate family member. The Recreation Department will make every effort to expand the number of participants in a program. If the program cannot be expanded, the Employee will have to pick an alternate class free of charge. (Exceptions may be approved by the Executive Director)

## 5. Building Rental

Full-time employees, ages 21 years or older, can rent a building and shall pay the \$100.00 maintenance deposit for the building rental. The maintenance deposit will be held and cashed only if the building is not cleaned and damage is done. There will be no rental fee at Park Place if the reservation is made less than thirty (30) days in advance. The maintenance deposit of \$100.00 will need to be paid. To guarantee the use of Park Place further in advance, employees need to pay the Class B rate, plus the maintenance deposit. The employee assumes all responsibility for the building rental and the employee must be present for the entire rental.

## 6. Beach Use

Full-time employees and immediate family members will receive free access to the beach. Staff photo identification must be shown to receive this benefit. Upon request, immediate family members (as defined IRS regulations) of a full-time employee will receive beach passes at the Administrative Office.

## 7. Boat Rental

Full-time staff and immediate family may use the rental boats at Main or West Beach during non-peak hours for no charge. During peak hours, all employees will pay half.

## 8. Boat Ramp Key

It is the policy of the Crystal Lake Park District that in order to launch a boat at the Main or West Beach boat launches, a gate key must be purchased at the Park District Administrative Office. One boat ramp key per household will be issued to Crystal Lake Park District residents only. Current staff photo identification must be shown to receive this discount. Proof of residency will be required along with proof of ownership of the boat. The boat must be registered to the employee's address, regardless of dual ownership. Full-time employees will receive boat ramp keys for free.

## 9. Fisherman Key

Full-time employees will receive a fisherman key for free of charge. Current staff photo identification must be shown to receive this discount.

## 10. Picnics

Full-time employees can reserve a picnic shelter/area at Veteran Acres, Woodscreak Park or Sterne's Woods. The employee must be present for the picnic and will be responsible to pay \$100.00 maintenance deposit for the picnic. The maintenance deposit will be held and cashed only if the area is not left clean.

## 11. Lippold Family Golf Center

Full-time employees, Park Board of Commissioners and their immediate family members are entitled to hit unlimited free driving range balls and play miniature golf for free. The staff photo identification must be used for identification purposes, immediate family members must be on the list posted at the driving range. Full-time employees pay ten (10) percent over cost for merchandise from the Golf Learning Center Pro Shop.

## 12. Hound Town Key

Hound Town Dog Park passes are available for annual and weekly passes. A key to the gate is valid from January 1, through December 31, each year. Full-time employees will need to bring their current staff photo identification and will receive the annual or weekly pass free of charge. Proof of rabies

vaccination from veterinarian must be presented at the time of purchase. The weekly key pass must be returned by the expiration date, or the deposit will be forfeited.

### 13. Athletic Teams

Athletic teams containing one full-time employee pay league fees up to rosters of twelve (12) for softball and eight (8) for basketball and volleyball, provided the employee is also the team captain. Non-resident fees are waived. Athletic teams containing two (2) or more full-time employees on their active rosters are entitled to pay ½ of athletic league fees at the discretion of the Superintendent of Recreation up to rosters of twelve (12) for softball and eight (8) for basketball and volleyball, provided a full-time employee is a team captain. Non-resident fees will also be waived.

### 14. Use of the Racket Club

Racket Club memberships will be issued to all full-time employees, upon request. No monthly dues will be charged. The membership will entitle the employee and immediate family members residing in their residence, admittance to the Racket Club. Normal court fees will apply.

Below are benefits for Racket Club bookings, rates, lesson fees, event fee, etc., for employees of the Racket Club and Park District.

Special policies for employees and special rates for Racket Club court time, lessons, events, etc., are given below. Otherwise, all existing Club policies are in effect for employees of the Club and Park District.

Full-time park district employees and their immediate family residing in their residences, who are members of the Club, receive the following Club benefits:

- a) Free Club membership upon request - no initiation fee, no dues.
- b) Free walk-on court time or unsold court time or practice court time. "Walk-on" court time is court time available when the player arrives at the Club. Walk-on court time is not booked in advance or over the phone. Maximum time for booking is two hours, one court only.
- c) Courts and practice court time may be booked no more than seven (7) days in advance and with the prior approval of the Club Manager, Assistant Club Manager or Executive Director of Tennis. Maximum time for booking is two hours, one court only. No shows will be charged to the employee's account. Free court time will not be granted during peak play periods. Free indoor court time, or practice court time, is not granted, from the end of the indoor season through the start of the next indoor season or when the indoor courts are closed.
- d) Free guest privileges and guest court time are at the discretion of Club management limited to five (5) visits per guest per calendar year. The Club Manager, Assistant Manager and Tennis Director must approve all guests and guest court time in advance.
- e) One-half price on group tennis lessons, stroke-of-the-day, leagues, sign up groups, events, parties, activities, etc. Note: Employees pay normal fees on permanent court time, private lessons and travel team matches.
- f) Purchases at ten percent above cost on all pro shop merchandise except stringing. Reduced rate on stringing. Prior Club Manager approval is required on all purchases over \$25.00.

Employee accounts must be kept current at all times (Permanent Court Time except from July 31 through November 30), or the account will be subject to closing and loss of account.

#### 10.10 PICNIC SITES:

The Board of Commissioners approves rental fees for picnic areas and shelters based on the number of people in attendance. Prices are discounted for affiliate groups and community groups Monday - Friday. Reservations for special events are arranged by the Superintendent of Facility Services. Special event requests are submitted to Park Board for approval. Picnic reservations for private family events are arranged by the Customer Service Coordinator or the Customer Service Representative; Business Services Division.

##### Fees:

- The full rental fee and deposit are due at the time of reservation.
- The rental deposit will be returned by mail within ten working days after the rental, unless the renter has failed to comply with rules, which could result in forfeiture of the deposit and a fine of up to \$500.
- Any damages caused by groups renting a facility are to be paid for by the renter.
- Rules and regulations have been adopted by the Crystal Lake Park District for Veteran Acres Park, Woodscreek Park, the Skate Park Shelter and Sterne's Woods. Reservations are necessary to ensure a picnic area. The park is open from dawn until dusk. All patrons (except those participating in park district programs or using the lighted tennis courts -open until 10:00 PM), must leave the park before dark. The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles.
  - Insurance Requirements (\$1 million General Liability per occurrence): Beer and wine is allowed by permit only. Alcohol cannot be sold. Family picnics over 100 people are required to provide Host Liquor Liability Insurance naming the Crystal Lake Park District as the additional insured. All companies and organizations, regardless of size, are required to provide a certificate of Special Event Insurance, with an additional endorsement naming the Crystal Lake Park District as the additional insured. If beer and wine is being served, Host Liquor Liability Insurance is required, naming the Crystal Lake Park District as the additional insured.

#### 10.11 FACILITY USE GROUP CLASSIFICATIONS:

Group A: A program or activity or volunteer group of the Park District.

Group B: Support/Sponsored Groups/Affiliate Groups: Groups that provide "in-kind" services to the park district and are organizations that provide their own basic leadership and delegate functions to the membership. This rate applies to ACTIVITIES ONLY and is NOT FOR INDIVIDUAL USE BY MEMBERS.

Community Organizations/Community Senior Groups: Those within the park district by address who would not normally use the park district staff and administrative services, but would, through special request use park district facilities. Community organizations are community chartered organizations WITHIN THE CRYSTAL LAKEPARK DISTRICT whose sole purpose and/or funds are used for the betterment of the entire community. These rates apply to GROUP MEETINGS ONLY, NOT FOR PRIVATE OR INDIVIDUAL USE. A letter from the president of the organization outlining the use will be required.

Group C: Independent Clubs and Private Persons: Individuals or not-for-profit groups organized in the community and are NEITHER SPONSORED BY OR AFFILIATED WITH THE PARK DISTRICT.

Note: Rentals may be booked one at a time only.

10.13 THE RACKET CLUB POLICIES –See Racket Club Manual for Court Reservation and Fee Schedules  
MEMBERSHIP POLICIES: The Racket Club is a membership club with various types of memberships offered. With all memberships, a one-time initiation fee is due at the time the membership application is submitted. Dues are billed monthly beginning the following month. Each membership is continuous until cancelled by notifying the club.

A. Membership types:

1. INDIVIDUAL memberships include one member 20 or over.
2. FAMILY memberships shall include only members of the immediate family living at the same address. Children must be 21 years old or younger.
3. PARTNERS memberships shall include individuals residing in the same household.
4. JUNIOR memberships apply to youth under 21 years old.
5. SENIOR memberships include individuals 65 years or older.

B. Membership Fees

The Board of Commissioners approves membership and program fees on an annual basis.

1. Memberships are non-transferable without revocation.
2. Members are responsible for notifying the Racket Club when making any changes to their membership status and complete a membership “change” card.

SEASONS AND HOURS OF OPERATION

A 36-week Indoor Season starting in September and ending in May shall be established each year.

Hours of operation for the indoor season shall be:

- 7:30 AM -10:00 PM      Monday - Thursday  
7:30 AM - 9:00 PM      Friday – Sunday

A 15-week outdoor season starting in May and ending in August shall be established each year.

Hours of operation for the outdoor season shall be:

- 7:30 AM – Dusk      Monday - Thursday  
7:30 AM – Noon      Friday, Saturday/Sunday

Between Indoor Season and Outdoor Season, indoor court hours of operation shall be determined by the Racket Club staff. Club hours are subject to change according to Club needs. Any changes will be announced on bulletin boards and in the Club newsletter.

**2. A copy of all district policies concerning charges/fees for memberships/events/facility usage including any differences between residents, nonresidents, senior citizens, veterans - GPM 9.12, 9.13 AND POLICY MANUAL 9.4**

9.12 Program/Facility Use Fees In addition to property taxes, the District must rely on program user fees as sources of revenue.

9.13 Non-Resident Fees because residents support many of the facilities through the real estate taxes they pay through annual taxes or rent, the board has established non-resident fees in many of the programs and facilities of the Crystal Lake Park District. These fees are not universal.

9.4 FEES

1. The Board will approve fees and charges for all recreational programs and facilities through the budget process. A yearly report will be submitted by staff which will include for each program, cost per participant, cost to the Park District, net loss or profit, and prior year's loss or profit.
2. Senior citizens, age 60 and over, (Racket Club 65 and over) will be eligible for a reduced fee, up to 50% of normal fee, for certain programs and services, at the discretion of the Board. Such programs and the amount of discount will be designated in the Park District brochure.
3. As a general guideline, fees will be set in an attempt to recoup all direct costs of the activity, plus 20% for administrative overhead, except certain activities that may be operated at a loss at the discretion of the Board. Examples of direct costs are supplies, vehicle rentals, contract salaries, field maintenance, utilities and full-time employee health benefits, for that particular activity. Fees for non-residents will include an additional charge to offset the property taxes that are paid by residents. This charge for non-residents will normally be 50%, not to exceed \$15.00 above the fee charged for residents. However, at the discretion of the Executive Director or the Board, this additional charge for non-residents may be reduced when it is in the best interest of the Park District to do so. When the Director makes such a reduction in non-resident fees for a program, he/she should report the reasons for doing so at the next meeting of the Board.

#### **4. A copy of the district's public comment policy for meetings – GPM 5.17**

##### **5.17 Public Input**

Any member of the public may address the Board regarding Park District business at the time posted on the agenda, but not for more than 5 minutes. The Board reserves the right to continue the public comment section of a meeting to subsequent meeting if necessary due to time constraints.