



SCHAUMBURG
PARK DISTRICT

Board & General Policy Manual

UPDATED NOVEMBER 13, 2025

Board & General Policy Manual

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HISTORY OF CHANGES

BEGINNING MAY 2021

DATE	POLICY	CHANGE
5/13/2021	3.1.2.11 Commissioner Non-Employment and Nepotism	policy added
5/13/2021	5.2.6 Safety Committee Policy	policy revised
5/13/2021	5.2.16 Succession Policy	policy revised
5/13/2021	5.2.19 Salary Range Policy	policy revised
5/13/2021	5.2.20 Employment of Relatives	policy added
5/13/2021	5.2.23 Travel and Per Diem Policy	policy revised
5/13/2021	5.2.25.9 Schaumburg Golf Club Part-Time and Seasonal Golf Staff	policy revised
5/13/2021	5.3.6.13 Attachments (Soccer Goal Safety and Education Policy)	attachments revised
5/13/2021	6.10 Ordinance Regulating and Establishing Procedures for Reimbursement of Travel, Meal, and Lodging of Officers and Employees of the Schaumburg Park District 16-12-4P	ordinance added
9/9/2021	5.2.4 Americans with Disabilities Act (ADA) and Inclusion Policy	policy revised
9/9/2021	5.2.16 Succession Policy	policy revised
9/9/2021	5.4.1 Purchasing Policy	policy revised
3/10/2022	3.1.2.12 Volunteer Organizations and On-site Volunteers	policy added
6/9/2022	5.4.11.6 Depreciation	table revised
7/14/2022	3.1.5.2 Regular Meetings	Time change
7/14/2022	5.4.1 Purchasing Policy	policy revised
7/14/2022	5.4.2 Emergency Expenditures Policy	policy revised
11/10/2022	3.2.4 Standing Advisory Committees	Meeting Time Change
3/14/2024	5.2.23 Travel and Per Diem Policy	Policy revised
5/9/2024	3.1.5.2 Regular Meetings	Time change
5/9/2024	3.2.4 Standing Advisory Committees	Meeting Time Change
8/8/2024	6.1 General Use Ordinance	Ordinance updated
2/13/2025	5.4.8 Fund Balance Policy	Policy revised
9/11/2025	5.4.1 Purchasing Policy	policy revised
9/11/2025	5.4.2 Emergency Expenditures Policy	policy revised
11/13/2025	5.2.20 Employment of Relatives	Policy revised

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Updated November 13, 2025

1. BACKGROUND

1.1 STATUTORY AUTHORITY

A park district is a municipal corporation created for the purpose of providing recreation services and acquiring and maintaining parks, and is separate and distinct from the city, county or any other political body. 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 v. Irving Park District, 207 Ill. App. 449).

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 are necessarily implied to give effect to the powers specifically granted.

In 1947, the legislature enacted "The General Park District Code." This was the first step in codifying the laws pertaining to park districts which served a population of less than 500,000, and it incorporated all of the basic laws of the three different types of park districts which existed. This legislation is contained in Chapter 105 of the Illinois Revised Statutes.

Many of the legislative changes in the basic code are prepared by the Illinois Association of Park Districts, and the Schaumburg Park District is a member of that Association. Current revised copies of the Park District Code are available, and the Code explains in detail the authority and responsibilities of an Illinois park district.

This manual provides guidance and presents duties and policies for the conduct of Board level business. In addition, it also presents the general policies used to administer the District as a whole.

1.2 HISTORY

Schaumburg Park District is a nationally-recognized and pace-setting organization that is committed to providing quality recreation and leisure opportunities, beautiful parks and open spaces and state-of-the-art facilities to the community. Schaumburg Park District jurisdiction covers approximately twenty-three square miles including virtually all of Schaumburg and small portions of Elk Grove Village, Hanover Park, Roselle, Streamwood and Rolling Meadows. Today, Schaumburg has a population of 74,227.

Schaumburg Park District is the sixth largest park district in Illinois with over 70 full-time employees and more than 500 part-time and seasonal staff. It has won the National Gold Medal

Award three times -- 1988, 1995 and 2004. The District also has won various national and regional awards for facility management, aquatics and innovative programming and delivery. In 2010 and again in 2016, Schaumburg attained Illinois Distinguished Accredited Agency status from the Illinois Association of Park Districts (IAPD) and the Illinois Parks and Recreation Association (IPRA). In 2018, Schaumburg Park District joined the ranks of elite park and recreation agencies across the country by earning recognition through the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the National Recreation and Park Association (NRPA).

Schaumburg Park District was originally formed in 1963. By 1970, the Park District had passed a tax levy, hired a Director of Parks and Recreation and a Superintendent of Parks, and passed a \$1.25 million referendum for park development. During the 1970s, through the foresight and flexibility of the Board of Commissioners and the overwhelming support of the community, Schaumburg Park District rose to a widely acknowledged preeminence among "young" park districts in Illinois. The District extended its professional staff, passed additional referendums for development (\$2.5 million in 1973 and \$7.5 million in 1978), built neighborhood parks, opened Meineke Recreation Center and four pools, and began an aggressive grant application program. Despite the tax levy and referendum, funding the community's recreational and open space needs necessitated seeking outside funding for key projects.

With technical assistance and matching grants from the Illinois Department of Conservation, the District was able to develop the community's only water-related recreational facility at Volkening Lake and to preserve one of the finest examples of native plant communities at Spring Valley Nature Sanctuary. In addition, the Schaumburg Bikeway System was developed through a cooperative effort between the Village and the Park District. This Bikeway System consists of bike lanes and off-street bike paths as a prime example of the integration of recreational needs into a highly urbanized area. It currently has 85 miles of bike lanes or paths. The Bikeway provides a safe and easily accessible avenue to Schaumburg's recreational, cultural, business, residential and educational facilities.

Schaumburg Park District continued to flourish in the early 1980s with the grand opening of the Community Recreation Center, Bock Neighborhood Center, Meineke Recreation Center gymnasium addition, Walnut Greens Golf Course (9 hole, par 3), and the construction of 26 new park sites.

The Schaumburg Park Foundation was formed in 1981 and supports fundraising efforts for District initiatives, particularly recreation scholarships for families based on need. The Foundation's largest projects to date include raising \$500,000 for Volkening Heritage Farm at Spring Valley and \$150,000 to renovate the Spring Valley Nature Center museum. The Foundation's most successful events include the Links Technology Cup and Solstice Hop & Vine Fest.

The Board of Commissioners further prioritized Spring Valley in 1983 by creating a full-time naturalist/curator position to ensure that the development of Spring Valley was accomplished in a manner compatible with its inherent natural elements. The Spring Valley Nature Center (Vera

Meineke Nature Observation Building) was built, and the site was developed with parking, paths and prairie plantings.

In the late 1980s and the 1990s, the District acquired Golden Acres Golf Course (now called Schaumburg Golf Club) and proceeded to renovate the 27-hole course and construct a new clubhouse and maintenance facility. A private indoor tennis facility, Woodfield Athletic Club, LLC (now called Schaumburg Tennis Plus), was also acquired and renovated. An indoor lap pool was added in 2005.

Major new construction during the 1990s included the Jerry Handlon Administration Building, development of an 1880s farm site (Volkening Heritage Farm at Spring Valley), a District-wide maintenance facility, The Water Works indoor water park, Ken Alley Safety Park, and various other neighborhood park development projects. An existing preschool (now named the Pat Shephard Early Childhood Center) was purchased to house preschool classes and programs for young children.

Schaumburg Regional Airport is jointly owned by the District and the Village of Schaumburg. A new \$1.7 million terminal building was dedicated in 1998.

The Park District was also able to lease six acres of land from the Village of Schaumburg at the Schaumburg Regional Airport and 73 acres of land from the Metropolitan Water Reclamation District (MWRD). At the airport site, the District constructed The Sport Center, a 100,000 sq. ft. multi-use indoor sports facility that includes indoor soccer, softball, volleyball, basketball and gymnastics. The Sport Center opened in 2003. At the MWRD site, the District constructed Olympic Park, which includes eight synthetic turf and four grass soccer fields, five softball fields, two concession stands, a skate park, basketball courts and garden plots.

During the 2000s, the District continued to expand its services by opening Atcher Island Water Park and installing synthetic fields and a skate park at Olympic Park. The District also celebrated the renovation of the nature museum at Spring Valley and the renovation of Volkening Lake Recreation Area to include Tribute Park.

In 2010, the District won the National Recreation and Parks Association's Award for Excellence in Aquatics. The District's extensive aquatic program includes lessons, water safety classes, aqua aerobics and the very successful Barracuda Swim Team.

In 2017, The District opened Bison's Bluff Nature Playground at Spring Valley. This unique, custom-designed play area includes natural materials (logs, boulders, sand, water, etc.) as well as nature-themed play structures and manufactured features. The park inspires youth to remain active, develop agility, learn resilience, discover the benefits of cooperation and experimentation, solve problems and learn to navigate the world around them confidently. Bison's Bluff has become one of the District's biggest attractions.

In 2020, a major course renovation project was completed at Schaumburg Golf Club as well as a multi-year improvement project at the Community Recreation Center.

The District acquired 80 percent of its land through donations from local developers and through intergovernmental cooperative agreements. Included in this acreage are four nature preserves -- Gray Farm Park, Ruth Macintyre Conservation Area, the Kay Wojcik Conservation Area and Spring Valley. Spring Valley, the largest of these natural areas, encompasses 135 acres of fields, forests, marshes and streams with 3.5 miles of accessible trails. The District's Green Light Sustainability Plan guides the use of sustainable practices in an environmentally sound manner.

Through Board direction, staff dedication, community support, private donations, state and federal grants, and tax dollars, Schaumburg Park District has grown to become one of Illinois' largest and most highly-used park districts.

In 2021, The Sport Center debuted its new Agility Room, offering specialized space for strength, speed and conditioning programs. In 2022, several major facility improvements were completed including the renovation of the Meineke Recreation Center gymnasium, the installation of new pickleball courts at Timbercrest Park, and infrastructure upgrades at both Schaumburg Tennis Plus and The Sport Center. These upgrades included full roof replacements and HVAC system improvements to ensure modern comfort and energy efficiency.

In 2023, The Water Works underwent a South Lobby renovation, enhancing the entrance experience for visitors. The following year, in 2024, the District began a renovation of the Heritage Farm at Spring Valley Visitor Center, scheduled to be completed in 2025.

In 2024, the District received the Platinum Award for Aquatic Safety (highest ranking) from Jeff Ellis and Associates.

2. MISSION, VISION, & VALUES

2.1 MISSION

The Schaumburg Park District is dedicated to serving the community by providing versatile leisure opportunities through enriching programs, quality facilities and environmental stewardship.

2.2 VISION

Making life better through parks and recreation.

2.3 VALUES

Values are important and lasting beliefs or ideals shared by the members of a culture. Values have a major influence on a person's behavior and attitude and serve as broad guidelines in all situations.

Our values are our framework, our base, our fundamentals. They guide how we work with the community, customers and each other.

Residents receive top service, professionalism thrives and success flourishes in our organization through these values: Service Excellence, Accountability, Teamwork, Sustainability and Dedication.

2.3.1 Service Excellence

We exceed expectations.

- A. Deliver excellent customer service by responding to and anticipating needs
- B. Make our programs and facilities the best in parks and recreation
- C. Commit to providing an unparalleled experience for our residents
- D. Be proactive in making change for progress
- E. Go above and beyond to deliver more than expected

2.3.2 Accountability

We are ethical.

- A. Demonstrate honesty, trust, integrity and transparency
- B. Be open to change and continuous improvement
- C. Respect individuals for their diverse backgrounds, experiences, styles, approaches and ideas
- D. Focus on finding solutions
- E. Responsible for our work and results

2.3.3 Teamwork

Great parts make a great whole.

- A. Work across organizational/departmental boundaries
 - B. Build collaborative relationships with community members
 - C. Promote and implement creative and innovative ideas and solutions
 - D. Work together to successfully achieve common goals
 - E. Achieve results and celebrate when we do
1. Have a positive attitude
 2. Learn from mistakes and successes

2.3.4 Sustainability

Today for tomorrow's people and places.

- A. Commit to across-the-board operational standards that protect the environment.
- B. Preserve open space and natural areas
- C. Promote programs that enhance personal wellness

2.3.5 Dedication

We care deeply about our agency, who we serve and what we do.

- A. Show pride in the SPD "brand"
- B. Delight residents with the quality of our programs and services
- C. Promote a positive, energetic, optimistic and fun environment
- D. Make our residents/customers feel valued and appreciated
- E. Seek to continually improve our "product" and how it is delivered
- F. Maintain a reputation of reliability
- G. Face challenge as an opportunity for innovation

3. ORGANIZATION

3.1 BOARD OF PARK COMMISSIONERS

3.1.1 Duties and Powers

It is within the duties and powers of the Board of Park Commissioners to approve the basic policy for the present and future operation, control, improvement, and planning of the park and recreation facilities and activities within the Park District. As set forth in The Park District Code, general corporate powers include but are not limited to the following responsibilities:

3.1.1.1 Selection of Executive Director

The Park Board shall select an Executive Director as the chief administrative officer and professional advisor of the Park District; and delegate to him/her the authority and responsibility to execute policy, provide leadership, develop strategies, create annual work plans, establish operating procedures, enforce rules and regulations, and administer the daily operations of the parks and recreation facilities, programs and services and manage personnel within budget. The Executive Director may delegate his/her authority but shall nevertheless be responsible to the Park Board. The Board shall perform an annual written evaluation of the Executive Director or more often as may be deemed necessary.

Additionally, the Executive Director will oversee the implementation of the policies of the Board of Commissioners through the creation of procedures for the District. A procedure is a method of carrying out policies. The Executive Director will also oversee the recruitment and hiring of staff. The Executive Director has the authority to approve the Emergency Operations Plan and Business Continuity Plan. Again, however, the essential job functions of the Executive Director consist of supervising day-to-day operations, preparing board materials, and supervising the recreation programs, financial procedures, safety and fundraising efforts of the District.

3.1.1.2 Tax Levy

The Park Board shall levy taxes in order that funds may be available for the operation and maintenance of parks, recreation facilities, programs and services. This will be done through the annual approval of a tax levy ordinance, prepared and presented by the Executive Director.

3.1.1.3 Budget

The Park Board shall annually adopt the “Budget and Appropriation Ordinance” which will be the budget for the operations of the District for the next fiscal year.

3.1.1.4 Policies

The Park Board shall develop policies in accordance with the Federal, State and Park District Ordinance laws, which will satisfy the park and recreation needs of the community, see that the policies are effectively administered, and continually appraise and evaluate the effects of established policies in consultation with and recommendations from the Executive Director.

3.1.1.5 Public Information

The Park Board shall assume the responsibility for keeping the Park District residents informed on matters concerning the Park District. This will include information on recreational programming, finances and proposed capital projects.

3.1.1.6 Official Actions

While discharging their responsibilities through official actions of the Park Board as a whole, Board members may be considered to have Park District jurisdiction over the execution of the State of Illinois’ park and recreation laws. In the discharge of their duties, Park Board members shall act as an entire Board.

3.1.1.7 Evaluations and Planning

The Park Board shall assume the responsibility to appraise and evaluate the District's recreation programs, the physical condition of facilities and parks, and the efficiency of operations and communication, and to establish goals for recreational programs, land development, capital expenditures and delivery of same.

3.1.2 Ethics and Conduct

3.1.2.1 Non-Compensatory Service

Board members shall serve without compensation.

3.1.2.2 Legal Authority

As an individual, a Park Board member has no legal authority to make any commitments on behalf of the Board as a whole or the Park District. This includes legal agreements, purchases and facility usage. Apart from his/her position as a member of the Board, the individual has no more authority over park and recreation programs or personnel than any other citizen. Board members speak for the Park District as its Board when specifically authorized to do so by the Board as a whole.

3.1.2.3 Representation

The District's authority reaches into organizations such as the Northwest Special Recreation Association, Village of Schaumburg committees, Schaumburg Regional Airport Advisory Commission and the Illinois Association of Park Districts. The Park Board shall designate a Commissioner or staff representative who shall be authorized to represent the District at these organizations' boards. Pertinent issues shall be submitted to the Park Board to determine action to be taken.

3.1.2.4 Board Decisions

Park Board members will make decisions involving welfare of the community based on study data and evidence rather than feelings, prejudices, personal opinions and other similar factors.

3.1.2.5 Board Unity

Park Board members should accept the principle of Board unity and the subordination of personal interests by accepting and supporting majority decisions of the Board and aligning themselves with Board policies and actions. Park Board members represent all

resident of the Park District and therefore should avoid partnerships and association based on special interests.

3.1.2.6 Relationship to Executive Director

Park Board members should honor and respect the Board's delegation of authority and responsibility to the Executive Director by:

- A. requesting desired information directly from him/her
- B. referring to his/her recommendations for policies, programming and finances,
- C. refraining from acting on any complaint until after the Executive Director has had an opportunity to investigate fully and report; and
- D. supporting approved actions of the administration.

3.1.2.7 Campaigns

Park Commissioners shall abide by the State Official and Employees Ethics Act and shall not, under any circumstances, request or demand Park District staff to assist with their campaigns for election, or those of any other candidate for public office.

3.1.2.8 Gifts and Gratuities

Park Commissioners shall abide by the State Officials and Employees Ethics Act and Park District Ethics Ordinance 04-5-4P. In brief, the Gift Ban allows item(s) from any one prohibited source during any calendar year having a cumulative total value of less than \$100, and food or refreshments less than \$75 in value on a single calendar day.

3.1.2.9 Liability Insurance

The Park District shall provide liability insurance to protect Park Board members from legal action that may be taken against them due to their actions as Schaumburg Park District Commissioners.

3.1.2.10 Conflict of Interest

Park Board members must avoid conflicts of interest by disclosing their financial interests with companies and organizations conducting District business and abstaining from voting on any such action that might involve such companies and organizations. In the event a financial or pecuniary interest may be involved, the Park Board member with such interest shall notify the Park District attorney prior to taking part in any deliberation or vote with respect to issue.

3.1.2.11 Commissioner Non-Employee and Nepotism

Under no circumstances can a sitting Commissioner be an employee of the District. Further, a Commissioner cannot be retained as an independent consultant or contractor by the District.

In addition, no relative of a sitting Commissioner can be hired into a District position.

3.1.2.12 Volunteer Organizations and On-site Volunteers

3.1.2.12.1 DEFINITIONS

- 3.1.2.12.1.1 “Volunteer Organization” for purposes of this section means any incorporated organization, such as a not-for-profit corporation, or any unincorporated association, club, or organization that utilizes, or has an accepted proposal to utilize, or have any of its officers, members, or affiliated volunteers utilize any specific SPD property, or portion thereof, and/or facilities or portion thereof, on a frequent and ongoing or seasonal basis. “Frequent and ongoing” for purposes of this subsection and subsection 3.1.2.12.9.2 means used at least one day per week for at least two consecutive months, and does not mean or include the occasional rental of a room in an SPD facility held out to the public for rent and used for the purpose of holding the organization’s meetings.
- 3.1.2.12.1.2 “On-Site Volunteer” for purposes of this section means any officer, director, board member, employee, representative, or volunteer of any Volunteer Organization.
- 3.1.2.12.1.3 “Relative” for purposes of this section means and includes the following relationships, whether by blood, marriage, or legal action, such as adoption, and also includes step and general relationships: spouse and civil union partner; parent; grandparent; sibling; child; aunt/uncle; nephew/niece; cousin; or any relative living in a Park Commissioner’s residence.
- 3.1.2.12.1.4 “SPD Vendors or Contractors” for purposes of this section means any individual, company, firm, or entity with whom or from whom the SPD is under contract with, or has entered a contract with, or has issued a purchase order or purchase orders for any personal

property, supplies, materials, equipment, goods, services, or work, or for improvements to any SPD property or facilities totaling in excess of \$25,000 in any calendar year within the preceding five (5) years, or any bank with whom the SPD has a current banking services relationship, or any individual company, firm, or entity with whom or with which the SPD has a current professional services agreement. For purposes of this subsection, vendor does not include any nationally franchised store, such as Home Depot, or online shopping websites, such as amazon.com.

- 3.1.2.12.1.5 “SPD Vendor” for purposes of this Section means volunteers under the supervision and control of the SPD and who perform volunteer work as directed by the full time Supervisor who is responsible for the program area to which such volunteers are assigned, and does not include On-Site Volunteers under the direction and control of Volunteer Organizations.
- 3.1.2.12.2 REQUEST FOR ASSISTANCE. Any requests for on-site assistance (including space and supplies) shall be submitted in advance, in writing to the SPD full time Supervisor who is responsible for the program area involved in the request.
- 3.1.2.12.3 ON-SITE VOLUNTEER’S AGREEMENT TO COMPLY WITH SPD POLICIES. As with all SPD volunteers, all On-Site Volunteers shall also agree to comply with District policies concerning EEO, harassment, and safety, and shall have authorized a criminal background investigation to determine if each volunteer of the Volunteer Organization has been convicted of any of the enumerated criminal or drug offenses listed in Section 8-23 of the Park Code (70 ILCS 1205/23).
- 3.1.2.12.4 NO AUTHORIZATION TO DIRECT STAFF OR RESIDENTS. No Volunteer Organization, On-Site Volunteer, or SPD volunteer, shall be authorized to direct any SPD employee or resident, or speak as an agent of the SPD to anyone.
- 3.1.2.12.5 NO REPRESENTATION OF EMPLOYMENT OR AGENT OF SPD OR SPF. No Volunteer Organization, nor shall any officer, director, board member, employee, member, or volunteer of any such Volunteer Organization, nor shall any SPD volunteer, hold itself, themselves, himself or herself out to the public as being employed by, a representative of, or agent for the SPD or the SPF.

- 3.1.2.12.6 NO SOLICITATION OF SPD STAFF. No Volunteer Organization or On-Site Volunteer, or SPD volunteer, shall solicit SPD employees for financial support or donations of monies or goods.
- 3.1.2.12.7 NO SOLICITATION ON BEHALF OF SPD OR SPF. No Volunteer Organization or On-Site Volunteer shall solicit any financial support or donations for monies or goods on behalf of the SPD or the SPF. Any solicitation communications of monies and/or goods shall identify the recipient Volunteer Organization. Neither the SPD name nor the SPF name shall be used on any solicitation communication or in connection with any solicitation.
- 3.1.2.12.8 NO SOLICITATION OF SPD VENDORS OR CONTRACTORS. No Volunteer Organization, On-Site Volunteer, or SPD volunteer shall solicit any SPD Vendor or Contractor for financial support or donations of monies or goods for any Volunteer Organization.
- 3.1.2.12.9 VOLUNTEER ORGANIZATION DOCUMENTATION REQUIREMENTS. Prior to entering upon and using SPD property, or any portion thereof, on a regular or seasonal basis, the Volunteer Organization shall have filed with the SPD the following documentation:
- 3.1.2.12.9.1 Corporate Documents or Assumed Name Filing.
1. Copies of its articles of incorporation as a not-for-profit corporation and its bylaws; OR
 2. If the Volunteer Organization is not incorporated, evidence that the name under which the Volunteer Organization does business has complied with and is registered in Cook County under the provisions of the Assumed Business Name Act, together with copies of its constitution and all amendments and bylaws of the association.
- 3.1.2.12.9.2 Written License Agreement Unless Waived. Volunteer Organizations shall enter a written license agreement with the SPD to use any park property on a frequent and ongoing or seasonal basis, which shall include that the Volunteer Organization procure and maintain its own commercial general liability insurance, unless the Park Board determines that the size of the property or space is de minimis, and the activities of the Volunteer

Organization and its On-Site Volunteers and potential liability arising out of its activities are, will or can be covered by the SPD's insurance or risk management agency/insurance pool at no or minimal cost to the SPD.

3.1.2.12.9.3 Documents Required Prior to Solicitation of Donations. If the Volunteer Organization intends to use, or is utilizing, any specific SPD property, or portion thereof, on a frequent and ongoing or seasonal basis, then before the Volunteer Organization solicits any donations of funds or goods it shall have first filed with the SPD the following documentation:

1. Proof of registration with the Illinois Attorney General's Office (the "AGO") under both the Charitable Trust Act (760 ILCS 55/1, *et seq.*) and the Solicitation for Charity Act (225 ILCS 460/1, *et seq.*) (collectively referred to herein as the "Charitable Organization Laws") by filing with the SPD a copy of the Charitable Organization Registration Statement (Form CO-1) that has been filed with the AGO.
2. If the Volunteer Organization intends to solicit charitable donations of money or property, and represent to the public that donations to the Volunteer Organization will be tax deductible for federal income tax purposes, then also furnish a copy of the IRS Determination Letter with respect to 501(c)(3) or 501(c)(4) status, or if pending, a copy of IRS Form 1023 or 1024. If not available, provide written explanation.

3.1.2.12.10 NO PARK COMMISSIONER OR RELATIVE SHALL SOLICIT DONATIONS FROM SPD VENDORS OR CONTRACTORS. No Park Commissioner or relative of any Park Commissioner shall knowingly solicit donations of funds or goods on behalf of any Volunteer Organization from any SPD vendors or contractors, or represent or infer to any such vendors or contractors that the Volunteer Organization is in any way affiliated with the SPD or the SPD so as to avoid any actual, or even the appearance of, any undue influence, conflict of interest, or impropriety.

3.1.2.12.11 NO PARK COMMISSIONER'S RELATIVE SHALL ACT AS REPRESENTATIVE OF ANY VOLUNTEER ORGANIZATION IN DEALING WITH DISTRICT. Family relationships in the workplace create the perception of favoritism, questions regarding

impartiality of workplace decisions, conflicts of interest, and with respect to relatives of Park Commissioners, fear of reprisals. While the relative of a Park Commissioner may be an On-Site Volunteer for other purposes, no relative of a Park Commissioner shall act as the representative or spokesperson for the Volunteer Organization in any dealings between the SPD and the Volunteer Organization, including, without limitation, making any request for assistance on behalf of the Volunteer Organization as provided in Section 3.1.2.12.2, nor shall the relative of any Park Commissioner participate in any negotiations between the Volunteer Organization and the SPD with respect to any license agreement or request for waiver thereof as provided in Section 3.1.2.12.9.2, or in any negotiations with regard to any service agreement or other agreement that establishes the terms and conditions as between the SPD and the Volunteer Organization that utilizes or intends to utilize any SPD property, or portion thereof, or SPD facilities on an ongoing or seasonal basis.

3.1.2.12.12 POLICY VIOLATIONS – DISRUPTION OF OPERATIONS. The SPD’s Executive Director reserves the right to limit the use of SPD property and/or facilities in the event of any policy violation, or disruption in the operations of the SPD. The Park Board reserves the right to terminate any right or privilege of a Volunteer Organization to possess, occupy, or utilize any SPD property, or any portion thereof, or any facilities of the SPD in the event of any policy violation on not less than 30 days’ written notice, unless expressly provided otherwise in a written license agreement, lease or easement or other written agreement.

3.1.3 Park Board Membership

3.1.3.1 Number of Commissioners

The Park Board shall consist of five members elected by the Park District residents in April of any year in which a Commissioner’s four-year term expires.

3.1.3.2 Commissioner Term

A Park Commissioner shall be elected to serve for a term of four years.

3.1.3.3 Election of Commissioner on the Consolidated Election Ballot

The Schaumburg Park District shall adhere to all statutes of the State of Illinois governing election of open seats on the Board of Commissioners. The Executive Director shall place

a notice in a newspaper of local circulation indicating how many seats and what terms are available to be filled and inviting interested residents of the Schaumburg Park District to file. The election information packet shall be available for those individuals who pull petitions for the office of Commissioner. Those packets shall include information to assist a prospective candidate in running for Commissioner. Below are examples of what might be provided:

- A. Letter from the Executive Director on how and when to file
- B. Receipt for Election Documents
- C. Statement of Candidacy
- D. Notice of Obligation; Letter from State Board of Elections
- E. State Candidate's Guide
- F. Statement of Economic Interest Form
- G. Loyalty Oath
- H. Petition for Nomination Forms
- I. Policy of Powers and Duties of the Board
- J. Code of Fair Campaign Practices

For those candidates who have filed petitions for the office of Commissioner, the Schaumburg Park District shall have packets of information available to assist them in learning about the District. Examples of what the District would provide are:

- A. History of the Schaumburg Park District
- B. Mission, Vision, and Values
- C. Organizational Charts
- D. Board and General Policy Manual
- E. Agency Goals and Objectives
- F. Calendar of Regular Meetings
- G. Previous 12 months of Program Guides

3.1.3.4 Removal of Commissioner from Office

An office of Park Commissioner will be declared vacant if one of the following occurs to a current member:

- A. Death
- B. Resignation
- C. Commissioner no longer residing within District boundaries
- D. Commissioner no longer legally entitled to vote
- E. Convicted of a crime that violates the official oath
- F. Refusal to take the oath of office
- G. Neglects to perform duties of office by missing at least four consecutive regularly scheduled meetings
- H. Removal from office by the courts

- I. Violation of the SPD Electronic Policies for Elected Officials
- J. Election of Commissioner legally declared void
- K. Any other reason specified by law

3.1.3.5 Filling Vacancies

In the event of a vacancy on the Schaumburg Park District Board of Commissioners, the Board may elect, at their discretion, to fill the vacancy by appointment, as set forth in the Park District Code (2-25). Below are the procedures to follow for appointment vacancy:

- A. Press Notice: A press release will be given to a newspaper of local circulation to advise of a vacancy and request interested citizens to apply for the position. Such notice will also be published on the District's website (parkfun.com). A minimum of two weeks will be allowed to give interested parties time to send in resumes. The names of those who apply will not be made public until the appointment is made.
- B. Interview of Candidates: An interview may be arranged with selected applicants at a special meeting held for the purpose of filling the vacancy on the Board. At this meeting, or a subsequent special meeting, the sitting Board members will select an applicant by a simple majority vote.
- C. Notification of Candidate: After selection of the new Commissioner, the President of the Board will notify the chosen applicant. Upon acceptance of the position by the chosen applicant, the other applicants will then be notified. No new release will be issued until all applicants are notified.
- D. Swearing-In of Appointee: The chosen applicant will be sworn in at a board meeting and will sign an "Oath of Office". The appointed Commissioner shall hold office until the next regularly- scheduled election of Commissioners per Park District Code.

3.1.4 Officer Appointments and Duties

3.1.4.1 Elections and Appointments

At the Board annual meeting each May, the Board shall elect its officers. At the Board regular meeting each June, the Board shall make appointments to committees to outside agencies requiring Park District representation.

3.1.4.2 Term of Office

The term for officers and appointees shall begin upon their election or appointment respectively and shall continue for the period of one year or until their successors shall be elected or appointed and qualified.

3.1.4.3 President

The President shall serve as the executive officer of the Board, and as such has the following duties:

- A. Preside at all meetings of the Board. The President is considered to be a member of the full Board and therefore able to vote on all matters before it.
- B. Establish and maintain an effective working relationship with the Executive Director.
- C. Communicate with all other Board Commissioners on information and issues affecting the District.
- D. Serve as the primary spokesperson for the Board.
- E. Appoint the members and chair persons of the standing and ad hoc committee, as well as representatives of outside organizations, all subject to approval by the Board as a whole.
- F. Oversee compliance with all ordinances and policies of the Board and ensure that Boards are faithfully executed.

3.1.4.4 First Vice President

In the absence of the president or in the event of the president's refusal or inability to act, it shall be the duty of the first vice-president to preside at meetings of the Board and to perform such duties as pertain to that office.

3.1.4.5 Second Vice President

The second vice-president shall, in the absence of the of the first vice president, perform such duties as pertain to that office.

3.1.4.6 Treasurer

The treasurer acts as the financial officer of the Park Board and works directly with the Administrative staff in concerning the District's budget, audit, financial position and all other related policies. He or she will also sign all financial documents as needed.

3.1.4.7 Secretary

It shall be the duty of the secretary to be present at all meetings of the Board and to keep an accurate record of all official proceedings of the Board; to keep and sign minutes at each regular meeting, and to record and securely maintain closed session recordings. These duties may be delegated to an employee of the District.

3.1.4.8 Attorney(s)

The attorney(s) shall be the advisor(s) of the Board and staff in all legal matters concerning Park District affairs. The remuneration and working arrangements of the attorney(s) shall be reviewed yearly by the Board of Commissioners via an annual appointment and execution of a contract agreement.

3.1.4.9 Assistant Treasurer

Per Ordinance 12-10-2P, the assistant treasurer shall have all the powers and duties of the treasurer in the event the treasurer is unable to perform the duties of that office.

3.1.4.10 Assistant Secretary

Per Ordinance 12-10-3P, assistant secretary shall have all the powers and duties of the secretary in the event the secretary is unable to perform the duties of that office.

3.1.5 Meetings

3.1.5.1 Organizational Meetings

The organization meeting of the Park Board shall be the first regular meeting date in May. Board officers are elected and appointments to the Board are made at this annual meeting.

3.1.5.2 Regular Meetings

The regular meeting of the Park Board shall be held on the second Thursday of each month in the board room at the Jerry Handlon Administration Building at 235 E. Beech Drive, at 6:30 p.m. unless the Board designates some other place, date or time consistent with the requirements of the Illinois Open Meetings Act. If the designated meeting falls on a holiday, the meeting date shall be reassigned accordingly by the Park Board.

3.1.5.3 Special and Emergency Meetings

Special meetings may be called by the President or any two members of the Board. Notice of such meetings, stating the purpose, date, time and location shall be served upon members through the secretary, by delivering a copy of such notice to each member at least one day prior to said meeting. When it is not feasible to deliver written notice, a telephone call shall be made to each member, one day prior to such meetings. The news media must receive a 48-hour advance notice of any special meeting called by the Park Board.

Notice of a meeting for a bona-fide emergency shall be given as soon as practicable, even if less than 48-hours prior to the meeting.

3.1.5.4 Quorum

The presence of the majority (3) of the five Park Board members shall constitute a quorum.

3.1.5.5 Closed Session

Such session may be requested in motion from by any Board member during the course of any regular or special meeting, or for a future regular or special meeting, as defined by the Illinois Open Meetings Act. Notice must be passed by a roll call vote. Close Sessions shall be tape recorded per Illinois Open Meetings Act. All Board action must be conducted in open meeting.

3.1.5.6 Rules of Order

The Board shall follow “Robert’s Rules of Order” in all questions of meeting procedure not otherwise provided herein.

3.1.5.7 Agenda

The agenda of Park Board meetings shall be prepared by the Executive Director and distributed to Commissioners, the press, and posted at the administration building no less than 48 hours prior to the meeting. The agenda shall be in the following format:

- A. Opening Items
 - 1. Call to Order
 - 2. Roll Call
 - 3. Pledge of Allegiance
 - 4. Approval of Agenda
- B. Presentations/Introductions
- C. Approval of Minutes
 - 1. Approval of Minutes of Previous Regular Meeting
- D. Communications
 - 1. Mail
 - 2. Audience Comments
- E. Committee Reports
 - 1. Finance Committee

F. Bill List

1. Approval of Approved & Previously Pail Bill List

G. Information Items

1. Department Updates & Upcoming Events

H. Action Items

I. New Business

J. Other Items

K. Adjournment to Executive Session

L. Adjournment

3.1.5.8 Meeting Records

All minutes, ordinances, resolutions and other proceedings of the Board will be in writing and kept in a regular book of records open to public inspection at all reasonable and proper times as prescribed by law. Copies of the foregoing will be available, as provided in the Public Records Act (Chapter 116, Illinois Revised Statutes).

3.2 PARK BOARD COMMITTEES

3.2.1 Committee Creation

Standing and ad hoc committees shall be created by the Park Board on recommendations by the Park District staff, existing Board committees, or citizens.

3.2.2 Function

Board committees shall serve the Park Board in an advisory capacity without legal authority and make recommendations to the Board as a whole concerning Park District matters assigned to their investigation or review.

3.2.3 Issues and Topics

All issues and topics investigated by committees shall be analyzed from the standpoint of Park Board policy to direct and assist the staff in the administration of Park District affairs. The conclusions arrived at by the various committees concerning all matters assigned to them for analysis shall then be presented by the committee chairperson to the Park Board as a whole for consideration and official action.

The president of the Park Board appoints committee members and may be a member of any such committee. The Schaumburg Park District operates on a committee structure which uses appointed citizens from the community to serve on an advisory committee.

The recommendations of these committees are not binding at the board level but are seriously considered. Members of the Park Board sit on each advisory committee.

3.2.4 Standing Advisory Committees

Standing committees are created by an ordinance approved by the Park Board. This ordinance sets forth for each standing committee its purpose, number and makeup of members, their terms, meeting times, quorum requirements and duties. In general, standing committees have a mix of Park Commissioners, citizens and staff who are appointed for a one-year term. They meet to provide input and advice to the Park Board on a particular topic. The current standing committees are Finance, Joint Advisory and Naming, all created by Ordinance 13-6-5P and amended by Ordinances 20-3-2P, 22-11-2P and 24-5-3P.

3.2.5 Ad Hoc Committees

Ad hoc committees shall be created by the Park Board to study a specific Park District issue and shall terminate at the completion of the study at hand. Ad hoc committee members shall be appointed by the Board president.

3.2.6 Joint Committees

Joint committees may be created by the Park Board and consist of two or more standing committees and their members. Joint committees may also be formed to study specific issues concerning the Park District and therefore perform similar functions as described above.

3.3 EMPLOYEES

The District's organizational charts can be found in the Appendices section of this document.

4. POLICY DEVELOPMENT, IMPLEMENTATION, AND DISTRIBUTION

4.1 POLICY DEVELOPMENT

The Board of Commissioners will determine Park District policies (approved rules or regulations) governing such things as the approval of contracts, budget, revisions to the General Use Ordinance, by-laws, audits, legal and other professional services, tax levies, recreation, investment and other policies as needed. Policies are created and approved based on ordinances, resolutions and generally accepted practices in the field of parks and recreation in

order to serve the community and conduct in a fair, transparent and consistent manner. All policies of the Board will follow applicable state statutes.

4.2 POLICY IMPLEMENTATION

The Executive Director will oversee the implementation of the policies of the Board of Commissioners through the procedures of the District. A procedure is a method of carrying out policies. The Executive Director will also oversee the recruitment and hiring of staff, supervision of day-to-day operations, preparation of board materials, and supervision of the recreation programs, financial procedures, safety, and fund-raising efforts of the District.

4.3 POLICY AND MANUAL DISTRIBUTION

The Board and General Policy manual will be distributed to all Board members and employees of the District. The Employee Manual will also be distributed to all employees. Other policy and departmental operations manuals will be distributed to full-time and part-time staff as needed. Furthermore, the manuals will be redistributed as any changes or updates occur. Department Heads will be responsible for distribution and sign off sheets for manual distributions within their areas of responsibility. Personnel and related manuals distribution and sign off will be managed by the Director of Human Resources.

5. POLICIES

5.1 BOARD OF PARK COMMISSIONERS POLICIES

5.1.1 Dissemination of Information to the Board and Committees

It is the policy of the District to provide sufficient, timely, and appropriate information and analysis to the Board in order to allow them to conduct the business of District at public meetings. Such information, in general, will be provided for agenda items for each public meeting, public hearing, etc., at a minimum of six days prior to the Board meeting. For committee meetings, the information will be provided at least three days prior to the meeting. Each Commissioner shall have this information electronically or available for pick up by request. In addition, packets are made available to the press on the day of the meeting.

5.1.2 Board Professional Development Policy

The District encourages the professional development of Commissioners in the field of recreation services. As such, opportunities to attend and participate in professional conferences, conventions, workshops, seminars and technical meetings offered by organizations like the Illinois Park and Recreation Association (IPRA), National Recreation and Park Association (NRPA) and Illinois Association for Park Districts (IAPD)

and other similar associations shall be provided at District expense subject to budgetary constraints and in accordance with the District's Ordinance Regulating and Establishing Procedures for Reimbursement of Travel, Meal and Lodging of Officers and Employees of the Schaumburg Park District and the Per Diem Policy. Attendance at these sessions helps to improve the Board's general knowledge of recreational issues and trends.

5.1.3 Board Professional Associations Policy

The District shall establish membership in and pay dues for Park Board members to the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) or any other professional association approved by the Park Board. Because both the NRPA and IAPD serve the educational, legislative and research needs of the Park Board which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from commissioners from throughout the nation and state, the Park Board encourages its members to serve on the boards and committees of the NRPA and the IAPD, and the District shall reimburse any and all usual and customary expenses incurred by Park Board members which are directly related to their involvement with NRPA and IAPD boards and committees.

5.1.4 Policy Regarding Use of E-mail and Cell Phone Text Communications for the Members of the Board of Park Commissioners and Its Subsidiary Committees

5.1.4.1 Statement of Purpose

The Illinois Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "OMA"), the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*) (the "FOIA"), and the Local Records Act (50 ILCS 205/1, *et seq.*) (the "LRA"), have been amended to expressly apply to the use or preservation of e-mail and cellular phone texting and other electronic communication.

The OMA defines a "meeting" as follows: "Meeting" means any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business or, for a 5-member public body, a quorum of the members of a public body held for the purpose of discussing public business. (5 ILCS 120/1.02) (emphasis added).

The FOIA defines "public records" as follows: "Public Records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics,

having been prepared by or for, or having been or being used by, received by, or in the possession of, or under the control of any public body. (5 ILCS 140/2(c)) (emphasis added).

The LRA defines “public record” in relevant part as follows: “Public record” means any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.

In order to avoid complaints and charges of violations of the OMA, it is desirable to adopt a policy limiting the use of such means of communication to matters that would not constitute the discussion of public business so as to come within the scope of OMA.

With regard to the Freedom of Information Act (5 ILCS 140/1, *et seq.*) (“FOIA”), public records are matters subject to production to members of the public and the media under the FOIA. Also, the Illinois Attorney General’s Office issued its binding Public Access Opinion No. 11-006 in which it determined that e-mails and text messages that related to the transaction of public business, but were sent from and received by the private e-mail accounts and private cellular phones of elected officials, were nevertheless “public records” and were subject to disclosure under Section 2(c) of the FOIA. The Fourth District Appellate Court in a case entitled *City of Champaign v. Lisa Madigan*, Case No. 2013 Ill.App. 4th 120662, issued an opinion that holds to the contrary, in part, and is limited by the fact that much of the holding is dicta. It is anticipated that that case will be appealed to the Illinois Supreme Court, and that the legislature will ultimately amend the OMA and the FOIA to clarify the law in the future. In the interim, Public Access Opinion No. 11-006 stands as the law at least to the extent it is not expressly contradicted by the holding in the *City of Champaign* case, *supra*. This means that e-mail and/or text messages that an elected official receives, even if directed to his or her private e-mail address, or his or her private cell phone number, will likely be subject to disclosure under the FOIA if the communication pertains to Park District business. To the extent that use of e-mail, text messaging or other electronic communication may constitute a gathering of a majority of a quorum of a particular public body if communication concerning public business takes place, it constitutes a meeting, requires that minutes be taken, and the records surrounding it would also become public records. This means that in the event of an FOIA request or litigation or governmental inquiry concerning conformance with the OMA or other related subjects, the e-mail, text message or other electronic communication in question will have to be disclosed unless it is otherwise exempt under the FOIA, and may be discoverable, along

with the computer hardware or cell phone on which the e-mail or text message is or was at one time stored in litigation.

Moreover, to the extent e-mail communications, text messages or other electronic material constitute a public record, they must be permanently maintained by the Park District in accordance with the LRA and shall be subject to the Schaumburg Park District Electronic Mail ("E-Mail") Retention Policy.

5.1.4.2 Scope of Policy

This policy is intended to cover e-mail, meaning electronic message, whether text, graphics, attachments or other, transmitted through the Internet, an intranet, a wireless voice/data carrier or service or other similar means. Use of the term "e-mail" throughout this policy shall be interpreted to refer to all the aforesaid, and any other similar or new technologies.

This policy is intended to include, without limitation, e-mail sent by and between all members of all public bodies and subsidiary advisory committees of the Schaumburg Park District, including the Board of Park Commissioners (the "Board"), and the Board's various standing committees, and ad hoc committees and other advisory or subsidiary bodies and subcommittees, as the case may be, each of which is referred to herein as a "Public Body" to which this policy shall be applicable.

This policy does not restrict e-mail communication between a member of a Public Body and a public employee of the Park District, unless the public official and the public employee in question are both a member of a Public Body whose business to which the communication relates. This policy also does not restrict e-mail communication between two members of the Board, or between two members of any five member advisory committee, or between less than a majority of a quorum of any such Public Body or between two members, for example, between two Park Commissioners to discuss public business, but e-mail communications between three or more Park Commissioners, three members of a five member advisory committee, or a majority of a quorum or more of any such advisory committee, i.e., Public Body, about public business shall be prohibited.

5.1.4.3 Prohibited Use of E-Mail by Board and Committee Members

E-mail shall not be used to discuss or transmit messages discussing public business among a majority of a quorum or more members of any District standing or ad hoc advisory committees, subsidiary bodies, or subcommittees of each such Public Body. Members of committees which are made up of three or fewer members shall be

prohibited from the use of e-mail communications to discuss public business with another member of their committee.

In order to comply with the prohibitions set forth in the OMA, the Board, and each of its members, and each of its advisory committees and the members of each advisory committee, shall not e-mail messages and/or send other communications or attachments concerning Park District business to other Park Commissioners, or advisory committee members, except as provided in the Permitted Uses of E-Mail section.

5.1.4.3.1 Prohibited Uses of E-Mail by Other Public Bodies

No member of any Board, committee, advisory or subsidiary body or subcommittee of the Park District shall e-mail and/or send other communications regarding Park District business to any other members of the Public Body of which he or she is a member, except as provided in the Permitted Uses of E-Mail section.

5.1.4.3.2 Electronic Chat Rooms/Instant Messaging/Social Networking Prohibited

Electronic chat rooms/instant messaging, and social networking sites (e.g., Facebook and LinkedIn), are inherently detrimental to the open meetings process and members of Public Bodies shall not utilize any such social media to conduct or otherwise communicate Park District business, except as provided in the Permitted Uses of E-Mail section.

5.1.4.3.3 Bulletin Boards and Blogs Prohibited

Bulletin boards, microblogging sites (e.g., Twitter), photo and video-sharing sites (e.g., YouTube), wikis (e.g., Wikipedia), blogs or other similar formats, which permit the development of “discussion threads” shall not be utilized by members of a Public Body to conduct or otherwise communicate Park District business, except as provided in the Permitted Uses of E-Mail section.

Because chat rooms, instant messaging, bulletin boards, blogging and other social networking sites and similar formats involve real time communication, great care should be used by Public Body members utilizing these methods of communication to be certain that not more than a majority of a quorum of any Public Body of the District are ever communicating together at the same time utilizing such method.

5.1.4.4 Permitted Uses of E-Mail

E-mail may be used for routine communications from the Executive Director, Director of Finance & Administration, Department Heads and/or Park District support staff to members of a Public Body, however, if such communications request or are intended to elicit a reply from members of a Public Body, the reply should be sent only to the sender if it contains discussion of public business. E-mail by and between a majority of a quorum or more members of any Public Body shall be limited to dissemination of information and may not include deliberation, debate or decision making.

Examples of acceptable e-mail subjects by and between a majority of a quorum or more members of any other Public Body include:

- A. Requests for available dates and times for meetings.
- B. Meeting reminders.
- C. Transmittal of agenda materials in advance of a meeting.
- D. Communication with Park District staff and other messages to staff, provided they do not involve deliberation, debate or discussion of public business relating to the public body.

Two Board members, two Finance Committee members (as long as it remains a five member committee), and three members of the Joint Advisory Committee (as long as it remains a seven member committee), may correspond among themselves regarding matters of Park District business. Members of other Park District boards, commissions, committees, subcommittees, advisory or subsidiary boards and subcommittees may correspond among themselves regarding matters of Park District business, provided that any such communication does not involve a group of such board, commission, advisory or subsidiary board or subcommittee members that constitutes a majority of a quorum of such Public Body or more. Members of the Naming Committee and the Ethics Committee (assuming they each remain three member committees) may not communicate among themselves about Park District committee business by electronic means and may only discuss public business relating to that committee at a duly held public meeting in accordance with the OMA. What constitutes a majority of a quorum of a particular Public Body can change if the number of members of that committee are changed by the Board, and from time to time depending on the number of vacancies on such Public Body. Generally, however, the majority of a quorum for each of the following Public Bodies of the Park District shall be as follows:

<u>SPD Public Body</u>	<u>Number of Members (Assuming No Vacancies)</u>	<u>Quorum</u>	<u>Majority of a Quorum</u>
Board of Park Commissioners	5	3	3*
Finance Committee	7	4	3
Joint Advisory Committee	10	6	4

Ethics Committee	3	2	2
Naming Committee	3	2	2

*The Open Meetings Act was amended to provide a special exception for five (5) member Public Bodies. For a five (5) member Public Body, a quorum of the members of such Public Body is necessary to discuss public business and the affirmative vote of three (3) members is necessary to adopt any motion, resolution, or ordinance unless a greater number is otherwise required. Hence, for the five (5) member Board and any five member advisory committee, two members are allowed to communicate about Park District or committee business.

5.1.4.5 E-Mail from the Public to Members of Public Bodies

This policy does not apply to e-mail messages sent by staff, citizen(s) or individual(s) who is or are not members of the Board or other Public Body with regard to the OMA. Nevertheless, such communications with staff, citizens or other individuals would fall within the definition of public records under both the FOIA and LRA and are subject to disclosure and must be retained by the Park District. This e-mail policy applies not only to Park Commissioners utilizing [insert name of Park Commissioner @parkfun.com] e-mail address but also to Park Commissioners' personal e-mail addresses used by said individuals at home or work, if the electronic communication arguably concerns Park District business. Accordingly, if a Board member or member of an advisory committee receives an e-mail concerning Park District business from another member of the same Public Body of which he or she is a member or from a citizen or other third party (other than from staff), the recipient shall forward said e-mail message promptly after opening it to the Executive Director for preservation. In the event a member of the public posts a message with the Park District through the Park District's website, and said message is directed to the entire Board or one or more Board members, the Executive Director will forward said message to the member(s) to whom it is directed or if not so restricted, to the whole Board.

5.1.4.6 Caution in Use of E-Mail; No "Reply to All" or "CC" to Other Members of a Public Body

Because of the ease with which e-mail can be forwarded, copied or misdirected, either intentionally or inadvertently, use of e-mail should be avoided whenever the subject of the e-mail is a sensitive or confidential matter. The Executive Director may provide information relating to Park District business to the Board members, attachments or other electronic methods. Any response thereto from the Board members regarding these communications involving Park District business shall be sent only to the Executive Director, and no "reply to all" responses, "forward", or "cc" of the response shall be sent, forwarded or copied to other members of the Board or to other members of

another Public Body (i.e., an advisory committee) if it pertains to the Park District business or the business of that committee. An appropriate record of these communications, if they relate to public business and are public records within the definition thereof set forth in the OMA, FOIA and/or the LRA, shall be retained by the Park District in accordance with the LRA and the Schaumburg Park District Electronic Mail ("E-Mail") Retention Policy.

5.1.5 Technology Resource Policy for Elected Officials

This policy addresses use of the Park District's Technology Resources and governs use by elected officials of all Park District owned networks and devices attached to those networks, and all Park District owned electronic devices used by elected officials of the Park District. This policy is subject to revision only by approval of the Board of Park Commissioners by a duly adopted Resolution of the Board. The term "technology resources" refers to telephones, voice mail, computers (including desk top and portable computers, servers, networks, printers, software and storage media), facsimiles, E-mail, Internet use, cell phones or other similar network systems and communication devices. This policy applies to all elected officials who are authorized to use the Park District's technology resources (referred to as "Elected Official Users"). Any Elected Official User who is granted access to District technology resources through mobile or offsite devices is responsible for securing District information and data, including through the use of passwords, and will be required to provide the District with access to such devices as necessary to protect, retrieve or otherwise use District information created or stored on, accessed through or transmitted by such devices. Unauthorized access to data or unauthorized use of technology resources is prohibited.

All District issued technology resources are the property of the Schaumburg Park District and as such are to be used for purposes related to Park District business, policy, and operations, and upon leaving office because of death, disability, removal from office, resignation, or the expiration of the elected official's term of office, any and all such Park District owned devices, such as, but not limited to, a District purchased iPad and/or similar device for use by a duly elected Park Commissioner during his or her term in office, and all software applications, files and documents thereon, shall be returned to the Park District. All communications and information created on, transmitted by, received from, or stored in these technology resources or through the District's network systems may be accessed by authorized Park District personnel. Elected Official Users shall have no ownership or proprietary interests in the Park District's technology resources, whether or not the users have private access or any entry code into such resources. Users specifically consent to the access by and disclosure to the Park District of information created, entered, transmitted or received via the Park District's technology resources that is stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information.

The Park District's technology resources may not be used to intentionally or unintentionally violate any local, state or federal civil or criminal law. Elected Official Users are strictly forbidden from copying or downloading any applications from the computer network, copying or loading any applications onto the computer network, or the Park District owned device that have not been preloaded on each such electronic device and distributed to each of the Elected Official Users for Park District business. Elected Official Users may download authorized updates to such programs, software and applications. Elected Official Users shall not disclose information regarding the computer network to, or allowing the use of the computer network or District owned device by, any third party. Elected Official Users are absolutely forbidden from using the Park District's technology resources in any way that may be construed to violate the Schaumburg Park District Policy Regarding Use of E-Mail and Cell Phone Text Communications for the Members of the Board of Park Commissioners and its Subsidiary Committees, the Schaumburg Park District Social Media Policy for Employees and Officials, or any other policies of the Park District as may be amended or adopted by the Park District from time to time.

Elected Official Users likewise may not transmit any data that is harmful, threatening, abusive, malicious, tortious, defamatory, libelous, vulgar, obscene, or invasive of another's privacy. Elected Official Users are required to take all reasonable steps to avoid, eliminate and cease receipt of any potentially improper material. The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization from Park District management. If uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, Elected Officials should resolve all doubts in favor of not transferring the information and consult the Executive Director. Claiming to be a passive recipient of improper material is unacceptable.

Users are absolutely forbidden from using the Park District's technology resources in any way that may be construed to engage in or promote discrimination, harassment, or otherwise violate any other workplace policies.

To ensure that the use of technology resources is consistent with the Park District's legitimate business interests, the policies of the District, the Open Meetings Act, the Freedom of Information Act, and the Local Records Act, the Executive Director may be required to request the return of such equipment from time to time to the extent permitted or required by applicable state and federal law. Elected Official Users should not have any expectation of privacy with respect to any materials and information created on, transmitted by, received from or stored on these systems. Personal use of the District owned equipment or network should be limited and adding or accessing and

Elected Official User's private e-mail address or account is discouraged. Elected Official Users acknowledge that the Park District may purge files on its computer at any time, without notice. The Park District is not responsible for any personal files or outside project files that may be purged or lost.

These limitations on permissible personal use of the District's technology resources include use of social networking websites. Elected Official Users are expected to maintain a clear line between individual activities and actions as an elected official. As with other personal computer usage, elected officials are advised that the District's rules and policies apply to social media conduct, including any and all anti-harassment, and prohibitions on releasing confidential information. Before using social media, Elected Official Users should review the District's policies and regulations.

The violation of this Technology Resources Policy for Elected Officials, the Schaumburg Park District Policy Regarding Use of E-Mail and Cell Phone Text Communications for the Members of the Board of Park Commissioners and its Subsidiary Committees, the Schaumburg Park District Social Media Policy for Employees and Officials, and the Schaumburg Park District Records Management and Disaster Mitigation Policy, or any of them, and each of which is expressly incorporated herein and are sometimes collectively referred to herein as the "SPD Electronic Policies Applicable to Elected Officials", shall be grounds for public censure an Elected Official User, and in the event the underlying conduct were to also result in the conviction of an infamous crime or an offense involving the elected official's oath, and he or she were to plead guilty to an underlying offense which upon conviction would disqualify the elected official from holding office, then the Elected Official User could be removed from office.

5.1.6 Commissioner Use of District Facilities, Programs, and Services

The expectation is that each Commissioner will become familiar with Park District facilities and programs based on his or her own personal use and participation in the District's facilities and programs and input from his or her immediate family members and others who use District facilities and/or participate in District programs. In fact, Commissioners are encouraged to experience District facilities and programs on a regular basis based on availability and may do so at no cost to the Commissioner provided the use of the District facilities or participation in District programs does not compete with revenue generating operations of the District or cause the displacement of District revenue through their own use and participation or the use and participation by a Commissioner's immediate family member(s). Such use and participation is desirable so that Commissioners are able to reach sound decisions for budgeting and necessary changes to maintenance and operations of the District's facilities and programs. To accomplish this, the following privileges are intended for a Park District Commissioner's personal use and use by a Commissioner's "immediate

family members” (which for this policy shall mean a Commissioner’s spouse and children only unless expressly stated otherwise herein) and does not apply to groups, organizations or clubs with which a Commissioner may be associated:

5.1.6.1 Golf

See Schaumburg Golf Club & Walnut Greens Policy Regarding Complimentary Golf During Non-Peak Hours.

5.1.6.2 Fitness Centers and Pools

Commissioners are entitled to a “Premium Plus Family Pass” that allows them and their respective immediate family members fitness center membership, which includes use of swimming pools, at no charge. In addition, a Commissioner’s respective grandchildren and grandchildren’s parents are entitled to swimming pool admission at no charge when accompanied by a Commissioner or a Commissioner’s immediate family member.

5.1.6.3 Recreation Programs

Commissioners and their respective immediate family members are entitled to participate in Park District programs at no charge or at “cost”, depending on whether the program is wholly a District program or is contracted. Commissioners are responsible for the District’s out-of-pocket expense in connection with contracted programs or services (e.g., contractual instructors, third party activity and admission fees, personal trainers, masseurs, etc.)

5.1.6.4 Boomers Baseball and Schaumburg Stadium Events

Use of the 25-person suite at the Schaumburg Stadium is available to the District at no cost per the Intergovernmental Agreement between the Village of Schaumburg and the Schaumburg Park District as amended.

5.2 BUSINESS OPERATIONS POLICIES

5.2.1 Community Assessment Policy

The District believes it is important to study the demographics of the community in order to more effectively plan and provide leisure services and facilities. Therefore, it is the policy of the District to conduct a community wide needs assessment in order to accomplish this goal. Such study will be conducted at least once every ten years and be updated as needed in conjunction with the strategic plan.

5.2.2 Citizens Input Policy

In order to ensure that the Schaumburg Park District continues to provide quality park and recreation services for the residents of the community, it is the policy of the District to involve residents in the planning process for District programs and facilities. Such involvement constitutes an interaction between staff and the community for purposes of gathering pertinent information. Involvement shall include but not be limited to the formation of Board-appointed advisory committees, notification of planning meetings, staff and/or Board attendance at neighborhood and community meetings, the conducting of seasonal participant program evaluations, and periodic surveying of community interests.

5.2.3 Gifts, Donations, and Bequests Policy

The District welcomes and encourages the community's donation of land, services and money for the enhancement of the community. Such donations are to be accepted under the following guidelines:

- A. The donation must further the interests of the District's mission, being something that can be utilized recreationally (e.g. land for a park).
- B. Future expenditures for donation, such as clean up or maintenance, must be considered by District staff before acceptance of the donation can be considered.
- C. Stipulations for acceptance must be reviewed by staff and formally approved by the Board in accordance with Ordinance 79-9-2. Stipulations are such items as naming, free or other special use by the donor or their family, expenditures only for specified items, etc.

5.2.4 Americans with Disabilities Act (ADA) and Inclusion Policy

The Americans with Disabilities Act (ADA) was enacted by the Federal government to require units of local government to accommodate and attend to the needs of persons with a disability. The District fully supports this Act, and so will constantly strive to remove any barriers to participation and facility usage through reasonable accommodations. Further, it is the District's policy to be responsive to the questions and needs of citizens with disabilities by appointing an ADA coordinator, as described further below in this section. Other policies on accommodations are also set forth.

The Schaumburg Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. For individuals that require special accommodations, the District is a member of a cooperative agreement among 17 districts which form the Northwest Special Recreation Association (NWSRA). NWSRA's team of full-time therapeutic recreation professionals offer safe, quality year-round opportunities to individuals with disabilities of all ages and ability levels. Activities benefit participants through increased self-esteem, physical, social and recreation skills

development, and improved fitness and health. To inform the public of this service, informational brochures will be made available at Schaumburg Park District facilities, or at the NWSRA office at Park Central, 3000 W. Central Road in Rolling Meadows.

5.2.4.1 Section One: Service Animals

The Schaumburg Park District (the “District”) authorizes persons with a disability to use service animals (as defined under Title II of the ADA) in District facilities and sites subject to the following restrictions:

- A. The handler of the service animal must be a person with a disability, and upon request by District officials, shall show that the animal qualifies as a service animal. The District shall ask if the animal is required because of the disability and what work or task the animal has been trained to perform;
- B. Individuals with disabilities accompanied by their service animal, if using a facility or in a park, are allowed in any part of the facility or park which the general public is allowed, with the exception of employee only spaces, and identified hazardous areas;
- C. The service animal, if used in a facility, in a park or out of doors must be controlled by the handler. The District may ask an individual with a disability to remove a service animal from the premises if:
 - 1. The animal is out of control and the animal’s handler does not take effective action to control it;
 - 2. The animal is not housebroken;
 - 3. For miniature horses, the District can determine whether:
 - a. The facility can accommodate the type, size, and weight of the miniature horse;
 - b. The handler has sufficient control of the miniature horse;
 - c. The miniature horse is housebroken;
 - d. The miniature horse’s presence in a building compromises legitimate safety requirements that are necessary for safe operation.
- D. If the District properly excludes the service animal, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.
- E. The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

- F. The service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
- G. The District is not responsible for the care or supervision of a service animal.
- H. The District accepts no responsibility for storage of the service animal.
- I. The District accepts no liability for damage to the service animal, or injury to the handler, whether caused by the service animal, the handler, another visitor to a District facility or site, or any other circumstance.
- J. The District accepts no liability for damage caused by the handler of the service animal, or injury to others caused by the handler of the service animal.
- K. The District reserves the right to suspend the use of the facilities or sites by the handler if doing so is in the best interests of the District and its participants to the extent permitted by law.
- L. The District reserves the right to change, modify, or amend this policy at any time, as it would any other policy.

5.2.4.2 Section Two: Telecommunications

The Schaumburg Park District shall use text telephones (TTYs) or equally effective telecommunications systems to communicate with individuals who are deaf or hard of hearing or have speech impairments.

When the District uses an automated-attendant system, including, but not limited to voice mail and messaging, or an interactive voice response system, for receiving and directing incoming telephone calls, that system must provide effective real-time communication with individuals using auxiliary aids and services, including TTYs and all forms of FCC-approved telecommunications relay systems, including Internet-based relay systems.

The District shall respond to telephone calls from a telecommunications relay service established under Title IV of the ADA in the same manner that it responds to other telephone calls.

5.2.4.3 Section Three: Ticketed Events

The Schaumburg Park District shall ensure that individuals with disabilities have an equal opportunity to purchase tickets for accessible seating, defined as wheelchair spaces and companion seats:

- A. During the same hours;
- B. During the same stages of ticket sales, including, but not limited to, pre-sales, promotions, lotteries, wait-lists, and general sales;
- C. Through the same methods of distribution;
- D. In the same types and numbers of ticketing sales outlets, including telephone service, in person ticket sales at the facility, or third-party ticketing services, as other patrons; and
- E. Under the same terms and conditions as other tickets sold for the same event or series of events.

When selling or distributing tickets for a single event or a series of events, the District, upon inquiry:

- A. Shall inform individuals with disabilities, their companions, and third parties purchasing tickets for accessible seating on behalf of individuals with disabilities of the locations of all unsold or otherwise available accessible seating for any ticketed event or events at the facility;
- B. Identify and describe the features of available accessible seating in enough detail to reasonably permit an individual with a disability to access independently whether a given accessible seating location meets his or her accessibility needs; and
- C. Provide materials, such as seating maps, plans, brochures, pricing charts, or other information, that identify accessible seating and information relevant thereto with the same text or visual representations as other seats, if such materials are provided to the general public.

The price of tickets for accessible seating for a single event or series of events shall not be set higher than the price for other tickets in the same seating section for the same event or series of events. Tickets for accessible seating must be made available at all price levels for every event or series of events. If tickets for accessible seating at a particular price level are not available because of inaccessible features, then the percentage of tickets for accessible seating that should have been available at that price level (determined by the ratio of the total number of tickets at that price level to the number of tickets in the assembly area) shall be offered for purchase, at that price level, in a nearby or similar accessible location.

For each ticket for a wheelchair space purchased by an individual with a disability or a third-party purchasing such a ticket at his or her request, the District shall make available for purchase three (3) additional tickets for seats in the same row that are contiguous with the wheelchair space, provided that at the time of purchase there are three (3) such seats available. The District is not required to provide more than three (3) contiguous seats for each wheelchair space. Such seats may include wheelchair spaces.

If patrons are allowed to purchase at least four (4) tickets, and there are fewer than three (3) such additional contiguous seat tickets available for purchase, the District shall offer the next highest number of such seat tickets available for purchase and shall make up the difference by offering tickets for sale for seats that are as close as possible to the accessible seats.

If the District limits sales of tickets to fewer than four (4) seats per patron, then the District is obligated to offer as many seats to patrons with disabilities, including the ticket for the wheelchair space, as it would offer to patrons without disabilities. If patrons are allowed to purchase more than four (4) tickets, the District shall allow patrons with disabilities to purchase up to the same number of tickets, including the ticket for the wheelchair space.

If a group includes one or more individuals who need to use accessible seating because of a mobility disability or because their disability require the use of the accessible features that are provided in accessible seating, the group shall be placed in a seating area with accessible seating so that, if possible, the group can sit together. If it is necessary to divide the group, it should be divided so that the individuals in the group who use wheelchairs are not isolated from their group.

Tickets for accessible seating may be released for sale in certain limited circumstances. The District may release unsold tickets for accessible seating for sale to individuals without disabilities for their own use for a single event or series of events only under the following circumstances:

- A. When all non-accessible tickets excluding luxury boxes, club boxes, or suites have been sold;
- B. When all non-accessible tickets in a designated seating area have been sold and the tickets for accessible seating are being released in the same designated area; or
- C. When all non-accessible tickets in a designated price category have been sold and the tickets for accessible seating are being released within the same designated price category.

The District is not required to release tickets for accessible seating to individuals without disabilities for their own use.

When series-of-events tickets are sold out and the District releases and sells accessible seating to individuals without disabilities for a series of events, the District shall establish a process that prevents the automatic reassignment of the accessible seating to such ticket holders for future seasons, future years, or future series so that individuals with disabilities who require the features of accessible seating and who

become newly eligible to purchase tickets when these series-of-events tickets are available for purchase have an opportunity to do so.

When series-of-events tickets with an ownership right in accessible seating areas are forfeited or otherwise returned to the District, the District shall make reasonable modifications in its policies, practices, or procedures to afford individuals with mobility disabilities or individuals with disabilities that require the features of accessible seating an opportunity to purchase such tickets in accessible seating area.

Individuals with disabilities who hold tickets for accessible seating shall be permitted to transfer tickets to third parties under the same terms and conditions and to the same extent as other spectators holding the same type of tickets, whether they are for a single event or series of events.

The District shall modify its policies, practices, or procedures to ensure that an individual with a disability may use a ticket acquired in the secondary ticket market under the same terms and conditions as other individuals who hold a ticket acquired in the secondary ticket market for the same event or series of events.

If an individual with a disability acquires a ticket or series of tickets to an inaccessible seat through the secondary market, the District shall make reasonable modifications to its policies, practices, or procedures to allow the individual to exchange the ticket for one to an accessible seat in a comparable location if accessible seating is vacant at the time the individual presents the ticket to the District.

For the sale of single-event tickets, it is permissible to inquire whether the individual purchasing the tickets for accessible seating has a mobility disability or a disability that requires the use of accessible features that are provided in accessible seating, or is purchasing the tickets for an individual who has a mobility disability or a disability that requires the use of accessible features that are provided in the accessible seating. For series-of-events tickets, it is permissible to ask the individual purchasing the tickets for accessible seating to attest in writing that the accessible seating is for a person who has a mobility disability or a disability that requires the use of accessible features that are provided in accessible seating.

The District may investigate the potential misuse of accessible seating where there is good cause to believe that such seating has been purchased fraudulently.

5.2.4.4 Section Four: Electronic Personal Assistive Mobility Devices (EPAMDs)

An Electronic Personal Assistive Mobility Device (EPAMD) is defined as a device used by a person with mobility impairment for ambulation. This definition does NOT include gasoline powered devices, golf cars, or riding lawn mowers.

The Schaumburg Park District authorizes persons with mobility impairments to use EPAMDs in District facilities and sites subject to the following restrictions:

- A. The operator of the device must be a person with a mobility impairment, and upon request by District officials, shall produce proof of such status within 24 hours;
- B. The device, if used in a facility or in a park, is allowed in any part of the facility or park which the general public is allowed, with the exception of employee only spaces, stairways, and identified hazardous areas;
- C. The device, if used in a facility, must be controlled by the operator. It:
 - 1. May not exceed 4 mph;
 - 2. Shall be driven on the right side of the circulation route;
 - 3. Is prohibited from carrying another person on the frame, or any object on the frame that may make the EPAMD less stable;
 - 4. Must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, District participants or property.
- D. The device, if used in a park or out of doors, must be controlled by the operator. It:
 - 1. May not be operated between dusk and dawn;
 - 2. May not exceed 6 mph;
 - 3. Must remain on paths of posted conservation areas;
 - 4. Shall be driven on the right side of the circulation route;
 - 5. Is prohibited from carrying another person on the frame, or any object on the frame that may make the EPAMD less stable;
 - 6. Must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, District participants or property.
- E. The District accepts no responsibility for storage of the device.
- F. The District accepts no liability for damage to the device or injury to the operator whether caused by the operator, another visitor to a District facility or site, or any other circumstance.
- G. The District accepts no liability for damage caused by the operator of the device or injury to others caused by the operator of the device.
- H. The District reserves the right to suspend the use of the facilities or sites by the operator if doing so is in the best interests of the District and its participants to the extent permitted by law.
- I. The District reserves the right to change, modify, or amend this policy at any time, as it would any other policy.

Access to golf for persons with physical disabilities is a component in the Park District's ADA plan. An "all access golf cart" is designed to transport and support golfers who

require aid to stand and/or walk. The cart can be driven over course terrain without damage to turf. The cart is available for use at both Schaumburg Golf Club and Walnut Greens. Advance notice may be required.

The “all access golf cart” rules and fees are the same as those that apply to the regular carts. The all access rider must adhere to the cart path only rule as the regular carts do on days when course conditions are too wet to allow carts off paths. Areas noted as ground under repair and out of bounds are to be avoided. In normal playing conditions, the all access rider may drive the cart on all course playing areas, including tee boxes, greens and bunkers.

5.2.5 Service Animal Policy

5.2.5.1 Introduction

The Schaumburg Park District, through these policies, intends to address compliance with the Americans with Disabilities Act (the “ADA”) and Section 504 of the 1973 Rehabilitation Act (“Section 504”). The following procedures implement this policy with regard to the use of service animals by persons with disabilities who are registered participants in Schaumburg Park District programs or authorized users of Schaumburg Park District parks and facilities, by Schaumburg Park District employees with disabilities, and by visitors with disabilities in Schaumburg Park District parks and facilities.

The purpose of these procedures is to ensure that participants and authorized users, employees, and visitors with disabilities who have service animals can participate in and benefit from Schaumburg Park District services, programs, and activities, and to ensure that the Schaumburg Park District does not discriminate on the basis of disability as identified in Titles I and II of the ADA.

5.2.5.2 Primary Schaumburg Park District Contacts

5.2.5.2.1 Participants and Authorized Users

Participants and authorized users may have a service animal accompany them in parks and facilities where they are authorized users as a reasonable modification. Persons with disabilities are invited to contact the Schaumburg Park District ADA coordinator at 847-985-2455.

5.2.5.2.2 Employees

Employees may have a service animal as a workplace accommodation. Please contact the Schaumburg Park District Human Resources Department for information regarding this process.

5.2.5.2.3 Visitors

Visitors may be accompanied by a service animal when observing programs and activities, or enjoying Schaumburg Park District parks and facilities, as a reasonable modification. Persons with disabilities are invited to contact the Schaumburg Park District ADA coordinator at 847-985-2455.

5.2.5.3 Definitions

“Service Animal”: A dog or miniature horse that has been individually trained to perform tasks for the benefit of a person with a disability. Exceptions may be made by the Schaumburg Park District on a case-by-case basis in accordance with the law. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items.

Dogs or miniature horses that are not trained to perform tasks that mitigate the effects of a disability, including dogs or miniature horses that are used purely for emotional support, are not considered service animals and are not allowed at Schaumburg Park District parks and facilities premises, unless otherwise specifically permitted, such as at the dog park or farm.

“Partner/Handler”: A person with a disability who uses a service animal as a reasonable modification, or a trainer.

“Team”: A partner/handler and a service animal. The two work as a cohesive team in accomplishing the tasks of daily living.

“Trainee”: A dog or miniature horse being trained to become a service animal has the same rights as a fully trained service animal when accompanied by a partner/handler and identified as such.

5.2.5.4 General Rule Regarding Service Animals

As a general rule, the Schaumburg Park District will modify policies, practices and procedures to permit the use of a service animal when accompanied by an individual with a disability.

5.2.5.5 Restrictions/Areas of Safety

The Schaumburg Park District may impose some restrictions on service animals for safety reasons. Restrictions are considered individually to determine if the animal poses a danger to others at Schaumburg Park District sites, or could be in danger itself, and to determine if other reasonable modifications can be provided to assure that the individual enjoys access to the park, facility, or program. Questions about restrictions on service animals should be directed to the contacts listed in the section below.

5.2.5.6 Responsibilities of Individuals Using Service Animals

An individual with a service animal is responsible for the following:

- A. Responding truthfully to the limited and appropriate inquiries that may be made by employees regarding the service animal.
- B. Ensuring that the animal meets any local licensing requirements, including maintenance of required immunizations for that type of animal.
- C. Service animal dogs are required to wear a dog license tag at all times.
- D. Partners/handlers must ensure that the animal is in a harness or on a leash or tether at all times. Exceptions may be considered individually and require the demonstration of control of the service animal by the handler.
- E. Partners/handlers must ensure that the animal is under control and behaves properly at all times. The supervision of the animal is solely the responsibility of its partner/handler. If the animal's behavior results in a hygiene problem, or the animal acts in a threatening manner, the Schaumburg Park District may require the partner/handler to remove the service animal from the site.
- F. Partners/handlers must ensure that all local ordinances or other laws regarding cleaning up after the animal defecates are strictly adhered to. Individuals with disabilities who cannot clean up after their own animals are not required to pick up and dispose of feces; however, these individuals should use marked service animal toileting areas where provided.
- G. Partners/handlers must keep the service animal in good health. If the service animal becomes ill, the partner/handler must remove it from the area. If such action does not occur, Schaumburg Park District staff may require it to leave.
- H. The Schaumburg Park District may exclude a service animal from all parts of its property if a partner/handler fails to comply with these restrictions, and in failing to do so, fundamentally alters the nature of programs, services, or activity offered by the Schaumburg Park District.
- I. The Schaumburg Park District may exclude a service animal from all parts of its property if a partner/handler fails to control the behavior of a service animal and it poses a threat to the health or safety of others.

5.2.5.7 Requirements for Schaumburg Park District Staff, Registrants, and Visitors

Members of the Schaumburg Park District staff, participants and authorized users, and visitors in Schaumburg Park District sites, are responsible for the following:

- A. Allow service animals to accompany the partner/handler at all times and anywhere at a site except where animals are specifically prohibited, such as at specific areas of a farm.
- B. Refrain from distracting a service animal in any way. Do not pet, feed, or interact with the animal without the partner/handler's invitation to do so.
- C. Shall not separate a partner/handler from a service animal.
- D. The Schaumburg Park District may take disciplinary action against any individual who fails to abide by these guidelines.

5.2.5.8 Temporary Exclusion of Service Animals

A participant or authorized user, employee, or visitor may report a concern regarding a service animal to Schaumburg Park District staff.

5.2.5.8.1 Temporary Exclusion of a Service Animal Used by a Participant or Visitor

- A. In response to an immediate concern, Schaumburg Park District staff may determine that a service animal must be temporarily removed from parks, sites, or facilities. The employee authorized to make such decisions at the site, park or facility shall notify the participant or visitor of this decision and that the incident will be reported immediately to the Schaumburg Park District ADA coordinator. The employee shall then report the incident to the ADA coordinator.
- B. The ADA coordinator (or designee) will investigate all reported concerns and incidents where service animals have been temporarily removed from sites, parks, and facilities. The ADA coordinator (or designee) will consult with appropriate Schaumburg Park District personnel and determine whether or not the animal should be excluded from sites, parks, and facilities for an extended period of time, or permanently. The ADA coordinator (or designee) will notify the participant, authorized user, or visitor of his or her decision.
- C. If it is appropriate for the service animal to be excluded from sites, parks, or facilities permanently, the ADA coordinator (or designee) will work with other Schaumburg Park District staff to ensure the participant, authorized user, or visitor receives appropriate reasonable modifications in place of the use of a service animal.

- D. A participant, authorized user, or visitor who does not agree with the decision regarding removal from the premises may file an accessibility complaint with the Schaumburg Park District ADA coordinator by calling 847-985-2455.

5.2.5.8.2 Temporary Exclusion of an Employee's Service Animal

- A. In response to an immediate concern regarding lack of control of a service animal, or lack of bowel or bladder control by a service animal, the Schaumburg Park District Human Resources Department may determine that a service animal must be temporarily removed from sites, parks, or facilities. The Human Resources Department Director (or designee) shall notify the employee of this decision, and that the incident will be reported immediately to the ADA coordinator. The Human Resources Department Director (or designee) shall then report the incident to the Schaumburg Park District ADA coordinator.
- B. The ADA coordinator will investigate all reported concerns and cases where service animals have been temporarily removed from sites, parks, and facilities. The ADA coordinator will consult with appropriate staff and determine whether or not the animal should be excluded for an extended period of time or permanently. The ADA coordinator shall notify the employee of his or her decision.
- C. If it is appropriate for the animal to be excluded from sites, parks, and facilities permanently, the ADA coordinator will ensure the employee receives appropriate accommodations in place of the use of a service animal.
- D. An employee who does not agree with the resolution may file an appeal or formal complaint following the ADA process.

5.2.5.9 Conflicting Disabilities

Individuals with medical issues (such as respiratory diseases) who are affected by animals should contact the ADA coordinator or Human Resources if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for a modification. The appropriate Schaumburg Park District staff will facilitate a process to resolve the conflict that considers the need and conditions of all persons involved.

5.2.5.10 Clarifying an Animal's Status

A service animal is not required to wear a cape, vest, or other symbols. It may not be easy to discern whether or not an animal is a service animal by observing the animal's conduct, or the partner or handler. However, in other cases, an animal may only have a leash, and in still other situations, the partner/handler's disability is not apparent. Therefore, it may be appropriate for designated Schaumburg Park District staff such as facility managers, site directors, area staff, or administrative staff to ask (1) whether the animal is required because of a disability, and (2) what work or task the animal has been trained to perform.

5.2.5.11 Emergency Situations

Emergency Responders (ERs) are trained to recognize service animals and to be aware that animals may try to communicate the need for help. Also, an animal may become disoriented from the smell of smoke in a fire or facility emergency, or from sirens, wind noise, or shaking and moving ground.

A partner/handler, service animal, and team may be confused in any stressful situation. ERs will remember that an animal may be trying to be protective and, in its confusion, should not be considered harmful. ERs should make every effort to keep a service animal with its partner/handler; however, the ER's first effort should be toward the partner/handler, which may result in the animal being left behind in some emergency evacuation situations.

5.2.6 Safety Committee Policy

It is the policy of the District to do everything reasonably possible to ensure the safety and well-being of our patrons, visitors and employees. As such, key staff (those most likely needed to deal with safety issues) will conduct monthly meetings with the goal of maintaining adequate safety, monitoring training and addressing any outstanding safety problems that have arisen. The meeting shall have an established regular time and date, along with an agenda. In addition, minutes of the meeting will be taken and distributed subsequent to the meeting. The meeting will be chaired by the safety coordinator who is designated by the Executive Director. Any and all safety issues will be discussed, a plan of action created, and then follow up reported.

In addition, the District has adopted and maintains a comprehensive risk management program. The District is a member of the Park District Risk Management Agency (PDRMA) whose agents monitor and review on a comprehensive, holistic level. This includes minimizing risk through the procurement of various types of insurance coverages to protect financial resources from various types of claims.

5.2.7 Closed-Circuit Television (CCTV) Policy

5.2.7.1 Policy & Purpose

The purpose of this policy is to provide guidance regarding the use of closed-circuit television (CCTV) at Schaumburg Park District ("District"). CCTV is used to enhance security, safety and the quality of life of the District community by integrating the best practices of "virtual policing" with state-of-the-art technology.

5.2.7.2 Definitions

"CCTV": CCTV (closed-circuit television) is a generic term used to describe a variety of video surveillance technologies. More specifically, CCTV refers to a system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central television monitor or recorded. As used in this policy, the term CCTV applies only to video recordings. The electronic interception and/or recording of audio are outside the scope of this policy.

"Public Areas": Video surveillance will normally be restricted to areas of general public areas; it will not be used to view or record workstations, including private offices, desks or cubicles; rooms not generally open to the public where staff commonly work; or other areas where a reasonable expectation of privacy exists. Exceptions may include areas where cashiering services are performed or money is stored/exchanged, as well as other areas containing valuable equipment or objects such as equipment and supplies.

"Video Surveillance": The use of image capture, processing, transmission and storage equipment for authorized monitoring of public areas. This includes full-motion and still images, use of network transmission capacity, and digital storage and retrieval software.

5.2.7.3 Applicability

This policy applies to all District departments, staff, and patrons with regard to the use of CCTV monitoring and recording. This policy does not address the use of general-purpose web cameras for special interest applications or District promotion purposes, but it should be noted that such cameras must not be used as a substitute for a security system. In addition, this policy does not apply to videography and filming for entertainment or promotional purposes.

5.2.7.4 Procedures

The District is using CCTV to monitor selected public areas in order to deter crime in providing for the security and safety of individuals and property of the Park District. Any diversion of security technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited. All video security applications must conform to federal and state law in addition to Park District policy.

The use of temporary CCTV monitoring (such as mobile video equipment or covert surveillance cameras) used by the District for criminal investigations or specific court order is exempt from this policy.

Legitimate safety and security purposes for CCTV monitoring include, but are not limited to the:

- A. Protection of persons, property and buildings (e.g., may include things such as building perimeter, entrances and exits, lobbies and corridors, receiving docks, cashier locations, reception areas, access control points, etc.)
- B. Confirmation of security alarms (e.g., may include intrusion alarms, door controls, panic alarms, hold-up alarms, etc.)
- C. Video patrol of Public Areas (e.g., parking lots and facilities, streets and ways, commercial areas, public gathering locations, etc.)
- D. Criminal investigation (e.g., robbery, burglary, theft surveillance, etc.)
- E. Protection of pedestrians (e.g., pedestrian and vehicle traffic activity, etc.)

Video monitoring for security purposes at the District will be conducted in a professional, ethical and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Information obtained through video monitoring will generally be used exclusively for safety, security, and law enforcement purposes. Recorded images will be retained/stored for approximately 30 days based on individual Network Video Recorder (NRV) storage capabilities. After 30 days, the recording will be destroyed (or recorded over) unless retained for review as part of a disciplinary matter, a criminal investigation, a civil or criminal court proceeding, or pursuant to a preservation or legal hold notice. No attempt shall be made to alter any recording.

Video security records shall not be used for purposes related to the routine evaluation of employee job performance, nor shall they be used as a means to track employee attendance and/or as a timekeeping record. However, the Park District may use such records, obtained through the course of a police investigation, in support of disciplinary proceedings against staff, or in a civil suit involving person(s) whose activities are shown on the recording and are relevant to the suit.

Information obtained in violation of this District policy may not be used in a disciplinary proceeding against a member of the District's staff. It is not the intent of this policy to use video cameras for the monitoring of employees for disciplinary purposes, performance evaluation or corrective action.

Any person who tampers with or destroys a camera or any part of an electronic surveillance system may be prosecuted in the criminal justice system as well as through an internal discipline process.

5.2.8 Sponsor Promotion Guidelines

The Schaumburg Park District (the “Park District”) seeks to generate income or in-kind goods and/or services that result in significant cost savings to the Park District through sponsorship by third parties. Sponsorship means cash paid or in-kind goods and/or services provided to the Park District by businesses or organizations in exchange for publicity through the Park District and limited access to advertise on and/or through certain Park District property, facilities, events, programs, activities, promotions and media, subject to the terms of the Schaumburg Park District Advertising Guidelines and a written agreement between the sponsor and the Park District.

5.2.8.1 Definitions

“Advertising Guidelines”: The Schaumburg Park District Advertising Guidelines approved by the Board of Park Commissioners as the same may be amended from time to time.

“Business Entity”: Any for profit corporation, partnership, joint venture, organization, association, limited liability company, or limited liability partnership that conducts or operates a business.

“Governmental Entity”: Any federal, state, county or local governmental body, agency or entity, special district, park district, municipality, school district or township.

“Not-For-Profit Entity”: Any entity organized and registered as a not-for-profit corporation, association or organization that operates without a profit which is a bona fide charitable, educational or veterans organization which has been in existence continuously for a period of not less than five (5) years, with a bona fide membership engaged in carrying out its objectives, or to not-for-profit fund raising organization that the Executive Director determines is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as a result of illness, disability, accident or disaster. For purposes of this policy, not-for-profit entity shall not include religious, political, labor, business or fraternal organizations.

“Park District Activities”: Any recreational program, athletic program, fitness program or other program, activity, production, or special event which is run or operated entirely by the Park District using its own employees or independent contractors or third party contractual services, or run or operated by the Park District in conjunction with any other Governmental Entity, Not-For-Profit Entity or Business Entity, on Park District Property using Park District facilities, or on off-site property or at off-site facilities.

“Park District Promotional Materials”: Flyers, posters, fitness passes, programs, invitations, tickets and other written promotional materials or items for the Park District’s special events, athletic programs, fitness programs, productions, facilities, amenities, or other Park District Activities that are emailed, delivered, circulated or handed out by the Park District.

“Park District Property”: All improved and unimproved real property owned, leased, licensed, operated and/or used by the Park District, including active and passive recreational parks, athletic fields, golf courses, walking/bike trails, passive use trails, nature trails, buildings, facilities and structures on real property owned, leased, licensed, operated and/or used by the Park District.

“Permanent Sign(s)”: A name, logo, trademark, trade name, identification, description, message, display, or illustration, not exceeding twenty-four (24) square feet in size, which is affixed to or represented directly or indirectly upon a pole, post, mounting structure, or supported directly upon the ground of any Park District Property, or which is affixed to an existing Park District sign, so as to be seen from out of doors and which directs attention to a Business Entity, or its product, place or activity, authorized to be affixed, erected or mounted on Park District Property, or to an existing Park District sign, pursuant to a written sponsorship agreement. Permanent Signs do not include Seasonal Banners, nor do Permanent Signs include Temporary Signs for which a permit has been issued by the Executive Director or his designee, nor does it include Temporary Signs held by a person in a designated area on Park Property or erected and attended to in a designated area in conjunction with an outdoor Park District sponsored program or special event for the duration of that program or special event not exceeding 72 consecutive hours.

“Seasonal Banner(s)”: A banner displaying a sponsor’s name, logo, trademark, trade name, identification message, or illustration not exceeding 75 S.F., made of cloth, canvas, nylon or other lightweight weather proof material, without any structural frame, which is affixed to an existing vinyl or chain link fence, backstop or other structure on Park District Property at such location(s) mutually agreed upon and intended to be displayed for a seasonal period not exceeding

eight (8) consecutive months. Seasonal Banners shall only be erected annually by Park District staff in the spring and will be removed by Park District staff prior to winter each year, or sooner if the Seasonal Banner becomes torn, frayed, faded or otherwise damaged, and will not be re-erected unless a replacement banner is furnished by the Sponsor.

“Sponsorship”: The donation of cash or in-kind goods and/or services to the Park District by a Business Entity and may include in return limited promotion through the Park District and limited access to advertise on or utilizing various Park District Property and/or Park District Activities, and limited access to Park District media, publications, and promotional materials used by the Park District to advertise and promote Park District Activities and/or Park District Property, pursuant to a written sponsorship agreement consistent with these Schaumburg Park District Sponsor Promotion Guidelines (the “Sponsor Guidelines”) and the Schaumburg Park District Advertising Guidelines (the “Advertising Guidelines”).

“Temporary Sign(s)”: Any sign, banner, placard, poster, or other advertising device or display constructed of paper, cardboard, cloth, canvass, nylon, or other light temporary materials with or without structural frame, intended for a temporary period of display, which is held or erected and is continuously attended to by the holder or owner thereof on Park Property, or is erected or affixed to a table or booth in a designated area on Park Property by a participant in any Park District Activities or pursuant to a permit therefor issued by the Executive Director in connection with an (outdoor) Park District program or Park District special event not exceeding 72 consecutive hours. Temporary Signs do not include Permanent Signs or Seasonal Banners.

5.2.8.2 Sponsor Categories

5.2.8.2.1 Park Partner Sponsors

A person or Business Entity that donates and/or agrees to donate more than \$25,000 per year to the Park District in cash and/or in in-kind goods and/or services for a term of not less than one (1) year pursuant to a written sponsorship agreement that includes or incorporates the Advertising Guidelines as terms and which may include, for the term of the agreement, such of the following promotional benefits as the parties mutually agree:

- A. Placement of up to twelve (12) Permanent Signs and/or up to twenty (20) Seasonal Banners at agreed upon locations to be determined per contract in up to twelve (12) parks, and/or along walking/bike trails and/or passive use trails on Park District Property

not exceeding in the aggregate one thousand two hundred (1,200) S.F. of signage.

- B. Include Park Partner Sponsor's name or logo in Park District Promotion Materials.
- C. Include Park Partner Sponsor's name or logo advertisements and/or promotional content of one (1) full page in each Park District seasonal program guide.
- D. Place Park Partner Sponsor plaques inside the major Park District facilities selected by the Park District.
- E. Display Park Partner Sponsor Temporary Signage during all Park District Activities selected by the sponsor.
- F. Run such Park Partner Sponsor promotional content on Park District cable TV channel.
- G. Park Partner Sponsor name or logo displayed on Park District's websites.
- H. Park Partner Sponsor's website linked to Park District's websites.
- I. Park Partner Sponsor's messages will be displayed quarterly on Park District marquees in conjunction with sponsor event.
- J. Park Partner Sponsor will be announced and recognized during Park District special events selected by the sponsor.
- K. Park Partner Sponsor will be recognized as the exclusive sponsor in a particular category, type or field in which the Park Partner Sponsor is regularly and primarily engaged in its principal business operations, with the exception of then pre-existing sponsorship agreements (e.g., web based technology and health care). The approval and determination of the scope of any such exclusivity as to a proposed Park Partner Sponsor and/or whether it conflicts with a then existing Park Partner Sponsor category type or field shall be in the reasonable discretion of the Board of Park Commissioners of the Park District.

5.2.8.2.2 Gold Sponsor

A person or Business Entity that donates and/or agrees to donate between \$15,000 and \$24,000 per year to the Park District in cash and/or in in-kind goods and/or services for a term of not less than one (1) year pursuant to a written sponsorship agreement that includes or incorporates the Advertising Guidelines as terms and which may include, for the term of the agreement, such of the following promotional benefits as the parties mutually agree:

- A. Placement of up to two (2) Permanent Signs and/or up to ten (10) Seasonal Banners at a mutually agreed upon location(s) in up to ten

(10) parks (excluding Olympic Park), not exceeding in the aggregate five hundred (500) S.F. in signage.

- B. Include Gold Sponsor's name or logo in Park District Promotional Materials.
- C. Include Gold Sponsor's name or logo advertisements and/or promotional content of one-half (1/2) page in each Park District seasonal program guide.
- D. Display Gold Sponsor Temporary Signage during all Park District Activities selected by the sponsor.
- E. Run such Gold Sponsor promotional and/or educational segments on Park District cable TV shows as selected by the sponsor.
- F. Gold Sponsor name or logo displayed on Park District's websites.
- G. Gold Sponsor's messages will be displayed quarterly on Park District marquees in conjunction with sponsor events.
- H. Gold Sponsor will be announced and recognized during Park District special events selected by the sponsor.

5.2.8.2.3 Silver Sponsor

A person or Business Entity that donates and/or agrees to donate between \$5,000 and \$14,999 per year to the Park District in cash and/or in in-kind goods and/or services for a term of not less than one (1) year pursuant to a written sponsorship agreement that includes or incorporated the Advertising Guidelines as terms and which may include, for the term of the agreement, such of the following promotional benefits as the parties mutually agree;

- A. Placement of up to one (1) Permanent Sign (or incorporation of a Business Entity name or logo preceded by the words "As Presented By" on a Park District park identification sign in one (1) park (excluding Olympic Park), with the size of such statement as determined by the Park District in its sole discretion), or up to one (1) seasonal banner in one (1) park (excluding Olympic Park).
- B. Include Silver Sponsor's name or logo in Park District Promotional Materials for Park District Activities specifically agreed to by the sponsor and the Park District.
- C. Include Silver Sponsor's name or logo advertisements and/or promotional content of one-half (1/2) page in each Park District seasonal program guide a maximum of twice per year.
- D. Display Silver Sponsor Temporary Signage during such Park District Activities selected by the Silver Sponsor, at which it has a representative present.

5.2.8.2.4 Sponsors under \$5,000

The following sponsorship opportunities in the discretion of the Park District may be available to a person or Business entity that donates or agrees to donate under \$5,000 in cash and/or in in-kind goods and/or services, pursuant to a written sponsorship agreement that includes or incorporates the Advertising Guidelines, and which may include the following promotional benefits as the parties mutually agree:

- A. Single event Temporary Signs.
- B. Single event promotional advertising.
- C. Sponsor presence at events, including mascots, promotional item giveaways, access to program participants during the event, e-mail gathering and surveys.
- D. Sponsor presence at a Park District park or facility for selected Park District Activities.

5.2.8.2.5 Adopt-a-Park Sponsors

Existing Adopt-a-Park agreements with Business Entities will be phased out as those agreements expire. Adopt-a-Park agreements with Not-For-Profit Entities may continue and future Adopt-a-Park agreements with Not-For-Profit Entities are not prohibited by these Sponsor Promotion Guidelines.

5.2.8.3 Sponsor Signs in Parks

Only Park Partner Sponsors, Gold Sponsors, and Silver Sponsors shall be eligible to erect any Permanent Sign, or to affix its logo, name, trade name or trademark to any existing Park District sign on any Park District Property, and only Park Partner Sponsors, Gold Sponsors and Silver Sponsors shall be eligible to erect any Seasonal Banner(s) in or on Park District Property.

Only Park Partner Sponsors shall be eligible to erect any Permanent Sign or affix its logo, name, trade name or trademark to any existing Park District sign along any walking/bike path or passive use park path on Park District Property. No Permanent Signs or sponsor signs shall be affixed to any existing Park District signs along any nature trails.

5.2.8.4 Park District Website

Only Park Partner Sponsors may place a link to its own website on any Park District website, provided the Park Partner's website remains compliant with the Advertising Guidelines.

Only Park Partner Sponsors and Gold Sponsors may place its own advertisement or promotional material on any Park District website, subject to the prior review and determination that any such advertisement or promotional material meets the requirements of the Advertising Guidelines.

5.2.8.5 No Naming Rights

Nothing contained in these Sponsor Promotion Guidelines shall authorize or be construed to authorize or grant a sponsor any naming rights with respect to any park, Park District Property or any building or other improvement on Park District Property.

5.2.8.6 Not Applicable to Governmental nor Not-For-Profit Entities

These Sponsor Promotion Guidelines shall not be applicable to Governmental Entities, except that the advertising and promotion of joint special events with a Governmental Entity, and/or a Not-For-Profit Entity, may be included in Park District Promotional Materials and advertised on the Park District's website and/or placed on the Park District's marquees, and the special events of a Governmental Entity or a Not-For-Profit Entity may be advertised on the Park District's website and/or on the Park District's marquees if authorized by the Executive Director.

5.2.9 Advertising Guidelines

5.2.9.1 Purpose

The purpose of allowing advertising in or upon Schaumburg Park District (the "Park District") brochures, website, and/or other Park District property is not to provide a public forum for dissemination, debate or discussion of public issues, but to provide additional opportunities for revenues to support dissemination of the brochures, and to support other programs and services, and to minimize the burden on Park District tax payers. It is the intent of the Park District to provide guidelines and standards for advertising that are to be applied consistently and within constitutional parameters. The purpose of seeking additional revenue must be balanced with the Park District's need to protect the health, safety, and welfare of Park District residents exposed to such advertising, many of whom are minors.

5.2.9.2 Guidelines

Advertising in Park District brochures, website and/or upon Park District property is subject to the following policy and guidelines:

- A. Each sponsor shall indemnify and hold the Park District, its officials, officers, employees, representatives, and agents harmless and assume all liability for

content of advertising, and assume all responsibility for any claims, demands, liabilities, and causes of action of any kind arising from the sponsor's advertising, including attorney's fees and court cost associated with defending against such claims.

- B. All advertising must be truthful. False, deceptive or misleading advertising is not permitted. All advertising must comply with all applicable laws and regulations. Advertising offering premiums or gifts must not misstate their value. Advertising may not infringe and/or otherwise constitute a wrongful use of any copyright, trade or service mark, title, or slogan, registered industrial design, and/or any other right of third party.
- C. If an advertisement contains a testimonial then, upon request, the sponsor shall provide to the Park District documentation that the person making the testimonial has authorized its use in the advertisement. The sponsor must indemnify the Park District against any legal action by any person quoted or referred to in any testimonial advertisement. Such indemnity shall be in a form and substance acceptable to the Park District.
- D. Advertisements advocating or proposing transactions which would constitute unlawful discrimination, or which would be illegal for any other reason, are not permitted. Advertisements which are directed at inciting or producing imminent lawless or discriminatory action and which are likely to incite or produce such action are not permitted. Advertisements containing profanity, defamatory or inflammatory statements directed to any individual or group, including but not limited to statements based on a person's or people's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital or parental status, military discharge status, source of income, or any other basis of discrimination prohibited by federal and/or Illinois law are not permitted.
- E. Advertising for any article, the possession of which is prohibited by Illinois law, is not permitted. Advertising of inherently dangerous products is not permitted. Advertising that encourage persons to refrain from using safety precautions normally used in an activity is not permitted.
- F. Because Park District brochures are disseminated throughout the community and advertisements on Park District property are seen by children, advertising for tobacco products and/or alcohol beverage products is not permitted; advertising for products or services that include massage parlors, escort services and/or matters with sexual overtones is not permitted; advertising containing copy and/or art which portrays violent acts or other graphic violence, including the depiction of bodies, body parts and fetuses which are in states of mutilation, dismemberment, disfigurement and/or decomposition, is not permitted.

- G. No implied or declared endorsement of any product or service by the Park District is permitted.
- H. Use of Park District graphics, explicit Park District representations or indirect references to the Park District or its employees in advertising is not permitted.
- I. No advertisements of a political nature or containing statements of public policy, opinion or public matters are permitted.
- J. All advertising must comply with all applicable laws and with all ordinances, rules, regulations, requirements, and specifications promulgated by the Park District.
- K. All advertising must be produced through a process that ensures reproduction of good quality, on materials of specific quality and size, all according to uniform specifications promulgated by the Park District.
- L. The Park District shall not be liable for errors in advertisements.
- M. The Park District reserves the right to reject any advertising that does not comply with these guidelines. The Park District Executive Director or his designee shall make the final determination as to whether advertising complies with these guidelines.
- N. Except as provided in this section, advertising in Park District brochures, website and/or on other Park District property shall be limited to Park District sponsors who have entered a sponsorship agreement or similar agreement with the Park District and shall be subject to the terms of said agreement and these guidelines. Nothing herein shall be construed as preventing the following:
 - 1. Use of banners, placards, and attended temporary signs in public parks during park hours provided that they do not unreasonably interfere with the public's use of said park and comply with Village of Schaumburg ordinances; and
 - 2. Hand billing and other dissemination of lawful printed material and/or communications in public parks; however, the Park District may limit hand billing to entrances and exits to Park District property and/or from booths during Park District events to avoid unreasonable interference with Park District events and/or the public's use of Park District property.
- O. The Park District Board of Commissioners reserves the right to amend these guidelines at any time.

5.2.10 Film and Photography Policy

In response to the many and varied requests the Park District receives for filming and photographing on park property, the following sets forth the policy on such requests. Fees will be charged by the District at rates established by staff and approved by the Park Board. Fees can be found within the Schaumburg Park District Film/Photography Permit Application.

- A. All film and photography projects conducted by professionals for business or profit-making purposes must have applied for and received an appropriate permit to conduct film shoots or photography sessions on Schaumburg Park District property.
- B. Commercial advertising photography is defined as any professional photoshoot intended as part of product marketing or advertising. Schaumburg Park District reserves the right to reject any permit application intended to market or advertise products deemed inconsistent with the values espoused by Schaumburg Park District.
- C. All film and photography shoots must be scheduled in advance in order to avoid conflict with other public or private uses of the site or facilities.
- D. Permit applications should be submitted at least two (2) weeks prior to the desired date.
- E. A damage deposit and certificate of insurance is required at the time of application for some permits as outlined in the Schaumburg Park District Film/Photography Permit Application.
- F. Full payment is required on or before the day of the proposed shoot. Damage deposit may be applied to the fee at the conclusion of the project.
- G. No permits will be granted for projects which conflict with scheduled Schaumburg Park District programs, events or activities. Site/facility managers reserve the right to reject applications on this basis.
- H. No permitted film or photography project may impede access to public areas by other park users unless exclusive access has been specifically outlined in the permit and/or contract between the permit holder and Schaumburg Park District.
- I. Vehicles are not permitted on trails or in areas normally restricted to visitors unless access has been specifically outlined in the permit and/or contract.
- J. Permit holders may not impact off-trail areas at Spring Valley which are normally off limits to visitors unless permission has been outlined in the permit and/or contract.
- K. Permit holders may not carry onto or consume alcoholic beverages on Schaumburg Park District property.
- L. Smoking or vaping is prohibited throughout all Schaumburg Park District parks.
- M. The following special rules apply at Spring Valley Nature Center and Heritage Farm:

1. Permit holders must carry the approved permit or a staff-issued lanyard on their persons at any time they are present and putting their permit to use at Spring Valley.
2. No amplified music is permitted at Spring Valley.
3. Animals (pets) or bicycles are not permitted at Spring Valley.
4. No open fires are permitted, except within designated fire pit during a shelter rental.
5. Collecting of plants and animals or harvesting of garden produce is not permitted.
6. All film production permit fees apply to normal operating hours (8 a.m.-5 p.m.). There will be an additional charge to cover staff expenses outside of operating hours.

5.2.11 Policy on Closed Session Minutes

It is the policy of the District to follow the Open Meetings Act pertaining to the recording, maintenance, and disposal of the minutes of closed sessions. Specifically, a verbatim audio recording and detailed written minutes will be made for all closed sessions. These records will be preserved in the care of the secretary or their designee. Further, these minutes will be reviewed by the Board of Commissioners at least once every six months to determine if they should be made available to the public. Finally, the recordings (only) will be permitted to be destroyed in compliance with section eight of Ordinance 04-2-2P.

5.2.12 Records Management and Disaster Mitigation Policy

It is the policy of the District to maintain and dispose of records generated and collected by the District per the State Local Records Act. Records, in whatever format, will be stored in an organized fashion for at least as long as required by this Act. If staff in charge of records feels that items are due to be destroyed, they shall coordinate the removal with the Business department which will file the actual request with the State. Only with approval will records be removed and destroyed.

5.2.13 Social Media Policy for the Public

5.2.13.1 Applicability

This policy applies to the use of the Schaumburg Park District (the "Park District") social media accounts by the Public. (This policy does not apply to Schaumburg Park District employees, elected officials or individuals that represent the Park District, and are governed by the separate Schaumburg Park District Social Media Policy for its Employees and Officials.)

5.2.13.2 Purpose

The Schaumburg Park District understands that social networking, such as Facebook and Twitter, have become a common form of communication among residents, media outlets and other stakeholders. Social networks are online communities of people or organizations that share interests and/or activities and use a wide variety of technology to make the interaction a rich and robust experience; while fostering openness and transparency. Using this technology, the Park District has the ability to publish news releases, photographs, highlight events, ordinances and positive media coverage as well as other information that supports the goals and mission of the Park District, and receive public comment on a variety of Park District related topics.

5.2.13.3 Definitions

“Blog”: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log”.

“Page”: The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

“Post”: Content an individual shares on a social media site or the act of publishing content on a site.

“Profile”: Information that a user provides about himself or herself on a social networking site.

“Social Media”: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, LinkedIn), microblogging sites (Twitter), photo and video sharing sites (Instagram, YouTube), wikis (Wikipedia), blogs, and news sites.

“Social Media Account”: Any of the Park District’s accounts on online services that allow for interaction with the Park District, its appointed and elected officials and employees, and the general public.

“Social Networks”: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

“Speech”: Expression or communication of thoughts or opinion in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

“Wiki”: Web page(s) that can be edited collaboratively.

5.2.13.4 Limited Public Forum

The Park District’s social media accounts are limited public forums. The Park District does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on the social media accounts.

5.2.13.5 Content Restrictions

Because communications via the Park District’s social media accounts constitute a limited public forum, the Park District reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Park District’s Executive Director or Director of Communication and Marketing because it is not topically related to the particular subject being commented upon, or is deemed prohibited content based on the criteria defined below, shall be removed from the Park District’s social media account but shall be retained by the Park District within the social media account history in accordance with the State’s record retention schedule along with a description of the reason the specific content was deleted. The Park District social media account content and comments containing any of the following forms of content shall not be allowed for posting:

- A. Any libelous, slanderous, malicious, obscene or otherwise unlawful information or materials of any kind or which involve the privacy or rights of a third party. References to the personality of individuals or personal attacks on individuals will not be permitted.
- B. Harassing, intimidating, threatening, profane or otherwise unlawful materials or content.
- C. Comments not topically related to the particular site or blog article being commented upon.
- D. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- E. Obscene, pornographic, or sexually explicit images, cartoons, jokes or content, or links to obscene, pornographic, or sexually explicit images, cartoons, jokes or content.
- F. Solicitations of commerce or industry.

- G. Personally identifiable information, such as an address, phone number, social security number or other sensitive information.
- H. Comments cannot represent a person other than the one posting the comment.
- I. Links to outside websites.
- J. Content in support of or opposition to political campaigns or ballot measures, or political links.
- K. Conduct or encouragement of illegal activity.
- L. Information that may tend to compromise the safety or security of the public or public systems.
- M. Content that violates a legal ownership interest of any other party.

Users and visitors to the Park District's social media accounts shall be notified that the intended purpose of the site is to serve as a mechanism for communication of Park District news, services and events, and that it is a limited public forum.

5.2.13.6 No Expectation of Privacy

All communications on the District's social media accounts are subject to being accessed and reviewed by the Park District management without notice and may be viewed publicly. Users should not assume that any such communications are or shall remain private.

5.2.13.7 Disclaimer of Liability

The Park District shall not be responsible for any losses or damages resulting from or relating to any use of the Park District's social media accounts which violate this policy. The Park District will not be responsible for any damages whatsoever which individuals or entities may suffer arising from or related to their use of any Park District social media accounts or other Park District electronic information resources, whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, service interruptions or damages to third parties, whether caused by the Park District's negligence, errors or omissions. Users must recognize that the use of the Park District's social media accounts is a limited public forum and that the policies implementing usage are requirements that mandate adherence. The Park District makes no warranties of any kind, whether express or implied, for the Park District social media accounts that is the subject of this policy.

5.2.14 Social Media Policy for Employees and Officials

5.2.14.1 Applicability

This policy applies to all employees, elected officials or other individuals that represent the Schaumburg Park District (the “Park District”) through the use of social media. (This policy does not apply to the public, who are governed by the separate Schaumburg Park District Social Media Policy for the Public.)

5.2.14.2 Purpose

Social media is defined as a media outlet that allows users to generate their own content and share content while networking with other users, including Facebook and Twitter, among others. The purpose of this policy is to provide guidance to employees who represent the Park District and/or its message through the use of social media – via the Park District’s social media program, or personal social media pages. This policy is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools will emerge.

5.2.14.3 Definitions

“Blog”: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log”.

“Page”: The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

“Post”: Content an individual shares on a social media site or the act of publishing content on a site.

“Profile”: Information that a user provides about himself or herself on a social networking site.

“Social Media”: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, LinkedIn), microblogging sites (Twitter), photo and video sharing sites (Instagram, YouTube), wikis (Wikipedia), blogs, and news sites.

“Social Networks”: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

“Speech”: Expression or communication of thoughts or opinion in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

“Wiki”: Web page(s) that can be edited collaboratively.

5.2.14.4 Policy – Park District Social Media Program

The objective of the Park District's social media program is to deliver information to residents and businesses in a timely and/or engaging manner via relevant social networking tools.

5.2.14.4.1 Standards

- A. The Park District's website will be the organization's primary Internet presence. Social media outlets will be supplementary to the organization's website.
 - 1. The best, most appropriate uses of social media tools fall generally into two categories:
 - a. As channels for disseminating time-sensitive information as quickly as possible (e.g., emergency information).
 - b. As marketing/promotional channels, which increase the Park District's ability to broadcast its messages to the most appropriate audience.
 - 2. As much as is practicably possible, content posted to the Park District's social media sites will be available on the Park District's website.
 - 3. Whenever possible, content posted to social media sites should contain links directing users back to the Park District's official website for in-depth information, forms, documents or online services when possible.
 - 4. On any Park District social media site, whenever possible, links to the Park District's official website will be provided.
- B. The Park District's social media program will be managed and executed by the Executive Director or his designee, including management of the design/layout of account(s), posting updates and monitoring any comments/feedback.
 - 1. All authorized individuals granted permission to use these social media outlets are responsible for complying with applicable federal, state, county, local and Schaumburg Park District laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, the First Amendment of the United States Constitution, and privacy and information security policies and protocols established by the Park District or imposed by existing laws.

- C. For any social media sites selected for use, the Park District will use a single account. Additional accounts may be considered after review and approval by the Executive Director. No unauthorized pages are permitted.
- D. Content posted to social media sites will not include:
1. Content in support of or opposition to political campaigns or ballot measures;
 2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 3. Content that conducts or encourages illegal activity;
 4. Information that may tend to compromise the safety or security of the public, employees or public systems;
 5. Content that violates a legal ownership interest of any other party, including any material or content protected by copyright, patent, confidentiality, trade secret, trademark, privacy or other intellectual property or proprietary rights without first obtaining sufficient legal consent or written permission from the owner thereof;
 6. Content that seeks gift support using the Schaumburg Park District's name that is inconsistent with the Park District's Ethics Ordinances;
 7. Content that involves the sharing of personal opinions or highly subjective information;
 8. Content that involves a direct conversation with any individual, organization/affiliate, business, or other outside party;
 9. Any libelous, slanderous, obscene or otherwise unlawful information or materials of any kind or any information which invades the privacy or rights of a third party;
 10. Harassing, intimidating, profane or otherwise unlawful materials or content;
 11. Content that violates any applicable telecommunications license or laws that govern trans-border data flow, i.e., laws dealing with data collection protection, privacy, confidentiality or security;
 12. Anonymous posts;
 13. Solicitations of commerce, industry or to solicit others for activities unrelated to Park District business; or
 14. Obscene, pornographic or sexually explicit images, cartoons, jokes or content, or links to obscene, pornographic or sexually explicit images, cartoons or jokes or content.

Users and visitors to the Schaumburg Park District's social media sites are responsible for their behavior or posting of any commentary regarding the Park District or the contents of the social media site per the guidelines stated within this Policy. Content that contains prohibited material will be deleted.

5.2.14.4.2 Procedure for Posting to Park District's Social Media Program

Should a Park District department wish to post information on a program, upcoming event or other general announcement, a posting request should be forwarded to the Communication and Marketing department. The request should include relevant information (i.e., event name, date, time, location) and any photos, artwork or logos associated with the request. Requests may also include a preferred number of announcements and timing (i.e., two weeks prior to the event, one week prior to the event and the day of the event). If applicable, the request should also include a link to a section of the Park District website where readers can find more information about the topic. Messages will be posted on relevant social channels throughout the week to avoid releasing information all at one time.

5.2.14.4.3 Public Records Law

The Schaumburg Park District is subject to the Illinois Freedom of Information Act.

5.2.14.4.4 Retention

Relevant Schaumburg Park District records retention schedules apply to electronic content that constitutes public records. Public records required to be maintained pursuant to the relevant records retention schedule shall be retained for the required retention period in a format that preserves the integrity of the original record in accordance with the State of Illinois Records Act.

5.2.14.4.5 E-Mail Addresses

E-mail addresses obtained through social media will not be sold or given to private companies or organizations. The information collected is subject to access and confidentiality provisions of the Illinois Freedom of Information Act, the Illinois Local Records Act, as well as Federal laws. E-mail or other information requests sent to the Park District will be maintained in order to respond to the request, forward that request to the appropriate Park District Department(s), communicate updates to the Park District page that may be of interest to citizens, or to provide the Park District with valuable customer feedback to assist in improving the site. Individuals can cancel any future communications at any time.

5.2.14.4.6 Linking

Although most of the content contained on the Park District website or Park District social media or social network, blog, page, profile or post is created by Park District staff and/or officials, there are at times reasonable and desirable needs for links to websites outside the control of the Park District with the approval of the Executive Director. It is the intent of the Park District that its website is not generally available for linkage to an entire class of speakers, but its Park District programs and activities, as well as websites owned and operated by other local, state and federal government organizations.

5.2.14.4.7 E-mail Blasts

Email blasts are defined as e-mail communications sent by the Park District to 50 or more recipients. The Park District will utilize email blasts to provide citizens with information about activities and events going on within the Park District. Email blasts created by the Park District are intended to provide information about the Park District, subject to the following rules:

- A. Content is from a Park District Department or a sponsor to promote a specific activity, meeting, event or ongoing program when it is deemed a community benefit. Preference is given to Park District content.
- B. All email blast users and content group must be approved by the Executive Director or his designee.
- C. Email blasts must comply with the Federal Trade Commission's CAN-SPAM Act and adhere to the Standards set forth in this Social Media Policy.

5.2.14.4.8 Social Networking

The Park District's present and future social media and social networking sites (including, but not limited to, Twitter and Facebook) provide Park District Departments and officials with the ability to have conversations or direct electronic communication with members of the public in relation to the governance of the Park District. These conversations and communications provide the public with the opportunity to submit comments. Submission of comments by the general public constitutes participation in a limited public forum. All future Park District social networking pages, sites and profiles must be approved by the Park District Executive Director before being created.

5.2.14.5 Policy – Personal Social Media Pages

Park District employees, during and after work hours, are representatives of the Park District. The Park District has established the standards below regarding the use of personal social media pages by employees.

- A. If an employee lists the Schaumburg Park District as an employer on a private social media page, careful consideration should be given to posts and photos uploaded to pages.
- B. The Park District logo may not be used by employees on personal social media pages.
- C. Employees should consider customizing their privacy settings to determine what and with whom personal comments are shared.
- D. All Park District rules/policies apply to social media conduct, including any/all anti-harassment and prohibitions on releasing confidential information.
- E. Nothing in this policy shall be deemed or interpreted as governing the private activities of these individuals when using social media websites for their own personal and private use provided that it is clear from such use that they are acting in a personal and private capacity and not for or on behalf of the Schaumburg Park District.
- F. Employees are reminded that Park District rules and policies apply to social media conduct to the same extent as other off-duty conduct.

5.2.14.6 No Expectation of Privacy

All communications via the computer, computer system, e-mail, internet or facsimile transmission, regardless of business or personal nature of the communication, transmitted, received and/or stored using any of the Park District's electronic communications tools are subject to being accessed and reviewed by the Park District management without notice and may be viewed publicly. Users should not assume that any such communications are or shall remain private.

5.2.14.7 Disclaimer of Liability

The Park District shall not be responsible for any losses or damages resulting from or relating to any use of the Park District's communications tools which violate this policy. The Park District will not be responsible for any damages whatsoever which individuals or entities may suffer arising from or related to their use of any Park District electronic information resources, whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions, whether caused by the Park District's negligence, errors or omissions. Users must recognize that the use of the Park District's electronic information resources is a privilege and that the policies implementing usage are requirements that mandate adherence. The Park District makes no warranties of any kind, whether express or implied for the service that is the subject of these guidelines.

5.2.15 Electronic Mail ("E-mail") Retention Policy

5.2.15.1 Purpose

The purpose of this policy is to establish an e-mail policy regarding the retention of certain records by all Park District and employees that create, use, and/or manage e-mail in accordance with the Local Records Act (50 ILCS 205/1 et. seq.) (the "LRA"). Additionally, this policy will set forth some general guidelines as to what constitutes a "public record."

5.2.15.2 Intent

To establish guidelines that will promote the effective capture, management, and retention of e-mail messages which are public records in compliance with LRA. This policy is not intended to discourage the use of e-mail to conduct Park District business, but rather to establish a framework for its proper use as a communications tool. E-mail can still function as a viable, efficient means to conduct business. Consistency, predictability, and reliability in the manner in which the e-mail system is used and in which public records are maintained within the Park District are the primary focuses of this policy.

5.2.15.3 Policy

All Park District records should be inventoried and analyzed for administrative, legal, financial and historical values to ensure that:

- A. Valuable records are adequately preserved; and
- B. Obsolete public records are destroyed in accordance with the below described Record Retention Schedule and after approval is received from the Local Records Commission.

5.2.15.4 Scope

This policy applies to all e-mail and e-mail attachments circulated within the Park District.

5.2.15.5 Definitions

E-mail messages are text documents which are created, stored and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.

Non-public record messages are e-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-public record messages are short-lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose. Examples include:

- A. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, and copies of replies.
- B. Originating office copies of letters of transmittal that do not add any information to that contained in the transmittal material.
- C. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations, etc.).

5.2.15.6 Access and Privacy

Users should take note that the information generated on e-mail may be a public record subject to public inspection.

5.2.15.7 Retention

Generally, e-mail messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public record. Accordingly, public officials (who receive messages through the Park District's website) and employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between public records and non-public record information.

Non-public record messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose

preservation is not necessary or convenient to conduct Park District business. On the other hand, messages determined by users to be public records should be properly preserved and disposed of as specified in the State's records retention schedule and following approval by the Local Records Commission as provided for herein. LRA defines public records to include digitized electronic material, made, produced, executed, or received by the Park District or an elected or appointed official or officer of the Park District pursuant to law in connection with the transaction of public business and preserved or appropriate for preservation by the Park District or officer as evidence of the organization, function, policies, decisions, procedures or activities thereof or because of the informational data contained therein and expressly includes reports and records regarding the obligation, receipt and use of public funds of the Park District, including certified audits, management letters and audit reports. Examples of messages considered to be public records might include policy documents or contract related documents.

Messages and attachments should be reviewed at a minimum of every 15 days and, if they are determined to be public records, archived either digitally or in paper format if unable to store digitally.

The Park District may delete all messages from the server thirty (30) days after they have been opened provided any public records are archived digitally or in paper format if unable to store digitally.

Factors to consider in deciding whether a document is a public record are:

- A. Is it in connection with the transaction of public business (this eliminates all e-mails which do not relate to public business, i.e., personal notes, etc.)?
- B. Is it official documentary material (a draft of a letter vs. the letter itself)?
- C. Is it FOIAable? For example, "preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated" need not be produced under FOIA, "except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." Therefore, unless staff wishes to keep their preliminary drafts, notes, etc., there seems to be no point in keeping these documents and presumably they may be destroyed if paper or deleted if e-mail.
- D. Is the material "appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein"? These would eliminate the necessity of keeping documents which do not reflect the official actions of the Park District, but rather the comments or actions of individuals which reflect not the policy of the Park District but the thought of the individual.

- E. Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the Park District or of just an individual?
- F. Many e-mail documents rapidly become stale and do not reflect “function, policies, decisions, procedures, etc.” when a matter is finalized. Therefore, only the final document need be kept.
- G. Are the records duplicative? Only one copy need be retained.

NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does fall within one of FOIA’s exemptions or is otherwise exempt from disclosure by law. Accordingly, a systematic deletion program that eliminates obsolete documents should be implemented in conjunction with the system administrator.

5.2.15.8 Examples of E-Mails that Generally Constitute Public Records

- A. E-mail created or received by Park District employees and/or officials at the Park District in connection with Park District business.
- B. E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with Park District business.

5.2.15.9 Examples of E-Mails that Generally do not Constitute Public Records

- A. Personal e-mail messages and announcements not related to Park District business
- B. Copies or extracts of documents e-mailed for convenience or reference
- C. Internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.).
- D. E-mails containing drafts, notes or inter-office memoranda that are not retained by the Park District in the ordinary course of business.

5.2.15.10 Examples of E-Mails that may Constitute Public Records

- A. E-mail that provides substantive comments on an action taken by the Park District (i.e., comments that add to a proper understanding of the execution of the final Park District action).
- B. E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the Park District’s files.

5.2.15.11 Responding to FOIA Requests

If an e-mail does fall within the definition of a public record it may not be deleted, except as provided in the Record Retention Schedule and following written approval from the Local Records Commission unless the record has been retained in accordance with the procedures herein. Further, these e-mails should be reviewed prior to release under the Freedom of Information Act (5 ILCS 140/1 et. seq.) ("FOIA") so that any exempt information contained in them may be redacted. Finally, if the e-mail falls within one of the FOIA exemptions, or is otherwise exempt by law from disclosure, it need not be produced. All FOIA requests must be responded to in accordance with the requirements of FOIA and the Park District's Ordinance Regarding Freedom of Information Requests.

If in doubt as to whether an e-mail message is a public record or contains exempt information, contact the Park District Attorney.

5.2.15.12 Copy of Record

Where e-mail communication is between a sender and a recipient, who are both employees and/or officials of the Park District, the sender's copy is designated as the copy of record. In other words, it is the sender's copy to which any retention requirements would apply. All other copies are merely "duplicates" and can be disposed of at will. Cases where this principle does not apply include e-mail received from other agencies or from the public.

5.2.15.13 Review

A periodic review of this Policy shall be undertaken to keep the Policy current with best practices and new technology.

5.2.16 Succession Policy

In the event the Executive Director designates a temporary successor or is otherwise unable to fulfill duties, the chain of succession shall be the Deputy Director, the Director of Operations, the Director of Human Resources, and then the Director of Parks and Planning, in that order. Note, however, that in the event of an emergency or other urgent situation, the Executive Director should be reached by phone. Further, in a crisis situation, the Emergency Operations Plan and Business Continuity Plan will also be consulted and implemented where appropriate.

In addition, the chain of succession for department heads is:

The Controller will fill in for the Deputy Director, the Superintendent of Facility Operations for the Director of Operations, the Human Resources Generalist for the

Director of Human Resources, the Park Planner for the Director of Parks & Planning, the Communications Assistant for the Director of Communications and Marketing, and the Head Golf Professional for the Director of Golf Operations.

5.2.17 Professional Staff Policy

It is the policy of the District that professional, appropriately degreed and certified individuals be recruited and selected for District jobs whenever possible. "Professional" shall include experience and training in the field and/or a four year college degree in the field of Parks and Recreation. Certifications such as Certified Parks and Recreation Professional (CPRP) are also required where appropriate.

5.2.18 Consultant Retention Policy

The Board may retain, or authorize the Executive Direct to retain, consultants and other independent contractors, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties and services and compensation. Such consultants may be required due to specialized skills or the retention of such constitutes a more cost effective solution to completing a project or study. The process of retention will be in compliance with the Illinois Park Code, section 8-1(c), concerning bid requirements unless the service required is so specialized that bids are deemed impractical.

5.2.19 Salary Range Policy

It is the policy of the District to establish and maintain fair and competitive pay for all positions within the District. This policy will be accomplished through the establishment of salary ranges for each position, with these ranges reflecting both market and comparable positions outside of the District. The Board is responsible for approving part-time and full-time pay ranges that are fiscally responsible, competitive with external job market, and ensure equity and fairness in pay and pay actions. Once ranges are established, they will be maintained as follows:

- A. All ranges will be reviewed at least annually and may be adjusted as necessary based on changes in labor market conditions, economic factors, and the Park District's financial conditions.
- B. Regardless of the above, the Board will annually approve the full-time salary structure and rates of pay as part of the budget review meeting.

5.2.20 Employment of Relatives

Family relationships in the workplace can create the perception of favoritism, questions regarding impartiality of workplace decisions and the potential for conflicts of interest.

For this reason, the Park District prohibits the hiring of any relative of a an Assistant Superintendent level or higher employee, as well as a current Park Board Commissioner.

Employees at the level of Assistant Superintendent or higher (including the Executive Director, Deputy Director, and equivalent leadership roles) are prohibited from having any relative employed by the Schaumburg Park District in any capacity—full-time, part-time, or seasonal.

This restriction applies regardless of whether a direct supervisory relationship exists. The intent of this prohibition is to preserve organization integrity, public trust, and impartiality in leadership decision-making.

Employees below the level of Assistant Superintendent may have relatives employed by the Schaumburg Park District under the following conditions:

- The employee does not directly or indirectly supervise their relative.
- The employee has no influence over the relative's hiring, evaluation, compensation, scheduling, or discipline.
- The employee and their relative do not work in the same department or facility if doing so would create a potential or perceived conflict of interest.
- If a conflict arises, the District will make reasonable efforts to reassign one of the employees to another department or position if a suitable vacancy exists. If reassignment is not possible, one of the employees must resign within 90 days.
- The District reserves the right to determine which employee will remain employed.

The Park District prohibits the hiring of any relative of a current Park Board Commissioner. Should an existing employee become related to a sitting Commissioner (through marriage or other legal means), either the employee or Commissioner will be required to resign within 90 days from the beginning of the Commissioner's term to prevent a conflict of interest.

The District permits the hiring of related part-time employees, provided no direct or indirect supervisory relationship exists. Relatives of part-time employees are ineligible for full-time employment unless the conflict under this policy is resolved. If a part-time employee becomes related to a full-time employee after hire in a manner that creates a conflict, the same 90-day reassignment or resignation provision will apply.

Employees and Board members may not influence or attempt to influence the hiring, promotion, transfer, or employment decisions concerning any individual with whom they have a familial relationship or personal interest.

For purposes of this policy, a relative includes the following relationships, whether established by blood, marriage, civil union, or other legal action, and includes step- and generational relationships: spouse, civil union partner, parent, grandparent, sibling, child, aunt, uncle, niece, nephew, first cousin, or any other relative living in the employee's household.

All applicants and employees must disclose any familial relationships with current Park District employees or Commissioners at the time of application or immediately upon becoming aware of a new relationship. The Human Resources Department will review such disclosures for compliance and determine whether reassignment or other measures are required.

If two employees become related during employment in a manner that conflicts with this policy:

1. They may not work in the same department or facility.
2. One may not directly or indirectly supervise the other.
3. One may not participate in personnel-related decisions concerning the relative.

If these conditions cannot be satisfied through reassignment, one of the employees must resign within 90 days. Failure to comply may result in disciplinary action, up to and including termination, at the District's discretion.

5.2.21 Identity Protection Policy

5.2.21.1 Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5ILCS 179/1 *et seq.* The Identity Protection Act requires Schaumburg Park District (the "District") to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require the District and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

5.2.21.2 Definitions

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

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the Board of Park Commissioners of the District.

“District” means the Schaumburg Park District.

“Person” means any individual in the employ of the District.

“Policy” means this Identity-Protection Policy.

“Publicly post” or *“publicly display”* means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose or purposes for which the District is collecting and using an individual’s SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this Policy.

5.2.21.3 Statement of Purpose

The District shall provide an individual with a Statement of Purpose (Attachment 1) anytime an individual is asked to provide the District with his or her SSN or if an individual requests it.

5.2.21.4 Prohibited Activities

- A. Neither the District nor any person may:
1. Publicly post or publicly display in any manner an individual’s SSN.
 2. Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
 3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
 4. Print an individual’s SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed.

Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

- B. Except as otherwise provided in below or unless otherwise provided in the Act, neither the District nor any person may:
 - 1. Collect, use, or disclose a SSN from an individual, unless; (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the document need and purpose.
 - 2. Require an individual to use his or her SSN to access an Internet website.
 - 3. Use the SSN for any purpose other than the purpose for which it was collected.
- C. The prohibitions in above do not apply in the following circumstances:
 - 1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 - 2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 - 3. The collection, use or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons

committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

5.2.21.5 Coordination with The Freedom of Information Act and Other Laws

The District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

5.2.21.6 Limited Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on proper handling of information that contains SSNs from the time of collection through destruction of the information.

5.2.21.7 Embedded Social Security Numbers

Neither the District nor any person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID

technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

5.2.21.8 Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

- A. The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
- B. Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule or regulation permits.

5.2.21.9 Availability of Policy

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees via the employee intranet and any member of the public via the District's website, parkfun.com.

5.2.21.10 Amendments

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

5.2.21.11 Effective Date

This Policy became effective June 1, 2011, other than the Embedded Social Security Numbers section which became effective on March 10, 2011.

ATTACHMENT 1 OF IDENTITY PROTECTION POLICY

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE SCHAUMBURG PARK DISTRICT

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

Why do we collect your Social Security number?

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

- IL-W-4 Employee's Withholding Allowance Certificate
- Federal Form W-4 Employee's Withholding Allowance Certificate
- Form I-9 – Employment Eligibility Verification
- Criminal Background Check Form
- Illinois Dept. of Employment Security New Hire Reporting Form
- PDRMA Health Eligibility Form
- PDRMA Health Program Coordination of Benefits Form
- Standard Insurance Company Enrollment & Change Form (Voluntary Life)
- Illinois Form 45: Employer's First Report of Injury (Worker's Comp)

What do we do with your Social Security Number?

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

We will not:

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

Questions or Complaints about this Statement of Purpose

Write to: SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS 60193

5.2.22 Mandated Reporter Policy

It is the policy of the Schaumburg Park District that all employees upon employment sign and date an Illinois Department of Children and Family Services Acknowledgement of Mandated Reporter Status form. This form affirms that the employee has read a statement informing them of their reporting requirements under the Abused and Neglected Child Reporting Act. The forms are signed by all employees and put in the Schaumburg Park District personnel files.

5.2.23 Travel and Per Diem Policy

To support the mission of the District, employees and Park Board members may need to travel for business or education related functions. This policy outlines the procedures for covering travel and lodging expenses, ensuring efficient and responsible use of resources.

A. Per Diem Allocations

The District provides a per diem allocation equal to the Federal Government Services Administration rates for the destination city. This is to cover meals, tips, phone calls, and other incidental expenses incurred during District-approved functions where travel is required. For example, Chicago is \$79/day, Atlanta is \$74/day and Springfield is \$59/day.

Per Diem is intended for overnight travel. For travel requiring only leaving and returning the same day, expensed will be reimbursed upon submission of receipts.

B. Approval Process

Department Heads must pre-approve functions for per diem allocations, with final approval by the Director of Finance. Employees must submit a Travel Approval Form, available on the District intranet, at least two weeks before the planned travel.

C. Reimbursement for Non-Per Diem Expenses

Functions not qualifying for per diem may still receive reimbursement for actual costs if budgeted and approved in advance. These costs include direct expenses such as registration, transportation, lodging, rental cars (and fuel), parking and tolls, which are reimbursed through District purchasing procedures after submission of a detailed Expense Report Form.

D. Economical Travel Planning

Travel should be planned well in advance, aiming for the lowest economy class airfare or train fare.

Accommodations should be at hotels designated by the function's sponsoring organization, ensuring the lowest available rate.

Rental cars are approved when other transportation means are impractical. Employees are encouraged to use intermediate or small cars and share them to reduce costs.

E. Per Diem and Expense Reporting

Per diem does not require receipts, but all other reimbursable expenses do. Employees must submit an Expense Report Form within two weeks of returning from travel.

Per diem will be the only funds given to reimburse employees for expenses described in section A above.

F. Policy Compliance

Non-compliance with this policy may result in disciplinary action, including but not limited to the denial of future travel requests or reimbursement claims.

The Finance Department will conduct regular audits on travel expenses to ensure adherence to this policy.

G. Support and Questions

For any questions regarding this policy or assistance with travel arrangements, employees should contact the Executive Director's Administrative Assistant.

A Frequently Asked Questions (FAQ) section is available on the District intranet to help address common inquiries and clarify policy details.

H. Policy Review and Adjustment

Per diem rates will be reviewed annually to ensure they align with current costs. Any adjustments will be communicated to all employees.

Conclusion This policy is designed to facilitate the necessary travel and educational activities of District employees while managing expenses responsibly. Compliance with these guidelines ensures that District funds are used effectively, benefiting both the employees and the organization.

5.2.24 Wellness Policy

An employee's professional productivity, job satisfaction, performance and morale are directly related to the level of their health and well-being. In acknowledgement of this, the Schaumburg Park District is committed to providing an environment that promotes and protects health, well-being and the ability to learn by fostering such dimensions of wellness as physical, occupational, social, intellectual, and emotional health. Such efforts will include wellness programs, health screenings and health brochures.

5.2.25 Schaumburg Golf Club and Walnut Greens Policy Regarding Complimentary Golf During Non-Peak Hours

5.2.25.1 Peak Hours

For purposes of this policy, "peak hours" means from the opening of the golf course until 11:59 a.m. on Saturdays, Sundays and holidays.

5.2.25.2 Non-Peak Hours

For purposes of this policy, "non-peak hours" and "non-peak times" means any time Monday through Friday, and from 12:00 noon to the closing of the golf course on Saturdays, Sundays and holidays.

5.2.25.3 Current Board Members

Commissioners are permitted to make reservations and to golf (with cart) during non-peak hours at no cost. A Commissioner's immediate family members are permitted to golf with the Commissioner during non-peak hours and may golf once per week (with cart) unaccompanied by the Commissioner during non-peak hours at no cost. Commissioners are also given twelve (12) individual guest passes (with cart) per year for the Schaumburg Golf Club and Walnut Greens, or either of them, for distribution to individuals for the purpose of promoting the courses. Commissioner's escorted guests who are non-residents (up to 3 per round) will be charged resident rates. Commissioner's escorted guests who are residents (up to 3 per round) will be charged the lowest available rate. Any requests received by a Commissioner from a charity for golf shall be forwarded to the Executive Director. Approved charity requests will be sent out on behalf of the District.

Commissioners may reserve permanent tee times for themselves and up to three guests during non-peak hours. Commissioners may not reserve permanent tee times for themselves or their guests during peak hours, unless they pay the regular fee therefor, and agree to pay and in fact pay the full resident greens fee for himself or herself. A cart

will be provided to Commissioners at no cost during peak hours provided there are a sufficient number of carts then available to the public, otherwise the Commissioner shall also pay for the cart at the regular charge therefor. During peak hours Commissioners' escorted guests who are non-residents (up to 3 per round) will be charged resident rates, and the cart fee for a second cart (if applicable). Commissioners' escorted guests who are residents (up to 3 per round) will be charged the lowest available rate, and the cart fee for a second cart (if applicable).

5.2.25.4 Past Board Members

A past Board member with less than eight (8) years of service will receive twelve (12) complimentary rounds of golf (with cart) during non-peak hours per year. Escorted guests who are non-residents (up to 3 per round) will be charged resident rates. Escorted guests who are residents (up to 3 per round) will be charged the lowest available rate.

A past board member with eight (8) or more years of service will receive one (1) complimentary round of golf (with cart) per week during non-peak hours, and their respective immediate family member(s) will receive a complimentary round of golf during non-peak hours if and when accompanied by the former Commissioner. Escorted guests other than immediate family members who are non-residents (up to 3 per round) will be charged resident rates. Escorted guests other than immediate family members who are residents (up to 3 per round) will be charged the lowest available rate.

5.2.25.5 Executive Director

Executive Director has full golf and cart privileges for guests and immediate family at any time at no cost. Executive Director will have full access to complimentary golf coupons for purposes of promotion of the Schaumburg Park District. Executive Director will approve charity golf donations and complimentary golf requests. Executive Director will be empowered to host more than three guests per round accompanied or unaccompanied to promote the Schaumburg Park District. The Executive Director's spouse may golf (with cart) during non-peak times at any time at no cost. Escorted guests of the Executive Director's spouse who are non-residents (up to 3 per round) will be charged resident rates. Escorted guests of the Executive Director's spouse who are residents (up to 3 per round) will be charged the lowest available rate.

A past Executive Director may golf at any time with up to three (3) escorted guests, with up to two (2) carts, at no cost, and said past Executive Director's spouse or civil union partner may golf at any time with a cart without any guests at no cost pursuant to an existing contractual obligation.

5.2.25.6 Schaumburg Park District Committees

Joint Advisory and Finance Committee members may request for themselves six (6) weekday (Monday through Friday) golf rounds during non-peak hours (no cart) per season at no cost.

5.2.25.7 Schaumburg Park Foundation

Foundation Trustees (who are not current Park Commissioners) may request either:

- A. Premium Plus Family Pass at no cost; or
- B. Twelve (12) seasonal golf passes to Schaumburg Golf Club or Walnut Greens (weekdays with cart) plus an individual Combo Pass (CRC and MCR Fitness and The Water Works) at no charge.

5.2.25.8 Full-Time Park District Staff

The Deputy Director can golf during non-peak times with cart and have up to three (3) escorted guests at no cost. Immediate family of the Deputy Director may golf with cart during non-peak times at no cost.

A Department Head can golf during non-peak times with cart and have up to three (3) escorted guests at no cost. Immediate family of a Department Head may golf with cart during non-peak times at no cost.

SPD full-time staff can golf during non-peak times at no cost. Immediate family or live-in tenant and escorted guests of a full-time staff member can golf at any time provided they pay the applicable resident fee for the day and time they golf.

5.2.25.9 Schaumburg Golf Club Part-Time and Seasonal Golf Staff

Schaumburg Golf Club part-time and seasonal staff are eligible for golf privileges at a discounted rate or at no cost. Numbers of golf passes received is dependent upon the number of days worked per week. Employee cost is dependent upon the number of hours worked per season. Benefit details can be found in the Golf Department Standard Operating Procedures Manual and the Internal Benefits for Schaumburg Golf Club Staff documents.

5.2.25.10 PGA Golf Professionals and GCSAA Superintendents

PGA Professionals and GCSAA Superintendents may play SGC/WG with a cart providing they contact the club professional or superintendent. The privilege is extended to them only.

This privilege is extended during non-peak times.

5.2.25.11 Professional Golf Staff

The Director of Golf Operations and the Head Golf Professional have golf and cart privileges for themselves and for their guests and immediate family at no cost at any time.

The Director of Golf Operations has the ability to extend complimentary golf to organizations, outings and customers (excluding Commissioners, Commissioners' guests, employees, employee guests, Schaumburg Park District committee members or Schaumburg Park Foundation members in contravention of this policy), to promote the Schaumburg Park District and SGC/WG at any time during peak hours or non-peak hours.

The Golf Course Superintendent can golf, with cart, with up to three (3) guests, and his or her immediate family, at no cost during non-peak times.

The Golf Course Superintendent can extend golf privileges to area superintendents at no cost during non-peak times. The Professional Golf Staff (i.e., Schaumburg Park District Golf Pros) may golf with cart and may have up to three (3) escorted guests during non-peak times at no cost.

5.2.25.12 Ala Carte Entertainment

Ala Carte Entertainment will receive a maximum of 25 complimentary coupons per season. All Ala Carte employees will need a complimentary coupon for golf, no signing privileges.

5.2.25.13 Complimentary Golf and Golf Coupons

Complimentary golf coupons will be limited to weekdays. The Executive Director will send out complimentary golf coupons that are approved for donation. Complimentary golf coupons include an expiration date. Any existing/outstanding complimentary golf coupons will be valid at the discretion of the Executive Director and/or the Director of Golf Operations.

5.2.26 Non-Discrimination, Anti-Harassment and No Sexual Harassment Policy

The Schaumburg Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials or others. Actions, words, jokes, or comments based on an individual's gender, sexual orientation, color, disability, race, national origin, age, religion, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of sex, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

The Park District takes complaints seriously, and any employee engaging in any form of conduct, including harassment or sexual harassment, that violates this policy will be subject to disciplinary action, up to and including dismissal.

Unprofessional conduct is unacceptable not only in the workplace but also any work-related setting outside the workplace, such as during work-related meetings, conferences, training programs, trips, and social events.

Even conduct which does not rise to the level of unlawful harassment is still prohibited by this policy.

5.2.26.1 Annual Training Requirement

In accordance with the Illinois Human Rights Act and Public Act 101-0221, all employees must complete annual sexual harassment prevention training, which shall include:

- A. an explanation of sexual harassment;
- B. examples of conduct that constitutes unlawful sexual harassment;

- C. a summary of relevant state and federal laws prohibiting sexual harassment and the remedies for violations of these laws; and
- D. a summary of the employer's responsibility to prevent, investigate, and correct sexual harassment.

5.2.26.2 Prohibited Harassment

Harassment may occur as a result of conduct that:

- A. Denigrates or shows hostility or aversion toward an individual (or that of his/her relatives, friends, or associates) because of a legally protected actual or perceived class such as race, color, religion, sex, age, national origin, marital status, military or veteran status, pregnancy, disability, sexual orientation, or any other class protected by law; AND
- B. Has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities; OR
- C. Has the purpose or effect of creating an offensive, intimidating, or hostile work environment.

5.2.26.3 Examples of Harassing Conduct

Harassing conduct includes, but is not limited to:

- A. epithets, offensive jokes, slurs or negative stereotyping;
- B. taunting, badgering, or stalking;
- C. displaying or distributing offensive material (including email, text messages, flyers, posters, etc.)
- D. threatening words/deeds, intimidation or hostility (bullying);
- E. graphic or degrading comments about an individual or the individual's appearance;

5.2.26.4 Prohibited Sexual Harassment

This policy specifically forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature and regardless of whether the individual being harassed is of the same or different gender. Sexual harassment may occur as a result of unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature:

- A. When submission to the conduct is made a term or condition of employment or used as a basis for employment decisions (either implicitly or explicitly); OR

- B. That substantially and unreasonably interferes with an individual's work performance; OR
- C. Creates an offensive, intimidating, or hostile work environment.

5.2.26.5 Examples of Sexual Harassment

Sexual harassment may include subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- A. unwanted sexual advances or requests for sexual favors;
- B. sexual jokes and innuendo;
- C. verbal abuse of a sexual nature;
- D. commentary about an individual's body, sexual prowess or sexual deficiencies, or asking questions about sexual conduct;
- E. leering, catcalls or touching, like patting, hugging, pinching, or brushing against a person;
- F. repeated requests for dates, stalking;
- G. insulting or obscene comments or gestures;
- H. displaying or distributing sexually offensive material (including email and text messages)
- I. other physical, verbal or visual conduct of a sexual nature.

5.2.26.6 Reporting Procedure

All employees are encouraged to promptly report incidents of harassment and sexual harassment, regardless of who the offender may be or whether or not you are the intended victim. Any supervisory employee who becomes aware of any harassment or sexual harassment must immediately advise Human Resources.

Employees are expected to come forward promptly and report any violations of this policy before the alleged offending behavior becomes severe or pervasive.

Employees should promptly report the offending behavior to their immediate supervisor or Department Head (both of which will notify Human Resources) or directly to Human Resources. If any of these employees is the offender, condones the problem or ignores the problem, employees should report to the Executive Director. If the Executive Director is the offender, condones the problem, or ignores the problem, employees should report to the Park Board President who will promptly consult the Park District Attorney. If a Park Commissioner is the offender, employees should report to the Executive Director who will promptly consult with the Park District Attorney.

5.2.26.7 Harassment Allegations Against Non-Employees/Third Parties

If an employee makes a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, Human Resources will investigate the incident(s) and take appropriate responsive action.

5.2.26.8 The Investigation

All complaints will be investigated promptly and every effort will be made to conduct the investigation in a confidential manner; however, because the investigation may include individual interviews with the parties involved and witnesses, it is impossible to guarantee absolute confidentiality. The Park District also reserves the right to use third parties to investigate.

5.2.26.9 Elected Official Complaint Process

The Park District promotes civility and respectful interactions at all levels of the organization. Elected officials are prohibited from engaging in harassing behavior toward Park District employees. Elected officials also are expected to treat each other in a manner consistent with the Park District's no-harassment policy. Any elected official who believes he or she has experienced behavior by another elected official that is inconsistent with the Park District's policy against harassment may notify the Park Board President or (if the Park Board President is the alleged harasser, to the Executive Director). After receipt of the complaint, an investigation will be initiated through the use of an independent third party investigator experienced in investigating workplace harassment complaints.

5.2.26.10 Responsive Action

The Park District may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. Based on the facts and circumstances of each situation, the Park District will determine what constitutes harassment or sexual harassment in violation of this policy. Once a complaint has been thoroughly investigated, the Park District may conclude that a violation of this or other Park District policy occurred, or that no violation of policy occurred or that the Park District cannot conclude whether or not a violation occurred. Responsive action may include training or re-training, referral to counseling, and/or disciplinary action, up to and including discharge.

It is critical in establishing a workplace free of harassment that a victim of an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found

to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

5.2.26.11 Retaliation Is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or harassment whether internally or with an external agency, or files a charge of discrimination or harassment or provides information in a proceeding related to violations of discrimination or harassment laws. Retaliation against an individual is a serious violation of this policy and, like harassment itself, is grounds for disciplinary action, up to and including discharge. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Anyone experiencing or witnessing any conduct he or she believes to be discriminatory or retaliatory should immediately report such conduct using the complaint procedure set forth above. Employees may also be able to seek relief for such retaliatory conduct under the Illinois Whistleblower's Act and the Illinois Human Rights Act.

5.2.26.12 Recourse to EEOC, IDHR & HRC

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. Employees may also contact the following agencies regarding a harassment complaint within 300 days of the date the alleged harassment took place:

Illinois Department of Human Rights
100 W. Randolph Street, Suite 10-100
Chicago, IL 60101
(312) 814-6200

Illinois Human Rights Commission
100 W. Randolph Street, Suite 5-100
Chicago, IL 60101
(312) 814-6269

Equal Employment Opportunity Commission
230 S. Dearborn St., Suite 1866
Chicago, Illinois 60604
800-669-4000

The Department of Human Rights investigates complaints of harassment under Illinois law and determines whether there is substantial evidence to support a charge of discrimination. The Illinois Human Rights Commission adjudicates complaints of harassment under Illinois law to determine whether a violation of the Illinois Human Rights Act has occurred. Similarly, the EEOC investigates complaints of harassment under federal law, and determines whether there is substantial evidence to support a charge of discrimination.

5.3 RECREATION OPERATIONS POLICIES

5.3.1 Recreational Programming Policy

It is the policy of the District to create, plan, organize and/or implement recreational programs and leisure services that service the largest constituent base possible. Important components of the programming will include variety for participants and inclusion for special needs to the fullest reasonable extent possible. Appropriate staff will periodically, but at least annually, review the mix of programs and services being offered to the community to ensure current needs are being met.

5.3.2 Statistics Analysis for Recreational Policy

The District will regularly and routinely gather and analyze statistical data pertinent to the effective management of leisure services to our constituents. This data collection will be done with the goal of providing the best customer service possible. It will also be gathered to ensure the proper mix of services is offered to the community on a cost effective basis.

5.3.3 Program Evaluation Policy

It is the policy of the Schaumburg Park District to encourage participants in recreation program areas to complete evaluation forms. These forms provide feedback to program supervisors for improvements and changes. Program evaluation statistics are compiled quarterly and forwarded to the Director of Operations and Executive Director. Evaluation feedback is also forwarded to the Communication and Marketing department in order for them to better evaluate the effectiveness of the marketing plan.

5.3.4 Cooperative Operations Policy

It is the policy of the District that, whenever possible, it may establish arrangements, understandings, contracts or leases with other organizations (either government, not-for-profit, or for-profit) in order to provide the most effective recreational service

delivery possible. Such relationships must provide a benefit such as efficiency, serving an unmet public need, a cost benefit, or other advantage as determined by the Board and staff.

5.3.5 Youth Weight Room Usage Policy

In order to encourage fitness among young people, it is the District's policy that individuals 12 or 13 years old can use Schaumburg Park District fitness centers after completing a two-hour education program. The education program is a combination of classroom work and hands-on instruction in the fitness center. There is a nominal charge for the class to offset the cost of personal trainer instruction. Class is offered twice a month. A code of conduct needs to be signed by child and parent. Individuals who pass the course are flagged in the computer system so the counter staff can identify those who have passed the course. 12 and 13-year-olds are wrist banded while working out. Note that individuals 14 and over using fitness centers do not fall under this policy.

5.3.6 Soccer Goal Safety and Education Policy

5.3.6.1 Introductions 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, 430 ILCS 145 (the "Act"). The Act required Schaumburg Park District to create a policy to outline how it will specifically address the safety issues associated with movable soccer goals.

5.3.6.2 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, 460 ILCS 145.

"Authorized Personnel" means Permitted Users and all District employees who have responsibility for or contact with Movable Soccer Goals.

"Board" means the Board of Commissioners of the District.

"District" means Schaumburg 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 form of support or restraint other than pegs, stakes, augers, counter-weights, 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 the employees, agents, coaches and volunteers of an organization that use Property for Soccer-Related Activities who have been authorized by the District to move and secure Movable Soccer Goals in accordance with Attachment 1 and have signed Attachment 4.

“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 and the like.

5.3.6.3 Moving and Securing Movable Soccer Goals; Warning Labels

Prior to the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District and Authorized Personnel shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only the District and 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 PERSONNEL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT SCHAUMBURG PARK DISTRICT AT 847-985-2115. SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.

5.3.6.4 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. A sample notice is attached hereto as Attachment 2.

5.3.6.5 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, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the District of the location of the goal.

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 U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. A sample notice is attached as Attachment 2.

5.3.6.6 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.

5.3.6.7 Off Season

At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals to a secure location or place the soccer goals face to face and chain them together or continue to inspect the goals and make sure that they are properly anchored during the off season per Attachment 1.

5.3.6.8 Acquisition of Tip-Resistant Movable Soccer Goals

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 19 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing

provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

5.3.6.9 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 10/1-101 *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.*

5.3.6.10 Availability of Policy

All District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy. This Policy will be attached to soccer field rental permits and contracts.

A copy of the Policy is available to all other employees via the District's employee intranet and website and any member of the public via the District's website, parkfun.com.

5.3.6.11 Amendments

This Policy may be amended by the District at any time.

5.3.6.12 Effective Date

This Policy becomes effective September 8, 2011.

5.3.6.13 Attachments

ATTACHMENT 1 OF SOCCER GOAL SAFETY AND EDUCATION POLICY

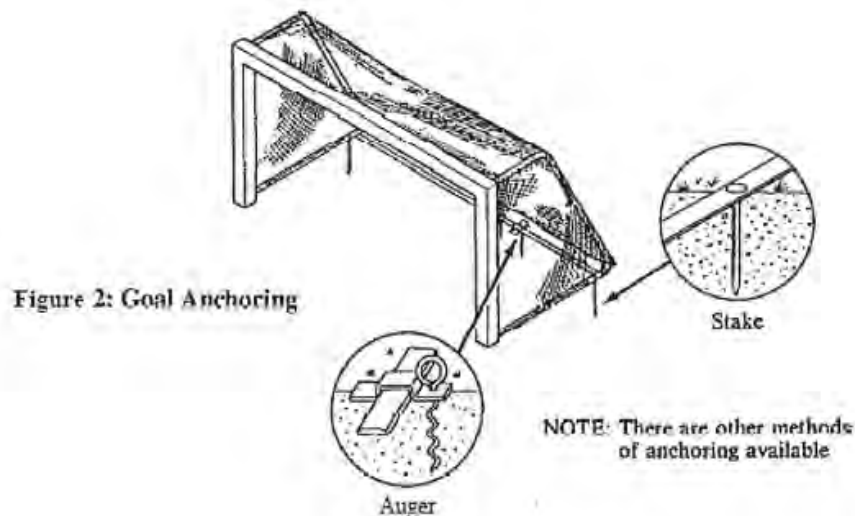
Note: The following guidelines are taken from the U.S. Consumer Product Safety Commission (CPSC) recommendations for Anchoring/Securing/Counterweighting goals. It is advisable to adapt Attachment 1 to the extent the recommendations are appropriate to a District's particular situation.

GUIDELINES FOR SAFELY SECURING MOVABLE SOCCER GOALS

According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored/counterweighted Movable Soccer Goal is much less likely to tip over. Accordingly, it is imperative that all movable soccer goals are always anchored properly (e.g., see Figure 2 below) and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible. There are several different ways to secure a Movable Soccer Goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. Each goal shall be secured in accordance with the appropriate anchoring system as set forth below.

In addition, warning labels required by the District's Soccer Goal Safety and Education Policy will be attached to each goal. Nets shall be secured to posts, crossbars, and backdrops with tape or Velcro straps, net clips and zip ties at intervals of no less than one every four feet.

Illustrations and Recommendations according to The U.S. Consumer Product Safety Commission

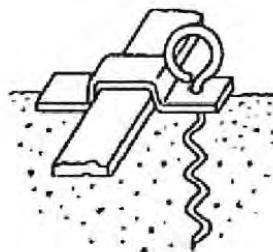


Anchor Types

1. Auger Style

This style anchor is “helical” shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer’s specifications, the weight of the goal, and soil conditions.

Figure 3.1: Auger Style Anchor



2. Semi-permanent

This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (Figure 3.2a) of semi-permanent anchor connects the underground base to the soccer goal by means of two tethers. Another design (Figure 3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

Figure 3.2a: Semipermanent Anchor

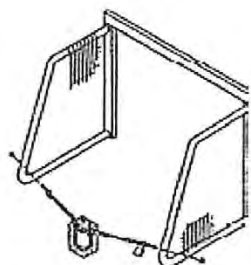
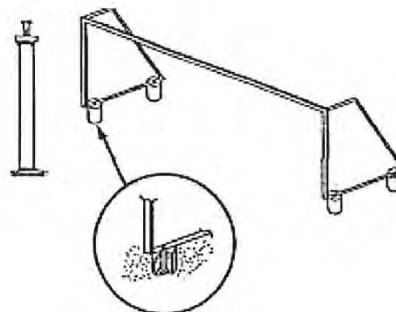


Figure 3.2b: Semipermanent Anchor



3. Peg or Stake style (varying lengths) Anchor

Typically, two or four pegs or stakes (more for heavier goals) are used per goal (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledgehammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.

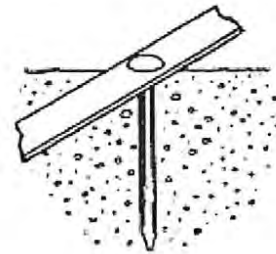


Figure 3.3: Peg or Stake Style Anchor

4. J-Hook Shaped Stake Style

This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

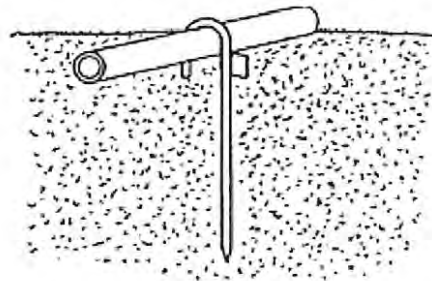


Figure 3.4: J-Hook Anchor

5. Sandbags/Counterweights

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface cannot be penetrated by a conventional anchor (i.e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.

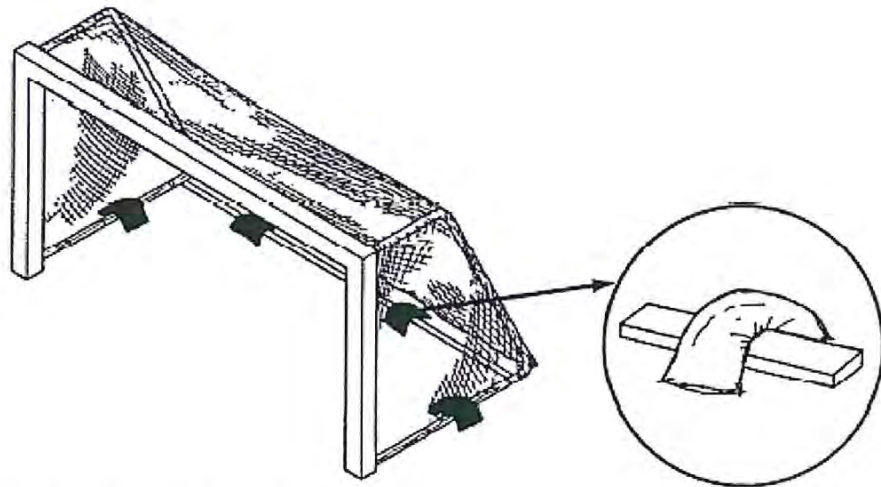


Figure 3.5: Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

6. Net Pegs

These tapered, metal stakes should be used to secure only the net to the ground (Figure 3.6). Net pegs should NOT be used to anchor the Movable Soccer Goal.

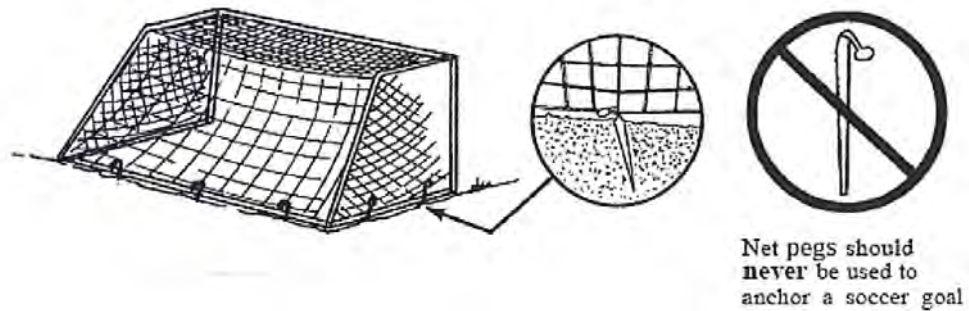


Figure 3.6: Net Pegs

ATTACHMENT 2 OF SOCCER GOAL SAFETY AND EDUCATION POLICY

SAMPLE NOTICE

JANUARY 1, 2021

TO WHOM IT MAY CONCERN:

All parents and guardians of soccer players:

One of the Park District's primary objectives is that children have safe recreation areas. To that end, soccer goals should remain securely anchored to the ground and nets firmly attached to the goals.

In an effort to keep the goals and nets secure and children safe, you are required to advise your children/soccer players and any other person accompanying you for whom you are responsible that the following is strictly prohibited: moving any soccer goals and any use of a soccer goal that is inconsistent with soccer-related activity, including without limitation, playing, climbing, or hanging on any part of the soccer goal. This especially applies to children climbing on or hanging from nets or goal frames. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.


If you observe any child inappropriately using a soccer goal or net, immediately and politely ask the child to stop. If the activity continues, please notify a coach or referee as soon as possible. Players violating this rule may be forced to sit out, at the coach's discretion.

Finally, if you see any soccer goal that is not anchored down or any net that is not firmly secured to the goal, please notify a coach or referee immediately.

Sincerely,

Schaumburg Park District
847-985-2115

ATTACHMENT 3 OF SOCCER GOAL SAFETY AND EDUCATION POLICY



SCHAUMBURG PARK DISTRICT

SOCCER GOAL ROUTINE INSPECTION FORM

Write "Y" for yes and "N" for No. N/A for not applicable

Answer questions below and make repairs as needed

Park: _____

Inspector: _____

Time: _____

Weather Conditions: _____

	Goals	Field #:		Field #:		Field #:		Field #:		Field #:		Field #:		Field #:		Comments:
		Size:		Size:		Size:		Size:		Size:		Size:				
1	Are anchors in place and secured properly to the goal and ground surface? (Goal Weights, Stakes)															
2	Are the goals properly secured and anchored, so they will not fall over when excessive weight is applied to the cross bars?															
3	Has the structural integrity of the goal been compromised?															
4	Are there any jagged, sharp points or edges?															
5	Are welds cracked?															
6	Is all connection hardware, such as nuts and bolts, in place and secure?															
7	Is the goal on a level surface?															
8	Are there any open hooks used to attach nets?															
9	If nets are present, are they attached properly and free of major holes?															
10	If wheels are present, are they in working condition?															
11	Are the wheels locked, and are the front vertical slides in the down position?															
12	Are safety/warning labels clearly visible?															
13	Are the goals not presently in use stored in a safe manner so they cannot be moved or tipped over?															
Additional Notes:																
		*Note: Report any hazardous conditions to your supervisor immediately.														

ATTACHMENT 4 OF SOCCER GOAL SAFETY AND EDUCATION POLICY

**SCHAUMBURG PARK DISTRICT
SOCCER SAFETY AND EDUCATION POLICY
PERMITTED USER(S) SIGN OFF FORM**

I, the undersigned, have read and understand the Schaumburg Park District’s Soccer Goal Safety and Education Policy. I take full responsibility as a Permitted User for my organization, _____ to comply with this policy.

Name _____

Signature _____

Date _____

5.3.7 Scholarship Policy

It is the policy of the Schaumburg Park District to provide recreation programs to all residents regardless of economic situation via a scholarship program available to qualified residents through the Schaumburg Park Foundation. The Schaumburg Park Foundation attempts to provide recreation opportunities to residents facing financial hardships for preschool, before and after school care, recreation programs, pools and fitness center memberships.

5.3.8 Volunteer Policy

The District recognizes the importance of volunteers in providing recreational programming to the community. Volunteers can provide expertise and support groups to supplement the District's staff. As such, it is the policy of the District to establish volunteer groups whenever possible and to provide a program to both safely utilize their services and recognize their donation of time and effort.

5.4 FINANCIAL OPERATIONS POLICIES

5.4.1 Purchasing Policy

The District will at all times maintain the following policy guidelines concerning purchases made by employees for the District. Such a policy, along with related procedures, is necessary both for appropriate accounting controls and the wide variety of items purchased by a Park District. The guidelines are as follows:

- A. Only designated administrative and recreational staff have authority to initiate purchases via P.O. request.
- B. Purchasing limits will be within the Board approved budget.
- C. All purchases with labor over \$30,000 will require bids. Proposed purchases of supplies and materials under \$60,000 but above \$5,000 require three written quotes whenever practical. A proposed purchase under \$5,000 requires at least three verbal quotes followed by a written quote from the approved vendor.
- D. Contracts for supplies, materials or work will be done in accordance with Park District Code.
- E. All purchases, regardless of amount, require the approval of the department head and Director of Finance and Administration. Exceptions to requiring a P.O. are 1) utility payments, 2) debt payments and 3) payroll.
- F. Equipment (only) can be purchased from a Board approved co-op purchasing organization, such as the Illinois State Bid List, without requiring bids. This can be done due to the fact that the co-op has already completed

the bidding process and the Board has approved the use of the co-op. Construction projects, including installation costs of equipment purchased this way, can NOT use the co-op process

5.4.2 Emergency Expenditures Policy

Emergency expenditures are defined as amounts that need to be spent in so short a time period that the normal approval process cannot be used. Examples of such items would be expenses to complete repairs to stop further damage, to repair or fix utility lines, and to remove items such as trees or other damage posing an immediate threat to safety.

The sole purpose of spending outside of normal approval procedures is to protect assets and/or remove safety threats. However, subsequently, the normal approval procedure, up to and including Board approval, must still be followed as soon as is possible. For contracts and expenditures of labor above \$30,000 or supplies and material above \$60,000, this means at the next Board meeting. For items below \$30,000 in labor or \$60,000 of supplies and materials, the Executive Director should retroactively approve as soon as he can be contacted.

5.4.2.1 Emergency Expenditures for Labor Below \$30,000 and Supplies and Materials below \$60,000

All Directors have the authority to authorize an emergency expenditure up to \$30,000 in labor and \$60,000 in supplies and material. (The Executive Director and Finance Director authority extends beyond \$30,000 in labor and \$60,000 in supplies and material – see below). Such expenses should be documented as to why there was an emergency, along with all pertinent vendor information including quotes, estimates and invoices. If time permits, competitive quotes should be obtained.

5.4.2.2 Emergency Expenditures Over \$30,000 for Labor and Supplies and Material over \$60,000

Such expenditures can only be undertaken with the advance approval of at least 3/4 of the Board. Subsequent to the approval, and after the emergency has been dealt with, the expenses should be documented with explanation and contract, which are to be approved at the earliest next Board meeting.

5.4.3 Economy of Resource Policy

It is the policy of the District that tax payer and patron provided resources be used in the most economical way possible. The following methods, historically shown to save money, will be used whenever feasible:

- A. Centralized purchasing, where orders for goods and supplies from different departments are consolidated into a larger order.
- B. Entering into, or enrolling, in joint purchasing agreements with other agencies such as the State of Illinois, IPRA, etc.
- C. Combining programs with other governmental agencies (such as school districts) to reduce costs from duplicate staff and space.

5.4.4 Comprehensive Revenue Policy

The budget philosophy of the District is to provide a balanced budget that meets the overall recreational and leisure needs of the community. This is accomplished by a combination of user fees, tax dollars, developer donations, interest income and other miscellaneous income. Our goal is to maximize revenues from sources other than tax dollars. Traditionally, the District has maintained approximately 48-52% of its revenues from tax dollars, 48-49% from user fees, and the balance from other miscellaneous income.

The District provides a wide range of recreational and leisure opportunities, which can only be offered with the financial support of fees and charges. A comprehensive fees and charges policy helps to ensure that the District has the capacity to maintain current facilities and to offer new programs and services, which are responsive to the changing needs of the community. Fees and charges shall be based upon the District's need to generate revenue to offset direct and indirect costs, or in the case of revenue producing facilities, to generate excess revenue to be used for other District operations.

Non-residents, by definition, do not pay property taxes to the District. They will also be asked to pay their fair share through non-resident rates. Non-residents will be charged an additional fee of up to 50% more than the resident rate for most programs. In the event that an additional charge of up to 50% more is not feasible or will harm or cancel the program thus denying residents in the program a chance to participate, the Executive Director, Director of Finance and Administration, and Director of Operations may approve a fee modification.

The District recognizes that in order to offer a wide range of recreational programs, a full utilization of all of the District's facilities is anticipated. It is essential for the overall good of the District that regular and productive discussions among Directors occur concerning the use and maintenance of the facilities of the District. Specifically, the use of revenue facilities by the Recreation Department in the development of their programs will require discussions with the Facilities and Business Departments relative to the availability of the space and the financial impact such use may have on the operations of those facilities. The overriding concern during such discussions must relate back to the essential mission of the District.

5.4.4.1 Recreation Program Fees and Charges Pricing

The Director of Operations is authorized to establish and approve recreation program fees and charges in accordance with the District's policy guidelines. Any exceptions must be approved in advance by the Executive Director. The Recreation Department offers a wide range of recreational and leisure opportunities for the various age segments of the community. The objectives and content of these programs vary and therefore have been classified into various categories to achieve consistency in establishing fees and charges. Each recreation program is classified as one of the following so that the appropriate fee can be determined:

- A. Classification A Programs: Programs and services that are primarily considered a community service. The participant usually pays no fee, or a nominal fee, which is less than the direct cost of providing the program. Staff may continue to offer these programs as long as funds remain available.
- B. Classification B Programs: New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year). At the end of this time period, these programs are moved to another classification or dropped from the program offerings. The fees for these programs will equal the direct costs of the program offerings or less and may be offered even when participation does not meet a minimum.
- C. Classification C Programs: Programs and services that are geared to the specific needs and interests of the participants. The goal for setting the user fee for these programs shall cover all direct program costs plus a 15% gross margin to help offset indirect costs.
- D. Classification D Programs: Programs and services that are geared to the specific needs and interests of the participants and have large indirect costs associated with them such as maintenance or utilities. The goal for setting the user fee for these programs will cover all direct costs plus a 30% gross margin to help offset indirect costs.
- E. Classification E Programs: Programs and services that are geared to the specific needs and interests of the participants and are provided by the District through an independent contractor at our location. The goal for setting the user fee shall cover all direct costs plus a 20% - 30% gross margin to help offset indirect costs. Those programs offered at offsite locations have a 20% gross profit margin.

5.4.4.2 Facility Fees and Charges Pricing

The Director of Operations is authorized to establish and approve program fees and charges for all facilities in accordance with the District's policy guidelines. Any exceptions must be approved in advance by the Executive Director.

The District, for financial planning purposes, divides its operating facilities between those that are expected to generate a surplus and those that are expected to run at a deficit. The overall goal is that surplus generated by some facilities offset deficits generated by others.

Reasons for defining facilities this way revolve around the purpose of the facility, its size relative to the types of services it offers, market conditions and staffing requirements. In general, facilities required to serve a wide variety of community needs will run a deficit. Facilities more narrowly focused will run a surplus. In addition, the District defines facilities to include outdoor field complexes.

Thus, facilities and programs that will be programmed to generate a surplus are Schaumburg Tennis Plus, KASPER, The Sport Center, outdoor programming of fields and the Olympic Park soccer complex. Facilities that may run a deficit are the Community Recreation Center, Pat Shephard Center, Bock Neighborhood Center, Meineke Recreation Center and Atcher Pool.

Exceptions to the above policy may be created by the Executive Director, in consultation with the Board, when it is deemed to be in the best interests of the community to do so.

5.4.5 Resources Revenue Policy

5.4.5.1 Grants

Federal, state and private grants are available to fund specific interest areas. The District's diverse activities and land development pursuits meet the eligibility requirements for many of these grants. The District should research grant opportunities to enhance recreation pursuits, open space acquisition and development.

5.4.5.2 Sponsor

Corporate and private enterprises are interested in reaching markets served by the District. The District should pursue these avenues when appropriate and offer proportional value in return for remuneration or in-kind product or service. At no time should the image of the District or privacy of volunteers, co-workers or participants be jeopardized.

5.4.6 Investment Policy

5.4.6.1 Scope of Investment Policy

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

5.4.6.2 Objectives of Investment Policy

The purpose of this policy is to establish investment guidelines for Park District officials who are responsible for safekeeping of public funds.

- A. The District's investment portfolio shall be managed in a manner to avoid any transaction that might impair public confidence in the District. Investments shall be made with judgement and care, not for speculations but for investment, considering the probable safety of the principal as well as the probable income to be derived.
- B. Safety of principal is the foremost objective of the Investment Policy of the Schaumburg Park District. Each transaction shall first ensure that principal losses, whether through defaults or erosion of value via fluctuations in market prices, are avoided.
- C. The District's investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements.
- D. The investment portfolio should be designed with the objective of maximizing return while securing both safety and liquidity.

5.4.6.3 Responsibility for the Investment Program

Responsibility for the investment program will be delegated to the Executive Director and the Director of Finance and Administration. No person, unless authorized by the Executive Director and the Director of Finance and Administration, shall make investment transactions on behalf of the Schaumburg Park District.

The Executive Director and the Director of Finance and Administration shall be responsible for all investment transactions undertaken and shall establish a system of internal controls to regulate the activities in the portfolio.

5.4.6.4 Investment Selection

While striving to achieve the objective of this Investment Policy, and limited by the State statutes, the Park District has approved the following for investment of public funds:

- A. Bonds
- B. Notes

- C. Treasury bills
- D. Other securities which are guaranteed by the full faith and credit of the United States of America
- E. Interest-bearing savings and money-market accounts
- F. Interest-bearing certificates of deposit
- G. Interest-bearing time deposits constituting direct obligations of any bank as defined by the Illinois Banking Act and insured by the Federal Deposit Insurance Corporation

All investments must be denominated in U.S. Dollars.

5.4.6.5 Collateral

The Park District may require that funds on deposit in excess of insured limits be secured by a form of collateral. The District will accept any of the following assets as collateral:

- A. U.S. Government Securities
- B. Obligations of Federal Agencies
- C. Obligations of the State of Illinois
- D. General Obligation Municipal Bonds rated "A" or better issued by a governing body in the State of Illinois

The amount of collateral provided shall not be less than 110 percent of the fair market value of the net amount of District funds on deposit at each financial institution. Pledged collateral shall be held by the Schaumburg Park District, the Federal Reserve or kept in a safekeeping account by a third party and evidenced by a safekeeping receipt. Said collateral must be in the name of the Schaumburg Park District.

5.4.6.6 Financial Institutions

With respect to bank accounts maintained at financial institutions, it shall be the policy that the Park District will not maintain funds on deposit in any financial institutions that is not a member of the F.D.I.C.

5.4.6.7 Location

The Schaumburg Park District will maintain operating and investment accounts in financial institutions within the Schaumburg Park District boundaries whenever possible.

5.4.6.8 Maturity

The maximum maturity of individual securities will be three (3) years from the settlement date. The maximum weighted average maturity of the portfolio will not exceed eighteen (18) months.

5.4.6.9 Credit Quality

At the time of purchase, all issues with short-term ratings must be rated at least P-1, A-1 or F-1 by one of three rating agencies: Moody's, Standard & Poor's or Fitch. All issues with long-term ratings must have at least one rating that is at least A-2 by Moody's or A by Standard & Poor's or Fitch. For split rated securities, the lowest rating shall prevail.

The Investment Manager shall notify the District if any security held in the portfolio is downgraded below the minimum rating set forth in this policy and shall advise the District as to a recommended course of action.

5.4.6.10 Diversification

Single issuers are limited to 5% of the total market value of the portfolio. Obligations of the US Treasury, US Agencies, tri-party repurchase agreements and money market mutual funds are exempted from this diversification limit.

Investment in corporate debt obligations shall not exceed 50% of the total market value of the portfolio.

5.4.7 Bond Rating Policy

The Board and staff believe that every effort should be made to conserve the financial resources of the District. Part of that effort concerns the bond rating the District maintains when it sells its debt securities. Since a higher rating helps to lower interest rates on debt, it is the policy of the District to maintain at least an Aa3 bond rating, as rated by Moody's. Such maintenance will be accomplished by prudent debt management and achievement of budgeted financial results.

5.4.8 Fund Balance Policy

5.4.8.1 General Corporate Fund

Fund balance shall be equal to 75% of budgeted expenditures for emergency and cash flow needs. Above and beyond the amounts above, an additional portion of fund balance is to be reserved for short-term liabilities (payroll and accounts payable due within 30 days).

5.4.8.2 Recreation Fund

Fund balances shall be equal to 50% of budgeted expenditures for emergency and cash flow needs and revenue shortfall.

5.4.8.3 IMRF and Insurance Funds

Fund balance shall be equal to 5% of budgeted expenditures for emergency needs and cash flow.

5.4.8.4 Audit Fund

Fund balance shall be equal to 2% of budgeted expenditures.

5.4.8.5 Special Recreation Fund

Fund balance shall be equal to 2% of budgeted expenditures.

If the balance for any fund(s) are below the above stated minimum(s), a plan will be developed to achieve said minimum balance(s) within a reasonable period of time. If a fund balance(s) exceeds the above stated maximum, the Board of Park Commissioners will determine a plan to transfer the excess amount to another fund as evidenced by a duly adopted resolution, and/or to use said excess to keep future rate increases lower.

5.4.9 Bill Payment Policy

It is the policy of the District to pay all bills and related financial obligations in compliance with the "Prompt Payment Act" (50ILCS, Par. 505/2). Such bills will be for the receipt of goods and services from vendors which have been appropriately ordered and inspected by staff. All such bills will be vouched by complete paperwork evidencing proper procurement. Further, such bills will be approved for payment by the Board of Commissioners at a regularly scheduled meeting.

5.4.10 Debt Policy

It is the policy of the District to incur debt in order to acquire, construct, or renovate capital assets. Staff will arrange to borrow money for these items in the least expensive method available (e.g. bonds, installment contracts, certificates of debt, etc.) The payback term shall be no longer than thirty (30) years. Finally, the District shall follow all applicable statutes on debt limits and debt insurance.

5.4.11 Capital Asset Policy

5.4.11.1 Purpose

The purpose of this Capital Asset Policy is to provide control and accountability over capital assets and to gather and maintain information needed for the preparation of financial statements. The Schaumburg Park District Capital Asset Policy is herein established to safeguard assets to ensure compliance with in the Governmental Accounting Standards Board (GASB) Statement No. 34 (GASB34) for governmental financial reporting.

5.4.11.2 Overview

This policy is herein established to safeguard and address the Schaumburg Park District's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Account, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the Schaumburg Park District's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes or assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

5.4.11.3 Inventory

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Finance Department shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

Each department will be responsible for control of capital assets for their department. The Department Head shall ensure that such control is maintained by establishing a capital asset inventory schedule. The inventory schedule will include the following for each asset:

- A. Asset description including serial number, model number, etc.
- B. Asset classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- C. Department name and physical location of asset

- D. Date asset was purchased/acquired and or disposed
- E. Cost of asset
- F. Method of acquisition (purchased or donated)
- G. Estimated useful life

This list will be maintained, updated, and reviewed by the Department head and given to the Finance Department on an ongoing basis.

5.4.11.4 Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

5.4.11.5 Capitalizing

5.4.11.5.1 Assets Not Capitalized

Capital assets below the capitalization threshold (see schedule to follow) on a unit basis but warranting “control” shall be inventoried at the department level and an appropriate list will be maintained.

5.4.11.5.2 When to Capitalize Assets

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold (see schedule to follow) and have a useful life of at least one year.

A. Capital assets should be capitalized if they meet the following criteria:

1. Tangible
2. Useful life of more than one (1) year (benefit more than a single fiscal period)
3. Cost exceeds designated threshold (see schedule to follow)

B. Capital assets include the following major classes of assets:

1. Land and Land Improvements: Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, and landscaping.
2. Building and Building Improvements: Costs include purchase price plus costs such as legal fees and filing fees;

improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

3. Vehicles: Costs include purchase price plus costs such as title and registration.
4. Machinery and Equipment: Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone systems, and kitchen equipment.
5. Infrastructure Assets: Infrastructure assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

5.4.11.6 Depreciation

Depreciation is computed on a straight-line method on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

Capital assets useful lives are as follows:

	Useful Life	Capitalization Threshold	Inventory Threshold
Land (and Inexhaustible Land Improvements)	N/A	\$	\$
Land Improvement	20	50,000	
Land Improvement – Synthetic Turf	12	50,000	
Buildings	45	50,000	
Building Improvements		50,000	
HVAC	20		
Re-Roofing	20		
Electrical/Plumbing	30		
Carpet Replacement	10		
Machinery & Equipment (Small)		15,000	1,000
Audio Visual/Communication	5		
Emergency Notification & Security System	10		
Furniture & Fixtures	20		
Kitchen Equipment	10		
Lab/Medical Equipment	10		
Office Equipment	5		
Phone System	10		

Machinery & Equipment (Large)		25,000	1,000
Heavy Equipment	15		
Recreational Equipment	20		
Generators	20		
Maintenance Equipment	7		
Technology Equipment	5	25,000	
Vehicles		10,000	
Vehicles – General	7		
Small Trucks	7		
Golf Cars	7		
Large Trucks	10		
Infrastructure	50	250,000	

5.4.11.7 Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing and reported to the Finance department.

5.4.11.8 Donations or Transfer

Each department must add additions and deletions from donated or transferred assets to the inventory listing.

5.4.11.9 Surplus Property

Each department must report all capital assets classified as surplus to the Parks and Finance departments. The Schaumburg Park District will utilize an auction company to sell the surplus property.

5.4.11.10 Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the department should conduct a search for the missing property. The search should include transfer to another department, storage, scrapping, and surplus property. If the missing property is not found, the department must contact the Finance department.

5.4.12 Credit Card Data Security Policy

It is the policy of the Schaumburg Park District to comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card (credit card) information.

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

- A. In order to minimize risk, only those data elements on the payment card that are needed for District business should be stored.
- B. Access to payment cardholder data should be limited to District employees requiring such information to complete assigned job tasks.
- C. Payment card data on an internet connected computer or processed through the internet should be protected through a secure network with periodic monitoring of its security.
- D. Paper and electronic media that contain cardholder data should be physically secured and identified as confidential information.
- E. Payment card data on documents should be redacted, if feasible, when no longer needed for District business. Documents with legible payment card data should be destroyed in accordance with the Illinois Records Retention Act with appropriate security handling.
- F. Security awareness training should be provided for District employees involved in payment card processing.
- G. The District should assure that its relationships with payment card service providers comply with PCI-DSS.
- H. The Executive Director should be promptly notified of any information security breach.

5.5 PARKS AND FACILITIES POLICIES

5.5.1 Land Cash Donation Policy

Park District facilities and parks are built for present and future use by residents. Owners of newly built residential units benefit from existing facilities and warrant a proportionate contribution. Donations of land, site improvements and cash from active developers are a sound means of maintaining existing facilities and providing new facilities and open space for additional residents. The District is to work cooperatively with the Village of Schaumburg and developers on an individual project basis to negotiate site improvements, land/cash donations and per-unit cash donations in accordance with Ordinance 79-10-2.

5.5.2 Park Property Naming Policy

The purpose of this policy is to provide a consistent future direction for naming and renaming park property and improvements within the Schaumburg Park District.

Any Board member, resident or group of residents may submit a proposed name for a park, facility, or amenity within a park at any time. Such proposals shall be in written

form setting forth the proposed name and the justification for the proposal. The proposal shall be submitted to the Executive Director who shall convene the Naming Committee within 45 days.

The Naming Committee shall review the proposed name based on the criteria and merits. The Committee shall recommend to approve or reject the name to the Park Board. The Park Board may approve the name by majority vote.

The following criteria shall be considered in name selection:

- A. Features, such as topography, natural features, the purpose of the park or facility, activities held therein.
- B. Names of surrounding streets or areas, such as the neighborhood or subdivision where the park/facility is located, provided the name meets other criteria.
- C. Presidents of the United States or significant historical events.
- D. Any person living or deceased who has made a significant contribution in support of the mission of the Schaumburg Park District, the state or national park system, preservation of natural resources, or recreation.
- E. Any organization that has contributed significantly to improving the quality of life for residents of the Schaumburg Park District, the state or national park system, preservation of natural resources, or recreation in general.
- F. No park property shall be named or renamed after any public official currently holding office or any person currently employed by the Schaumburg Park District.
- G. The proposed name for any park property must be approved in writing by the person whose name is proposed or, if the person is deceased, the person's remaining immediate family.

5.5.2.1 Tribute Stones

The Schaumburg Park Foundation offers Tribute Stones to commemorate and honor the memories, special events, and achievements of Schaumburg residents and others who make a positive impact on the community. These bricks are engraved with personalized messages and placed at one of two Schaumburg Park District locations: Bison's Bluff Nature Playground at Spring Valley Nature Center or Tribute Park which is part of the Volkening Lake Recreation Area. Additional sites may be established at a later date.

Bricks are available in several standard sizes. Proceeds benefit the Schaumburg Park Foundation, a 501(c)3 organization. Donations are tax deductible and cover the cost of the original brick and a second brick if needed over time.

Bricks are ordered by the Schaumburg Park District's Communication and Marketing department and placed by the Parks department in the spring and fall. The Schaumburg

Park District reserves the right to relocate bricks for park improvements. Furthermore, the District reserves the right to refuse inappropriate words or phrases.

This program is promoted through pamphlets and on the District and Foundation's websites. Tribute Stones serve as an alternative should a park naming request be denied.

5.5.3 Communicable Diseases Policy

It is the policy of the District to establish appropriate guidelines and procedures for the management of communicable diseases among patrons and staff of the Park District. The guidelines and procedures created will be in accordance with all applicable local, state and federal laws. Further, the policy will be to constantly train staff and provide timely updates based on changes in law or accepted practice, as well as customize procedures as needed in each department or program area of the District.

5.5.4 Environmental Policy

5.5.4.1 Statement of Purpose

This policy will serve to guide the district in its operations and programming and ensure the use of sound environmental policies, practices and procedures. As the community's primary provider of versatile leisure opportunities, outdoor recreation, and environmental awareness, and as the primary preserver of open space, the Schaumburg Park District is uniquely positioned to serve as a leader in the stewardship of our environment and as a proponent of environmental integrity and sustainable lifestyles.

This policy outlines six basic categories, each of which includes specific directives intended to guide the formation of action plans and procedures. These categories include: Open Space Planning & Preservation to protect and restore indigenous natural communities and promote the reclamation, acquisition, preservation and management of river corridors, greenways and trails; Environmental Education & Interpretation to provide education and interpretation opportunities for staff and the public which increase appreciation for the natural world and promote environmentally conscious lifestyles; Wise Use & Protection of Air, Water, Soil & Wildlife to seek and implement ways of conserving natural resources and protecting our air, soil and water from pollution; Wise Use of Energy Resources to actively seek and implement ways to conserve energy and investigate the application of alternative energy technologies; Reduction & Handling of Waste to reduce waste production through purchase of reusable and recyclable items and insure safe and responsible handling of hazardous wastes; and Purchase & Use of Environmentally Safe Products to minimize negative

environmental impacts, taking into account the effects of product production, use, storage and disposal.

5.5.4.2 Open Space Planning and Preservation

- A. Develop and implement plans for the re-establishment and/or restoration of native grasslands, woodlands and wetland ecosystems through appropriate means such as replanting, prescribed burning and monitoring.
- B. Re-establish and protect river corridors, wetlands and other open space greenways that facilitate safe movement of wildlife and provide habitat. Support local efforts to establish greenways.
- C. Provide appropriate recreational access to and enhance public awareness of such restored and protected natural sites.
- D. Develop relationships with land trusts and preservation/conservation organizations to assist in open space and natural habitat preservation.
- E. Develop site management plans which balance appropriate recreational use of environmentally sensitive lands with preservation goals.
- F. Utilize native species for landscaping within active use parks and near facilities where possible.
- G. Develop wildlife habitat areas within traditional park settings where this does not interfere with that park site's primary function.

5.5.4.3 Environmental Education and Interpretation

- A. Promote appreciation for and stewardship of the natural environment via programs, presentations, signage and brochures.
- B. Develop and implement programs for employees and park/facility users that provide information on energy conservation, waste reduction, recycling, and other sustainable lifestyle choices.
- C. Develop a public relations program to inform the public about the agency's environmental efforts, provide community leadership and serve as a role model.
- D. Promote leisure activities that minimize environmental impact and energy use.
- E. Promote the safe use of conservation areas and outdoor environments through educational programs, signage, brochures, etc.

- F. Work with other interested community agencies and organizations to develop and enhance a strong environmental ethic.
- G. Ensure that contractors and vendors comply with the agency's adopted environmental policies.

5.5.4.4 Wise Use and Protection of Air, Water, Soil and Wildlife

- A. Reduce vehicle emissions through regular tune-ups and other applicable vehicle maintenance.
- B. Establish a comprehensive integrated pest management (IPM) program for facilities and park grounds, to include preventive maintenance, early detection of problems, natural control methods, minimized use of pesticides, and staff training and awareness.
- C. Use turf fertilizers conservatively in order to avoid pollution of streams, ponds and groundwater.
- D. Investigate alternative snowmelt products, using those that have the least impact upon the surrounding soil, water and plant life. Use these products as conservatively as possible to maintain safe conditions.
- E. Use drought resistant native species for landscaping, especially in areas where supplemental watering is costly and labor intensive.
- F. Practice soil conservation management and utilize appropriate landscaping to prevent erosion.
- G. Incorporate environmental impact considerations in the design process of facilities and parks.
- H. Eliminate or control, by approved methods, exotic and invasive plant and animal species which inhibit ecological diversity and negatively impact the health of the environment and park patrons. This should include over-populations of native species such as Canada geese. Wherever possible, utilize habitat modification or other biological controls to accomplish this.
- I. Resolve conflicts between wildlife and human uses of the land through education. Where necessary, staff may manage populations of wildlife through habitat modification, use of approved deterrents or by removing wildlife. Removal of native wildlife will always be a solution of last resort and will utilize methods approved by state wildlife officials and accomplished by a state licensed animal removal specialist.
- J. Retrofit all facilities with water conservation hardware and develop a water conservation plan for swimming pools and irrigation systems.
- K. Identify sources of indoor air pollution and implement a prevention program.

5.5.4.5 Wise Use of Energy Resources

- A. Design and build energy efficient buildings, giving consideration to insulation and energy efficient appliances and incorporating alternative, renewable technologies such as solar, wind, and geothermal energy systems.
- B. Design landscaping around buildings so that shade trees are planted along southern exposures to reduce energy consumption due to summer air conditioning, and that evergreens and shrubs are planted as windbreaks along north and west walls to reduce winter energy consumption.
- C. Conduct energy audits and retrofit buildings with energy saving devices such as energy efficient lighting, motion sensors, etc.
- D. Properly maintain refrigerators and air conditioners for more energy efficient cooling.
- E. Establish minimum and maximum thermostat temperature settings for all facilities and reduce heating and cooling usage when buildings are unoccupied.
- F. Insulate hot water heaters and pipes and reduce temperature settings.
- G. Maintain vehicles to reduce fuel consumption and implement energy saving fleet operation procedures.
- H. Replace older vehicles with energy efficient and/or alternative fuel vehicles whenever possible.
- I. Support the use of transportation alternatives such as bicycles, mass transit, carpooling, and walking, and provide incentives for staff and patrons to use these.

5.5.4.6 Reduction and Handling of Waste

- A. Investigate source reduction of waste in all aspects of operations including bulk purchasing, minimizing packaging, reducing excess use of paper, and choosing reusable and recyclable products for office use, programs and special events.
- B. Reduce paper use through duplexing of documents and use of electronic communication and file sharing.
- C. Continue our comprehensive in-house recycling program, continue to monitor effectiveness of program, and seek ways to improve staff and patron participation and expand number of materials collected. In particular, an effort should be made to increase efficiency and availability of recycling in all parks as well as at large special events.
- D. Make use of re-usable food and beverage supplies wherever possible.

- E. Recycle batteries, antifreeze, motor oil, refrigerants, and other automotive by-products.
- F. Compost or otherwise reuse all landscape waste.
- G. Maintain up-to-date GHS (Globally Harmonized System – formerly MSDS) database and train staff in the proper handling, use, storage and disposal of hazardous materials.

5.5.4.7 Purchase and Use of Environmentally Safe and Sensitive Products

- A. Purchase products with recycled and recyclable content wherever possible for use in programs, offices, park maintenance and development projects.
- B. Encourage the conservative use of paper and wood in place of plastics and other non- renewable and non-biodegradable products for programs, park maintenance and development projects.
- C. Minimize the use of petroleum-based products such as inks, stains and plastics, and replace with water-based, less toxic, and/or sustainable products.
- D. Reduce wherever possible the use of disposable products by staff, concessionaires and patrons.
- E. Reduce the use of all hazardous materials including cleaners, paints, solvents, sealants, wood preservatives, and office products, and investigate environmentally sensitive alternatives such as those which are water-based and/or low VOC.
- F. Avoid or minimize the purchase and use of chlorine-bleached paper products.
- G. Minimize indoor and outdoor pesticide use by incorporating integrated pest management within all facilities and parks. Utilize biological and cultural control measures whenever possible.
- H. Develop an agency environmental policy statement for use in bidding documents.

5.5.5 Integrated Pest Management Policy

The Schaumburg Park District (“District”) is committed to providing a safe environment for the patrons and staff that use our facilities. The District seeks to prevent patrons and staff from being exposed to pests and pesticides and therefore have adopted the Integrated Pest Management (IPM) approach to pest control. The IPM approach minimizes the exposure of patrons and staff to pesticides and a variety of non-chemical and chemical methods to prevent and eradicate pests. While pesticides may be used to remediate infestations of pests (such as insects and rodents) that may be found in the

facility, only the least toxic products will be considered and combined with non-chemical methods.

Structural and landscape pests, as well as the pesticides used to control them, can pose significant hazards to people, property and the environment. The District is implementing this IPM program to effectively manage pests while reducing the chance of accidental exposure of pesticides to patrons and staff. Over time, this proactive approach will control pests more effectively than just using pesticides alone. It is, therefore, the policy of this District to utilize Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

As defined by the Structural Pest Control Act (225 ILCS 235/3.24), IPM is a pest management system that includes the following elements whenever possible.

- A. identifying pests and their natural enemies
- B. establishing an ongoing monitoring and record keeping system for regular sampling and assessment of pest and natural enemy populations
- C. determining the pest population levels that can be tolerated based on aesthetic, economic and health concerns, and setting action thresholds where pest populations or environmental conditions warrant remedial action
- D. preventing pest problems through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests
- E. relying to the greatest extent possible on nontoxic, biological, cultural or mechanical pest management methods, or on the use of natural control agents
- F. when necessary, using chemical pesticides, with preference for products that are the least harmful to human health and environment
- G. record keeping and reporting of pest populations, surveillance techniques and remedial actions taken

5.5.5.1 Pests

Pests include arthropods (insects, spiders, mites, ticks, and related pests), wood-infesting organisms such as fungi, rats, mice, nuisance birds and any other undesirable organisms in, on, or under structures, excluding bacteria and other microorganisms on or in humans or other living animals.

5.5.5.2 IPM Coordinator

The Superintendent of Facilities Operations shall act as IPM coordinator and shall have primary responsibility for ensuring that this IPM policy is carried out.

5.5.5.3 Roles and Responsibilities

Specific roles and responsibilities for the development, implementation and maintenance of the IPM program will be established, communicated and enforced by the District to ensure the proper implementation of the IPM program.

5.5.5.4 Pest Management Objectives

The objectives of the IPM program are:

- A. Manage pests found on District sites to prevent interference with District programming
- B. Prevent injury to patrons, staff and other occupants
- C. Preserve the integrity of facilities or structures
- D. Prevent pests from spreading in the community or to plant and animal populations beyond the side

5.5.5.5 Integrated Pest Management Procedures

Integrated Pest Management is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information of the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people property and the environment. IPM programs take advantage of all pest management options available, including the judicious use of pesticides.

Understanding pest survival needs is essential to implementing IPM effectively. Pests seek habitats that provide basic needs such as air, water, food, and shelter. Pest populations can be prevented or controlled by creating conditions that are not conducive to their survival. This can be accomplished through the removal of pests' basic needs or by simply blocking their access into buildings. Pests also may be managed by using a variety of non-chemical, as well as chemical methods, as needed to reduce infestations to acceptable levels and minimize exposure to pesticides.

IPM procedures will determine when to actively control pests and whether to use mechanical, physical, chemical, cultural and/or biological means. Applying IPM strategies prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment.

The choice of using a pesticide will be based on a review of all available options and determination that these options alone are not acceptable, feasible or adequate. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of this District to utilize IPM strategies and IPM pest outlines as a guide to manage pest populations adequately.

When it is determined that a pesticide must be used to meet the IPM objectives, the least harmful to human health and the environment will be used judiciously. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 USC 136 et seq.), District policies and procedures, U.S. Environmental Protection Agency (U.S. EPA) regulations in 40 CFR, Occupational Safety and Health Administration regulations, and state and local regulations.

The District recognizes and adheres to the following procedures:

- A. Integrated Pest Management programs are designed to prevent pest problems whenever possible. This is done through monitoring, regular inspections, high standards of sanitation and pest-proofing measures, and modification of environmental conditions conducive to pest problems.
- B. The District will establish periodic inspection, monitoring and reporting procedures. All personnel involved in these activities will be informed and trained to perform specific roles within the IPM program. Forms will be provided by the District to aid staff and pest professionals in performing and recording actions.
- C. The District will establish pest tolerance thresholds and response times for common pests. These thresholds will serve as indicators for the implementation of active control measures. Control measures will not be undertaken if pest damage or populations are below threshold levels unless special circumstances necessitate reduction of a pest population. In such cases, a review of the tolerance thresholds will be conducted.
- D. When pests exceed tolerance thresholds, non-chemical pest control measures and IPM strategies as described in the IPM pest outlines will be practiced and action will occur within the specified response time.
- E. Pesticides will be used when appropriate, along with other management practices when other pest prevention and non-chemical control measures have failed to reduce pests below tolerance thresholds. When a pesticide must be used, products that are the least harmful to human health and the environment will be used.
- F. Pesticides will be used only in containerized baits, or for spot treatments targeting insect infestations or problem areas where a minimal amount of material can be used. Routine spraying for pests is prohibited. Rodent baits shall not be used unless in tamper-resistant bait boxes. Bait boxes shall be

inaccessible to children and secured when appropriate. Routine general spraying of non-target pests is prohibited.

- G. All pesticide applications must be approved by the IPM coordinator prior to application. All notification requirements will be met before the pesticide application. The District will follow all applicable regulations requiring applicator licensing, and all personnel will be licensed appropriately before being required to administer a pesticide. Pesticides shall be applied in minimum amounts and shall not be used when patrons and staff are present in the treatment area. Toys and other items mouthed or handled by children must be removed from the area before pesticides are applied. No one will return to the treated area within two hours after pesticide application or as specified on the pesticide label, whichever time is greater.
- H. The application of pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.), U.S. EPA regulations, Occupational Safety and Health Administration regulations, and state and local regulations.
- I. Follow-up inspections and monitoring will be performed to determine the effectiveness of the IPM strategies applied. The IPM coordinator will continually update the IPM plan with the knowledge gained from the follow-up inspections.

5.5.5.6 Education

Staff, patrons, IPM coordinator, contractors, and the public will be informed about potential pest problems and the IPM policies and procedures set in place to achieve the desired pest management objectives.

- A. Parents/guardians of children in our pre-school program will be informed about the IPM policy annually
- B. Staff will receive information and/or training on their role in the IMP plan

5.5.5.7 IPM Plan Updates and Review

The IPM coordinator will continually update the IPM plan with knowledge gained from the implementation of IPM strategies. The IPM plan will be reviewed annually to ensure all District activities are included in the plan and the plan contains the most current IPM strategies.

5.5.5.8 Record Keeping

A complete and accurate pest management log will be maintained for each facility and kept with the IPM plan. Pesticide use records also will be maintained to keep a

historical account of pesticide use. The District will keep a logbook containing the following:

- A. inspection sheets
- B. pest surveillance data sheets that record in systematic fashion the type and number of pests or other indicators of pest population levels revealed by the monitoring program. Examples include: date, number, location and rodent species trapped or carcasses removed; and date, number and location of new rat burrows observed
- C. pest sighting forms and action taken
- D. a diagram noting the location of pest activity including the location of all trapping devices and bait stations in or around the site
- E. a copy of the current EPA-registered label and Safety Data Sheet (SDS) for each pesticide product used on the site, records of where each was used, and the amount applied.

5.5.5.9 Notification

The District takes the responsibility to notify patrons and staff of upcoming pesticide treatments. Notification of antimicrobial agents such as disinfectants, sanitizers, deodorizers or pesticides in bait form is not required. The Illinois Structural Pest Control Act, the Illinois Child Care Act, and Illinois Lawn Care Products Application and Notice Act require prior notification to occupants when pesticides are used. All applicable rules and regulations regarding notification will be adhered to.

5.5.5.10 Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use and safe storage during the year. Pesticides will be stored and disposed of in accordance with the US EPA- registered label directions and state regulations. Pesticides must be stored in an appropriate, secure site with proper ventilation and not accessible to patrons or unauthorized personnel. Pesticides will only be stored at 601 Morse Maintenance Facility, 405 N. Roselle Road Golf Club Maintenance Facility, or 1115 E. Schaumburg Road Spring Valley Maintenance Facility.

5.5.5.11 Pesticide Applicators

Pesticide applicators must be trained in the principles and practices of IPM and the use of pesticides approved by this District and must follow all regulations and label directions. The District will follow all regulations and label directions. The District will follow all applicable regulations requiring applicator licensing, and all personnel will be licensed appropriately before being required to administer a pesticide.

Precautionary statements are required on all pesticide labels. Signal words on each label indicate the level of acute toxicity of the pesticide product (see below). The chronic toxicity is not indicated on the label. Every label bears the child hazard warning: "Keep Out of Reach of Children."

- A. **DANGER** – A taste to a teaspoonful taken by mouth could kill an average-sized adult.
- B. **WARNING** – A teaspoonful to an ounce taken by mouth could kill an average-sized adult.
- C. **CAUTION** – An ounce to more than a pint taken by mouth could kill an average-sized adult.

5.5.5.12 Exemption

This policy does not apply to the following exempted uses of products:

- A. Germicides, Disinfectants, Bactericides, Sanitizing Agents, Water Purifiers, Swimming Pool Chemicals used in normal cleaning activities and water disinfection.
- B. Personal insect repellents applied to person. Minors require parents' consent.
- C. Manufactured enclosed pesticides and crack and crevice application of gel baits, where patrons and children do not have access to the bait.
- D. The facility must comply with all usage directions specified by the label.

5.5.6 Wedding Rentals Policy at Spring Valley

Below are the parameters and guidelines for patrons desiring a wedding rental at Spring Valley. Rental and other fees will be charged by District at rates established by staff and approved by the Board.

Wedding rental guidelines are as follows:

- A. Maximum size of event, including wedding party and all guests, would need to be limited to 100, due to space and parking constraints.
- B. Outdoor wedding rentals are available on weekends only, between the hours of 10 a.m. and 8 p.m.
- C. Outdoor weddings may only use designated areas – Nature Center backyard, Merkel Cabin grove, Heritage Farm lawn areas.
- D. Rates apply only for use of outdoor areas designated for weddings. Existing rental rates for use of the Nature Center classrooms or Merkle Cabin would apply to groups wishing to use these facilities for wedding purposes.
- E. Existing Schaumburg Park District requirements concerning alcohol consumption (VOS Class D liquor license, proof of liability insurance, and

approval of Executive Director) would apply to any wedding event where alcohol is served.

1. Additionally, renters would be required to use only BASSET certified bartenders and servers. Proof of certification is required.
 2. All alcohol must remain within the designated rental area during the rental period.
- F. Tables, chairs, and other needed supplies cannot be supplied by Spring Valley and must be obtained from an outside rental company.
- G. Tents larger than 300 sq. ft. are not permitted.
- H. Restrooms are available at the Nature Center and Heritage Farm only.
- I. Acoustic music is permitted; amplified music is not permitted in outdoor areas.
- J. Electricity cannot be provided from adjacent facilities. Generators are not permitted.
- K. Parking for weddings is only available onsite at the Nature Center. Renters may make their own arrangements to use adjacent church parking lots and must present Spring Valley with written acknowledgement of such an arrangement at least 48 hours prior to rental.
- L. Renters must make arrangements to transport guests who are unable to walk to rental area when using the Cabin area or Heritage Farm using available service entrances. No vehicles are permitted onto back service road or any pathway.
- M. Renter (or designated catering company) is responsible for removal of all trash from rental area and placement within secure containers at the conclusion of the rental.
- N. All tables, chairs, decorations, etc. must be removed within 24 hours after conclusion of rental.

6. RELEVANT ORDINANCES

**SCHAUMBURG PARK DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 20 – 12 - _____

AMENDED AND RESTATED GENERAL USE ORDINANCE

**ADOPTED BY THE BOARD OF PARK COMMISSIONERS
OF THE SCHAUMBURG PARK DISTRICT
THIS 10TH DAY OF DECEMBER, 2020**

ORDINANCE NO. 20-12-____P

**SCHAUMBURG PARK DISTRICT
AMENDED AND RESTATED GENERAL USE ORDINANCE**

WHEREAS, the Schaumburg Park District, Cook County, Illinois (the “District”), has previously adopted and periodically updated rules and regulations for the governance of the parks and facilities of the District; and

WHEREAS, the District has previously adopted an integrated *General Use Ordinance* addressing both public use and operational regulations, including Ordinance 14-6-5P and subsequent amendments thereto; and

WHEREAS, in order to provide more user-friendly regulations, the general use regulations shall be separate and apart from all other ordinances and regulations; and

WHEREAS, the District is authorized by the Park District Code to adopt a general use ordinance for the regulation of District Property, and this Amended and Restated General Use Ordinance shall be known and referred to as the “Schaumburg Park District General Use Ordinance” or the “General Use Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

PREAMBLE AND GENERAL PURPOSE

The parks, sports fields, pools, land, buildings, and other facilities and equipment owned, leased, operated, and/or managed by the Schaumburg Park District (the "Park Facilities") are held in trust by the Park District for the use and enjoyment of all of the Park District's residents and other patrons. Some park areas, buildings, and facilities such as designated play fields, courts, and the like are intended for use by individuals or small groups. Most of the Park Facilities, however, are intended and held for the use of the public generally and not for private use or commercial use. The Park District does provide for use of certain of the Park Facilities under limited and tightly regulated circumstances. At the same time, it is the Park District's policy not to authorize or allow use of parks by private persons or organizations for any assembly or event that would substantially interfere with or preempt the general public use of the Park Facilities or that would disturb or disrupt the general use of the parks or their neighbors.

The Park District is committed to providing quality recreational opportunities for all person regardless of age, sex, sexual orientation, race, creed, social or economic status, or special ability.

CHAPTER 1: GENERAL PROVISIONS

Section 1.1 Applicability, Designation and Citation to this Ordinance.

The rules and regulations set forth in this Ordinance shall apply to all uses of the Park District. The Ordinances embraced in this and the following chapters and sections shall constitute and be designated as "the General Use Ordinance of the Schaumburg Park District" and may be so cited, and is sometimes referred to herein as the "General Use Ordinance" or "this Ordinance".

Section 1.2 Definitions. When used in the General Use Ordinance, the following terms shall have the meaning set forth in these sections.

"Amplified Sound" means any use of microphones, amplifiers, speakers, or other devices to artificially increase sound level.

"Applicant" means any person (as that term is defined herein) applying to the Park District for a Permit.

"Board" means the Board of Park Commissioners of the Schaumburg Park District.

"Concealed Handgun" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

"Conceal Carry License" means a license issued by the Illinois Department of State Police to a specific person to carry a concealed handgun.

“Court” means the circuit court of Cook County which has jurisdiction of District legal disputes.

“District” means the Schaumburg Park District, Cook County, Illinois.

“District Property” means all of the property, real and personal, of every kind and description located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District, including without limitation every building, shelter, street, sidewalk, trail, path, beach, park, playground, conservation area, garden plot, athletic field, or open space, or other public place or facility and all District waters located on or adjacent to or flowing over property located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District.

“Executive Director” means the Executive Director of the Schaumburg Park District or his or her authorized designee.

“Handgun” means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. “Handgun” does not include:

- (1) A stun gun or taser;
- (2) A machine gun as defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code;
- (3) A short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code of 2012; or
- (4) Any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch diameter, or which has a maximum muzzle velocity of less than 600 feet per second, or which expels breakable paint balls containing washable marking colors.

“Ordinances” means the General Use Ordinance of the Schaumburg Park District approved by the Board of Park Commissioners of the Schaumburg Park District and all amendments and supplements thereto, and such other ordinances of the District not in conflict with or repealed by this Ordinance.

“Park Facilities” means all parks, sports fields, pools, buildings, and all other facilities and equipment owned, leased, operated and/or managed by the District.

“Permit” means the written authorization issued by or under the authority of the District, by a District officer or employee empowered to grant said authorization, to a person to do or engage in a particular act or acts on District Property and/or to use Park Facilities. Said authorization is subject to the terms and conditions specified in the permit as well as all applicable federal, state, local, and District laws, ordinances, rules, and regulations.

“Person” means any individual, natural person, firm, partnership, association, corporation, company, trust, organization or any other group activity as a unit or the manager, lessee, agent, servant, partner, member, director, officer or employee, or any of them including executive administrator, treasurer, receiver or other representative appointed according to law.

“School Hours” means 7:00 a.m. until 3:30 p.m., Monday through Friday, both inclusive, from August 18th through and including June 20th of each year.

“Sports Field” means all fields designed or maintained for the primary purpose of playing a particular sport or sports.

“State” means the State of Illinois.

Section 1.3 Rules of Construction In construction of this Ordinance the following rules of construction shall be observed.

And/Or

“And” may be read “or” and “or” may be read “and” if the sense requires it.

Gender

Words in any section importing the masculine gender shall include the feminine and neuter as well as the masculine.

May

The word “may” is permissible and discretionary.

Shall

The word “shall” is mandatory.

Section 1.4 Applicability and Code to be Liberally Constructed. The rules and regulations set forth in this Ordinance apply to all uses of District Property and/or Park Facilities. All general provisions, terms, phrases and expressions contained in this Ordinance shall be liberally construed in order that the true intent of the District be fully carried out.

Section 1.5 Designations and Headings; Construction. All designations and headings of chapters, articles, divisions and sections are intended only for convenience in arrangement and as mere catchwords to indicate the contents of such chapters, articles, divisions or sections, whether printed in boldface type or italics.

Section 1.6 Application and Ordinance Provisions as Continuance of Existing Ordinances. The rules and regulations set forth in this Ordinance apply to all uses of District Property and/or Park Facilities. All uses of District Property and/or Park Facilities shall be conducted in accordance not only with the provisions of this General Use Ordinance, but also with all other applicable District rules, regulations, codes, ordinances and policies, including, but not limited to, existing rules, regulations, codes, ordinances and policies not in conflict and/or repealed by this Ordinance. The

provisions appearing in this Ordinance, insofar as they relate to the same subject matter and are substantially the same as those ordinance provisions previously adopted by the District and existing at the effective date of this Ordinance shall be considered as restatements and continuations thereof and not as new enactments.

Section 1.7 Effect of Repeal of Ordinances; Revival.

- a. This Amended and Restated General Use Ordinance amends and replaces Ordinance 14-6-5P and all subsequent amendments thereto. All other prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.
- b. Neither the adoption of this Ordinance nor the repeal hereby of any ordinance of the District shall in any manner affect the prosecution for violations of such ordinance, which violations were committed prior to the effective date hereof, nor be construed as affecting any of the provisions of such ordinance relating to the collection of any such license or penalty or the penal provisions applicable to any violation thereof, nor to affect the validity of any bond or cash deposit in lieu thereof, required to be posted, filed or deposited pursuant to any ordinance, and all rights and obligations thereof appertaining shall continue in full force and effect.
- c. Whenever any ordinance repealing a former ordinance, clause or provisions is repealed, such repeal shall not be construed as reviving such former ordinance, clause or provision, unless expressly provided therein.

Section 1.8 Conflicting Provisions.

- a. If the provisions of different chapters, articles, divisions or sections of this Ordinance conflict with or contravene each other, the provisions of each chapter, article, division or section shall prevail as to all matters and questions growing out of the subject matter of that chapter, article, division or section.
- b. If clearly conflicting provisions are found in different sections of the same chapter, the provisions of the section last enacted shall prevail unless the construction is inconsistent with the meaning of that chapter.
- c. In the event of a conflict or inconsistency between any provision of the General Use Ordinance and any other District rule, regulation, code, ordinance or policy, the provisions of this Ordinance shall govern and control.

Section 1.9 References Include Amendments; Construction.

- a. Any reference in this Ordinance to an ordinance or provisions of this Ordinance shall mean such ordinance or provision as may now exist or is hereafter amended.

- b. Any references in this Ordinance to chapters, articles, divisions or sections shall be to the chapters, articles, divisions and sections of this Ordinance unless otherwise specified.

Section 1.10 Amendments and References to Ordinances. Any additions or amendments to this Ordinance, when passed in such form as to indicate the intention of the Board to make the same part of this Ordinance shall be deemed to be incorporated in this Ordinance so that a reference to the General Use Ordinance of Schaumburg Park District shall be understood to include them.

Section 1.11 Severability. It is declared to be the intention of the Board that the chapters, sections, subsections, paragraphs, sentences, clauses and words of these Ordinances are severable. If any chapter, sections, subsections, paragraph, sentences, clause or word is declared unconstitutional or otherwise invalid by the lawful judgment or decree of any court or competent jurisdiction, its unconstitutionality or invalidity shall not affect the validity of any of the remaining chapters, sections, subsections, paragraphs, sentences, clauses and words of this Ordinance, since the chapters, sections or parts of sections would have been enacted by the Board without and irrespective of any unconstitutional or otherwise invalid chapter, section, subsection, paragraph, sentence, clause or word being incorporated into this Ordinance.

CHAPTER 2: PROTECTION AND USE OF DISTRICT PROPERTY

Section 2.1 Public Use; Hours

- a. Regular Hours. Except as otherwise provided below, the parks of this District shall be open to the public from 7:00 a.m. until 11:00 p.m. Parks and areas within parks that are open to the public different hours are as follows:
 - (1) Spring Valley Nature Sanctuary grounds shall be open from 8:00 a.m. until 8:00 p.m. April 1 through October 31, and from 8:00 a.m. until 5:00 p.m. from November 1 through March 31;
 - (2) Brandenburg; Elaine Bond; Einstein; Freedom; Knollwood; Ruth Macintyre Conservation Area; Kay Wojcik Conservation Area at Oak Hollow; Old Salem, and Sunset parks shall be open from 7:00 a.m. until sunset.
 - (3) The following areas within parks shall close at 9:00 p.m.: Prairie Park play and skate areas; Meineke basketball court; Linden basketball court; and Abrahamsen basketball court
 - (4) Pembroke basketball court shall close at sunset;

- (5) Timbercrest Hockey Rink shall be open Sunday through Thursday from 7:00 a.m. until 9:00 p.m., and Friday and Saturday from 7:00 a.m. until 11:00 p.m.

No person, except employees of the District, authorized Village and/or County police personnel whose duties require their presence, and members of the public participating in officially organized park programs, shall be on or in any park between such closing time and the following day when the park reopens.

Park Facilities with outdoor lighting shall remain open until five minutes after the lights are turned off. Only the lighted portion of such facilities shall remain open after sunset.

- b. Special Closings. The District may close one or more District parks, buildings, and facilities or any part thereof to the public at any time and for any interval of time, either temporarily or at regular intervals, and either entirely or merely to certain uses, as deemed advisable and in the best interest of the public and the District.

Section 2.2 Bringing and Removing Plants, Shrubs or Trees Prohibited and Tree Preservation. No person shall:

- a. Plant or bring into or upon District Property, or uproot or take from District Property, any tree, shrub, flower, vegetable plant, or other form of live vegetation, or portion thereof, except by written authorization of the District's Director of Parks and Planning.
- b. Remove any Protected Tree or otherwise violate the District's Tree Preservation Ordinance adopted on June 13, 2002 as Ordinance 02-06-2P, a copy of which is attached hereto as Appendix I and is readopted, restated and is expressly incorporated herein (the "Tree Preservation Ordinance"), as the same may be amended from time to time.

Section 2.3 Camping. No person shall place, erect, or use any hammock, swing, tent, shelter or any other type of temporary or permanent camping equipment or otherwise camp in any manner, on District Property unless a Permit has first been obtained from the District.

Section 2.4 Criminal Trespass of Property. No person shall:

- a. Enter or remain in any building or portion of District Property or in any Park Facility where persons are prohibited by the District from entering by sign or other notice including where use is restricted to persons of the opposite sex except as otherwise specifically provided in this Ordinance;
- b. Enter or remain in any District Property when it is closed to the public;

- c. Climb, walk or sit upon any sign, wall or fence under the control of the District;
- d. Go upon any lawn, grass plot, planted area, tree, shrub, monument, fountain, sculpture or structure where access is prohibited by signs or other notice or where access is restricted by fence or other physical barrier;
- e. Enter any District Property that is reserved or scheduled for a specific group or activity, unless such person is invited by the individual or group responsible for such activity unless such person has paid any applicable admission and/or registration fees.
- f. Encroach upon District Property by constructing any fence, play apparatus or any structure thereon, or plant any garden, shrub or tree thereon, or take, use, or assume any District Property for personal use without the written pre-approval of the Executive Director or his or her designee.

Section 2.5 Damage to District Property. Unless authorized by a written agreement with the District or otherwise expressly permitted by the District, no person shall while in or on District Property or in any Park Facility:

- a. Deface, vandalize, disfigure, burn, break, cut, tamper with or displace or remove in or from any District Property or part thereof, or Park Facility, any table, bench, athletic field, coping, lamp post, fence, wall, paving or paving material, water line or other public utility or parts or appurtenances thereof, or sign, notice or placard whether temporary or permanent, equipment, facilities or other District Property or Park Facility, or appurtenances thereto whatsoever, either real or personal;
- b. Destroy, cut, break, injure, disturb, sever from the ground or remove any sod, soil, earth, rock, stone, timber, wood, material, or growing thing including but not limited to any plant, flower, flower bed, shrub, tree, growth, or any branch, stem, fruit, or leaf thereof; bring into or have in his/her possession in or on District Property any tool or instrument intended to be used for the cutting thereof, or any garden or agricultural implements or tools which could be used for the removal thereof;
- c. Set fire to any trees, shrubs, plants, flowers, grass, plant growth or living timber, or allow any fire upon land to extend into District Property;
- d. Cut, break or in any way injure, deface, destroy or alter any Park Facility, building, fence, monument, sculpture, bridge, playground equipment, playground, court surface athletic field, apparatus or other structure or property contained on any Park Property;
- e. Operate or drive any motor car, automobile or vehicle of any kind in or on District Property in places other than roadways or in such a manner as to cause the same to collide with, run against, strike or cause to strike, injure, deface or damage any District Property or appurtenance of any kind;

- f. Fasten any animal or attach any rope, sign, handbill or other things to any tree or shrub or to any protective device around any tree or shrub growing in or on the District Property;
- g. Allow any animal under the person's ownership or temporary care to injure or deface any tree, plant, shrub, lawn or grassplot in any manner whatsoever. An animal is under a person's temporary care if the animal was brought upon District Property by the person or by a minor under the person's temporary or permanent care;
- h. Fasten any bicycle, motorcycle, moped or other vehicle to or leave the same standing so as to injure any tree, shrub, lawn or grass plot;
- i. Deface, destroy, cover or otherwise make unreadable any traffic warning or prohibitory sign or symbol in or on District Property;
- j. Mark, carve, bend, cut, paint, deface, breakdown, destroy, damage, alter, change, sever, uproot, excavate or otherwise remove, or attach or suspend any rope, wire or other material or contrivance to or from any District Property or to or from any Park Facility;
- k. Fail to maintain District Property in a neat and sanitary condition.
- l. Use any Park District playground equipment or sports apparatus in a manner for which it was not intended to weaken, damage, or destroy such equipment or apparatus.

Section 2.6 Pools. The following rules and regulations shall apply to all District swimming pools:

- a. All outdoor swimming pools shall be open and in operation from approximately Memorial Day through Labor Day, weather and safety conditions permitting. Pools shall be open for public swimming during published and posted hours.
- b. No person shall enter the bathhouse or pool area without payment of the admission charge that is established by the District or without displaying proper season passes that are issued therefore.
- c. No person under nine (9) years of age shall be admitted to the pool area unless he or she is accompanied by a person legally possessing an adult pass (ages 16 years old and up) or an adult daily admission and demonstrating competency to assume full responsibility for the care and safety of the person under nine (9) years of age.
- d. If any person shall refuse to obey any orders of lifeguards, attendants, managers or any agent of the District, the District may immediately terminate or suspend such person's rights to use the pool and other District Property.

Lifeguards are responsible for enforcing safety rules and responding to emergencies. Parents, guardians, or other persons who are 16 years of age or older and accompanying a child who is under nine (9) years of age, shall supervise the child.

- e. No person shall attempt admission to the pool and such admission shall be refused if the person has contagious disease, infectious conditions such as colds, fever, ringworm, foot infections, skin lesions, diarrhea, vomiting, inflamed eyes, ear discharges, or any other condition which has the appearance of being infectious, or any excessive sunburn, abrasions which have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages, or other bandages of any kind or if the persons appears to be under the influence of alcohol or exhibiting erratic behavior.
- f. Persons with qualifying disabilities under state and/or federal law that require reasonable accommodations to enjoy District Property should contact the Executive Director's office.
- g. Littering is prohibited; in addition, food and beverages are allowed in specifically designated concession areas by posting a written notice. Tobacco products and glass containers are prohibited.
- h. All persons are encouraged to take a shower before entering the pool area.
- i. Personal conduct within the pool facility must be such that the safety of self and others is not jeopardized. Running, boisterous or rough play, except supervised water sports, is prohibited.
- j. Only clean footwear, baby strollers, or wheelchairs are allowed in the pool area or bathhouse.
- k. Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool is prohibited.
- l. Glass, soap, or other material, which might create hazardous conditions or interfere with efficient operation of the swimming pool, are prohibited in the swimming pool or on the pool deck.
- m. Only a clean swimsuit or clean swim apparel may be worn in the pool. Unlined and cut off shorts or leotards are prohibited in the pool.
- n. All children who are not toilet-trained shall wear tightly fitting rubber, plastic pants, or approved swim diapers.
- o. Diving in water less than five feet deep is prohibited except when allowed for competitive swimming and training.
- p. Swimming is prohibited when thunder is heard or lightning is seen, including a 30-minute period after the last lightning or thunder is detected.

- q. Pools may be closed by authorized District personnel for cool air temperatures, mechanical problems or hazardous conditions.
- r. Flotation devices are only allowed in baby pools, at outdoor pools or the leisure pool at the District's Water Works facility.
- s. No person seven (7) years of age and older is allowed in any baby pool at the District's outdoor pools.
- t. All state, county and local health codes shall apply to the use of all District pools and shall be applicable to all pool patrons and users.
- u. Any person who refuses to obey pool rules or otherwise violates any other provision of this Ordinance may be temporarily dismissed or excluded by the District from further use of the pool in accordance with the provisions of Chapter 9 and the provisions of Chapter 10 of this Ordinance, in addition to being subject to the general penalties set forth in this Ordinance.

Section 2.7 Public Assemblies.

- a. No person shall do any of the following on District Property without first obtaining a Permit from the District in accordance with Chapter 6:
 - (1) Call or hold a public assembly, exhibition or entertainment of any description;
 - (2) Conduct any musical concert, play any amplified instrument, or set up or use any amplified sound communication system;
 - (3) Hold or attempt to hold any meeting, assembly, demonstration, celebration, parade, rally, religious worship, or any sponsored entertainment, social, recreational or athletic event.
- b. Any person issued a Permit by the District shall produce the Permit and exhibit it upon request of any District employee or officer.
- c. No person other than a District employee or officer shall disturb or interfere with any person occupying District Property under the authority of a Permit.

Section 2.8 Use of Restrooms, Washrooms, and Locker Rooms.

- a. Every person shall cooperate in maintaining restrooms, washrooms and locker rooms in a neat and sanitary condition.
- b. No person shall deposit objects of any kind other than toilet paper in the toilets or plumbing fixtures of a restroom, washroom facility, bath house, or locker room.

- c. No person shall enter into or remain in any restroom, washroom facility, bath house or locker room designated for the opposite gender, except that children 5 years of age and under may use restrooms, washrooms, bath houses and locker rooms designated for the opposite gender when a family facility is unavailable. Restrooms (only) identified by signage as gender neutral can be used by either gender.
- d. Individuals may not use restrooms, washrooms, bath houses, and locker rooms designated for families.
- e. No person shall use (i) an electronic, mechanical, manual, electric, digital, voltaic or other device, instrument or means capable of recording, producing, duplicating, reproducing, storing, copying, transmitting or displaying any visual, video, photographic, electronic, digital, recorded or other visual image, picture or representation, including, but not limited to, any camera, camcorder or videotaping device; or (ii) any cell phone of any type or kind regardless of its capacity or lack thereof to produce a visual image, in any restroom, locker room, lavatory, bathroom, shower facility, or dressing room, in any building owned, leased to or under the control of the Park District.

CHAPTER 3: ANIMALS

Section 3.1 Animals and Pets

- a. Except as provided for the K-9 Dog Park in Section 3.3 of this Chapter, no owner or person having control of any domesticated dog, cat, or any other domesticated animal shall cause or permit such animal to be on District Property unless the animal is on a leash which shall not exceed six (6) feet in length and such person has in his immediate possession a device for removal and a depository for the transportation of animal excrement from District Property.
- b. All owners or persons having control of any domesticated dog, cat, or other domesticated animal, shall remove any excrement from District Property left by such animal.
- c. No person shall bring a domesticated dog, cat, or any other animal onto or permit any animal to remain on any portion of District Property where the presence of animals is prohibited, except (i) in conjunction with an activity or event conducted or sponsored by the District, or (ii) dogs or other domesticated service animals specially trained to assist the visually impaired or other persons with disabilities when they are accompanying the persons with disabilities for purposes of providing such assistance in accordance with the District's Americans with Disabilities Act (ADA) Policy adopted on March 10, 2011 by District Ordinance 11-03-2P, a copy of which is appended hereto as Appendix II, which policy is hereby readopted, restated, and is expressly incorporated herein (the "ADA Policy"), as the same may be amended from time to time.

- d. Any animal found on District Property in violation of subsections a. through c. may be apprehended, removed to an animal shelter, public pound, or other place provided for that purpose, and, unless the owner claims the animal and is financially responsible for violations of this Ordinance, disposed of pursuant to the applicable laws or ordinances of the State of Illinois and Village of Schaumburg. The owner or person responsible for such animal shall be responsible for all costs and expenses incurred or encumbered in the removal and boarding of such animal and such charge shall be in addition to and not in lieu of any other penalties provided for in this section and any other applicable federal, state, local or District laws, ordinances, rules or regulations.
- e. No person shall allow any animal to run uncontrolled upon any Park Property, whether licensed or not (except for dogs in the K-9 Dog Park in accordance with the K-9 Dog Park Rules, Regulation, and Etiquette and other provisions set forth in Section 3.3 of this Ordinance).

Section 3.2 Protections of Non-Domesticated Animals, Birds, Fish, and Other Non-Domesticated Animals. For purposes of this section “wildlife” means any bird, fish, or other non-domesticated animal including without limitation any animal, the capture or killing of which is authorized by the fish and game laws of the State of Illinois.

- a. No person shall bring or release any wildlife onto District Property; provided, however, that the District may bring or release, or permit another person to bring or release, such proscribed animals onto District Property in conjunction with an activity or event conducted or sponsored by the District or in conjunction with a zoo, museum, nature center, or similar facility maintained by the District.
- b. No person shall feed any wildlife on District Property.
- c. No person shall hunt, pursue, hurt, molest, wound, kill, trap, catch, poison, abuse, chase, shoot, touch, throw or propel objects at, endanger in any way, remove or cause to be removed, treat cruelly, or have in possession, any wildlife upon, over, or under District Property, except as expressly authorized and approved by the District.
- d. No person shall give or offer any harmful, poisonous, or noxious substance to any wildlife on District Property.
- e. No person shall touch, tease, frighten, disturb, or otherwise intentionally interfere with any wildlife while feeding, nesting, breeding, sleeping, resting, flying or engaging in any other activity on, upon, over or under District Property, except as expressly authorized and approved by the District.
- f. No person shall molest, touch, throw or propel an object at, destroy, dig up, crush, shake, rob or disturb, in any way tamper with or damage the nest,

lair, den, burrow, or home of any wildlife found on, upon, over or under District Property.

- g. Fishing is allowed in designated waterways in accordance with the rules and regulations of the Illinois Conservation Department.
- h. Wildlife on District Property may, in addition to the provisions of this Section 3.2, be protected as an endangered species under international, federal, state, county or local treaties, laws, statutes, ordinances rules or regulations.

Section 3.3 Dog Park. The District hereby adopts rules and regulations governing a dog park/temporary off-leash facility known as K-9 Dog Park, titled K-9 Dog Park Rules, Regulation, and Etiquette (the “Dog Park Guidelines”). Every dog owner and dog handler must abide by the rules and regulations set forth in the Dog Park Guidelines, as they may be amended from time to time. The Dog Park Guidelines provide, among other rules and regulations, all of the following rules and regulations:

- a. Permit and Pass Required. Every dog owner or dog handler must secure a dog park permit and pass prior to any use of any dog park or temporary off-leash facility. Access to dog parks and temporary off-leash facilities is limited only to persons with valid, current dog park permits and passes.
- b. Permit and Pass Application. Each application for a dog park permit and pass must be submitted to the Park District on forms provided by the Park District, which must include, among other information, all of the following:
 - (1) Waiver and Indemnity. Waiver, release, and indemnification provisions that must be signed by the applicant. All applicants must assume all risk of, and responsibility for, injury, damage, and loss relating to use of any dog facility.
 - (2) Proof of Examination. Written proof of any examination of the dog by a certified Doctor of Veterinary medicine, including information and vaccinations as provided on the application.
- c. Compliance with Posted Rules and Regulations Required. Every dog owner or dog handler must abide by posted rules and responsibilities.
- d. Young Children Prohibited. No child under the age of 11 years is permitted within a dog park or temporary off-leash facility at any time.
- e. Adult Supervision of Youth Required. Children between the ages of 11 and 17 years are not permitted within the dog park/temporary off-leash facility unless accompanied by an adult.
- f. Collars, Wearing of Tags Required. Every dog must wear a collar at all times while on any District Property, and must wear on that collar a current rabies tag.

- g. Enforcement, Fines. Dog park rules and regulations may be enforced by any Park District Ranger and by any employee of the District. Failure to comply with the rules and regulations may result in a fine of not less than \$50 nor more than \$1,000 for each offense and/or the revocation the dog owner's and/or dog handler's permit and pass issued pursuant to this section.

CHAPTER 4. PERSONAL CONDUCT.

Section 4.1 Abandonment of Property. It is unlawful for any person to abandon any personal property on District Property and/or within any Park Facility, including, but not limited to, cars, boats, appliances, garbage, furniture, or refuse. In addition to all fines and other penalties for violation of this section, the District may remove and destroy such property and assess the costs for such removal to the person abandoning the property.

Section 4.2 Advertisement, Peddling, and Solicitation. The purpose of this section is to control commercial enterprises or sales on District Property to ensure the public unimpeded use and enjoyment of the parks without being subjected to purely commercial exploitation.

- a. No person shall offer for sale any articles or things, or conduct or solicit any business, trade, occupation, or profession on District Property without a Permit from the District.
- b. No person shall fix any placard, sign, handbill, pamphlet, circular, or any other writing or printed material or objects containing advertising matter or announcements of any kind whatsoever on any District tree, shrub, post, building, gate, sign, or other District Property unless:
 - (1) The person or organization has obtained a Permit from the District;
 - (2) The District has expressly designated the area for such use;
 - (3) The person holds a valid picnic, camping, or special event Permit in which case the person may display signs to identify their location or direct others to such location, provided that such signs are temporary and are removed by the permittee at the termination of the activity and provided that such signs are no larger than 24" x 30" and are not attached to any tree shrub, post, building, gate, District sign, or other structure located on District Property; or
 - (4) The person or organization has entered a written Sponsorship Agreement with the District which authorizes the posting of such permanent signs, seasonal banner and/or temporary signs, and which agreement meets the Schaumburg Park District Sponsor Promotion Guidelines as they may be amended by the Board from time to time.

- c. No person shall distribute, display, post, or fix any sign, handbill, pamphlet, circular or any other writing or printed material or objects within any Park Facility or District building except in areas expressly designated for such use.

Section 4.3 Drones/Model Aircraft/Aircraft Regulations

a. Drone Regulations.

(1) Definitions.

(a) "Drone" means an unmanned aircraft system used for public, recreational or commercial purposes.

(b) "FAA" means Federal Aviation Administration, or any successor Federal agency.

(2) Drones may not be operated on, over or across District Property except to the extent permitted by this Section.

(3) Except by the Schaumburg Park District, drones may not be operated on, over or across District Property without a written permit therefor issued by the Park District in accordance with this Section.

(4) Subject to the limitations described in this Section, drones may be operated with a permit on, over and across only those parks and District Property listed in the permit therefor (if issued by the District), and only on the date(s) and times set forth in said permit.

(5) Drones may only be operated on, over and across the specific parks and District Property listed in the permit, but only when there is not an organized recreational program or activity occurring thereon which is sponsored or permitted by the Park District, including but not limited to soccer or baseball games.

(6) All drones must be operated within the eyesight of the operator.

(7) Drone operation may only take place during the hours when the park is open.

(8) All permits are issued specifically to a particular operator and a particular drone. Permits are not transferable or assignable without the Park District's advance written consent.

(9) Applications for a permit must be submitted to the Director of Parks and Planning no less than ten (10) days before the operator plans to operate the drone on, over or across District Property.

- (10) A person is eligible to receive a permit to operate a drone on, or over, District property if:
 - (a) The drone is registered with the FAA and bears a tab/label/sticker describing the FAA registration number.
 - (b) For commercial drone operators:
 - (i) The operator has received all applicable licenses from the FAA for the operation of the drone for which a permit is sought.
 - (ii) The operator presents to the Park District proof of commercial general liability insurance, with any applicable drone operation exclusions deleted, providing coverage for personal injury, death, property damage and destruction, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- (11) The operator has not been removed from District Property for a previous violation of the regulations in this section.
- (12) The operator does not have a history of violating FAA guidelines for use of unmanned aerial systems.
- (13) By applying for and accepting a permit to operate a drone on, or over, District Property, the applicant/permit holder agrees to indemnify, defend and hold harmless the Park District from and against any and all costs, expenses, claims, liabilities or judgments, of whatever kind, nature or amount, relating to any personal injury, death, property damage or destruction, resulting from the operation of the drone.
- (14) No person shall fly, cause to be flown or permit or authorize the flying of a drone of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any person on District Property.
- (15) No person shall land or permit or authorize the landing of any drone on District Property unless a permit therefor has first been obtained from the District, except when necessitated by unavoidable emergency.

b. Model Aircraft Regulations.

- (1) No person shall fly or cause to be flown or permit or authorize the flying of model aircraft on, or over, District Property unless a permit has first been obtained from the District.

- (2) No person shall fly, cause to be flown or permit or authorize the flying of model aircraft of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any person on District Property.
- (3) No person shall land or permit or authorize the landing of any model aircraft on District Property unless a permit therefor has first been obtained from the District, except when necessitated by unavoidable emergency.

c. Aircraft Regulations.

- (1) No person shall parachute or otherwise descend from an aircraft into or onto District Property or cause, permit or authorize another person to parachute or otherwise descend from any aircraft into or onto District Property unless a permit therefor has first been obtained from the District, except when necessitated by unavoidable emergency.

Section 4.4 Alcoholic Liquors/Intoxication. The following terms shall have the following meanings for purposes of this section:

“Alcoholic liquor” shall have the meaning set forth in the Illinois Liquor Code, 235 ILCS 5/1-1 *et seq.*

- a. No person under the influence of alcoholic liquor shall enter into, be, or remain on District Property
- b. No person, other than the District or its authorized agents, shall sell or deliver any alcoholic liquor on District Property or in any Park Facility, unless said person has first obtained all applicable state and local liquor licenses, provides proof of dram shop liability insurance in sufficient insurance coverage limits as determined by the District, and obtains a Permit therefore from (or license agreement allowing the sale thereof) with the District.
- c. No person shall bring into, possess, consume, use, or transfer any alcoholic liquor on District Property without having first obtained a Permit therefore from the District unless he is in or on District Property where the possession or consumption of alcoholic liquor is allowed without a Permit, or unless the alcoholic liquor is legally possessed in an unopened container stored in the trunk of a motor vehicle. Every person possessing, using, consuming, or transferring alcoholic liquor pursuant to this section shall be subject to and shall comply with all applicable federal, state, local, and District laws, ordinances, rules, and regulations regarding the possession, use, consumption, or transfer of alcoholic liquor.

Section 4.5 Assault, Battery, Fighting, and Reckless Conduct. No person shall knowingly start a fight or fight or commit any assault, battery, or reckless conduct on District Property or in any Park Facility.

For purposes of this section:

A person commits an assault when, without lawful authority, he engages in conduct which places another in reasonable apprehension of receiving a battery.

A person commits a battery if he intentionally or knowingly, without legal justification and by any means (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual.

A person commits reckless conduct when he causes bodily harm to or endangers the bodily state of an individual by any means if such person performs recklessly the acts which cause the harm or endangers safety regardless whether the acts are otherwise lawful or unlawful.

Section 4.6 Begging and Panhandling

- a. No person shall beg or panhandle on District Property or in any Park Facility, including, without limitation, in District buildings, facilities, parks, athletic fields, or playgrounds or the entrances or stairways of such buildings or facilities.
- b. No person begging or panhandling on District Property or in a Park Facility shall obstruct or impede pedestrians or vehicles; harass park visitors with physical contact or persistent demands; misrepresent his affiliations; misrepresent what the solicited funds will be used for; or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District; or coerce or intimidate another person into giving money, goods or services.
- c. No person shall establish any type of concession or do any hawking, peddling, soliciting or offer to sell or buy any article, alms, or take up any collection, solicit or receive any contribution of money or anything of value without authorization from the Executive Director or his or her designee.

Section 4.7 Bicycling.

- a. When two or more persons in a group are operating bicycles on District Property, they shall not ride abreast, but shall ride in single file.
- b. When riding a bicycle on Park Property, or when entering or exiting Park Property, the operator of a bicycle emerging from an alley, driveway or building shall, upon approaching a sidewalk or the sidewalk area extending

across any alleyway, yield the right-of-way to all pedestrians and vehicles approaching on said roadway.

- c. No person operating a bicycle on District Property shall carry another person on the same bicycle. This restriction does not apply to tandem bicycles.
- d. No person shall operate a bicycle on District Property between 30 minutes after sunset and 30 minutes before sunrise, without a clear, white, properly lighted headlight, visible under normal atmospheric conditions from the front thereof for not less than 500 feet and firmly attached to the bicycle, or without a red reflector firmly attached to the bicycle, which is clearly visible in the headlight beam of an automobile for a distance of 500 feet to the rear of the bicycle.
- e. No person may operate a bicycle on playgrounds, ball fields, tennis courts, or sidewalks except that small children riding three- or more-wheeled cycles may operate such cycles on sidewalks while under the supervision and control of an adult.
- f. No person shall ride a bicycle on any path on District Property where signs are posted prohibiting riding bicycles on those paths. Bicycles are permitted only on designated bike paths and are not permitted in Macintyre, Kay Wojcik Conservation Area, Oak Hollow or Spring Valley nature areas.
- g. Bicycles shall not, at any time, in any place on District Property, be indiscriminately parked by anyone in such manner as to actually or possibly interfere with pedestrians or automobiles. No person shall leave a bicycle lying on the ground or paving or set against trees or otherwise in a place on District Property other than a bicycle rack when such is provided and there is space available. No person shall move or in any manner interfere with, any bicycle which is properly parked, nor shall any person interfere with, or, in any manner, hinder any person from properly parking a bicycle.
- h. All bicycles, when operated on sidewalks, driveways, and on designated bicycle paths on District Property, shall be kept to the right and shall be operated as nearly practicable at the right-hand edge of the driveway, designated bicycle path. or sidewalk.
- i. No person shall operate a bicycle on District Property which is not equipped with a signaling device (bell, horn), in good working order and audible at a distance of 100 feet when sounded.
- j. No person shall operate a bicycle on District Property faster than is reasonable and proper, and every bicycle shall be operated with reasonable regard for the safety of the rider and of other persons and property.

- k. Every person operating a bicycle on District Property shall observe all traffic and Illinois Vehicle Code rules and regulations applicable to motor vehicles under this chapter, except those provisions of this chapter which by their nature can have no application and except as otherwise provided by this section.

Section 4.8 Bribing Employees. No person shall give or offer any money, gift, privilege or article of value to any District employee, officer, or agent in order to violate the provisions of the Ordinance or any other District ordinance, contract, permit or statute of the State of Illinois and the United States or in order to gain or receive special consideration in applying for any use or privilege, or treatment in the use of District Property and/or Park Facility. This section shall apply both on and off District Property and in and out of Park Facilities.

Section 4.9 Commercial Photography. No person shall take or cause to be taken any still or motion pictures (including video tapes), make sketches or paintings for commercial purposes or for use in commercial advertising, without first obtaining a Permit from the District, and in addition shall comply with the Schaumburg Park District Advertising Guidelines as they may be amended by the Board from time to time.

Section 4.10 Disorderly Conduct.

- a. No person shall commit any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace.
- b. No person shall engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct, or assist in making any unreasonably loud noise, disturbance, breach of the peace, riot, or diversion which breaches the peace on District Property or in any District Facility, or gather with other persons in bodies or crowds for unlawful purposes, or for any purpose to the annoyance, obstruction or disturbance of other persons of normal sensibilities under circumstances in which such conduct tends to cause or provoke a disturbance.
- c. No person shall commit any other act which may be defined as disorderly conduct under the Illinois Criminal Code, 720 ILCS 5/26-1,2,3, or 4.

Section 4.11 Drugs/Cannabis/Controlled Substances.

- a. Definitions. For purposes of this section, the following words shall have the following meanings:

CANNABIS: Means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol

(THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. "Cannabis" also means and includes for purposes of this section, cannabis flower, cannabis concentrate, and cannabis-infused product, unless those specific terms are used separately to differentiate separate regulations for any of them.

CANNABIS CONCENTRATE: Means a product derived from cannabis that is produced by extracting cannabinoids, including tetrahydrocannabinol (THC), from the plant through the use of propylene glycol, glycerin, butter, olive oil or other typical cooking fats; water ice, or dry ice; or butane, propane, CO₂, ethanol, or isopropanol and with the intended use of smoking or making a cannabis-infused product. The use of any other solvent is expressly prohibited unless and until it is approved by the Department of Agriculture.

CANNABIS CONTAINER: Means a sealed, traceable, container, or package used for the purpose of containment of cannabis or cannabis-infused product during transportation.

CANNABIS FLOWER: Means marijuana, hashish, and other substances that are identified as including any parts of the plant *Cannabis sativa* and including derivatives or subspecies, such as indica of all strains of cannabis; including raw kief, leaves, and buds, but not resin that has been extracted from any part of such plant; nor any compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, or resin.

CANNABIS-INFUSED PRODUCT: Means a beverage, food, oil, ointment, tincture, topical formulation, or another product containing cannabis, or cannabis concentrate that is not intended to be smoked.

CONTROLLED SUBSTANCE: Shall have the meaning ascribed to it in section 102 of the Illinois Controlled Substances Act¹, as the same may be amended from time to time, which statute and definition as the same may be amended are hereby expressly incorporated herein.

- b. It shall be unlawful for any person under 21 years of age to knowingly possess cannabis within Park Facilities or upon District Property, unless said possession is authorized by the Compassionate Use of Medical Cannabis Program Act² or by the Community College Cannabis Vocational Pilot Program³, and in no event shall cannabis be used, smoked, consumed

¹ 720 ILCS 570/100, et seq.

² 410 ILCS 130/1, et seq.

³ 410 ILCS 705/Art. 25

or ingested by any person under 21 years of age while in any Park Facilities or while upon Park Property. For purposes of this subsection, “knowingly” means consciously aware of the presence of cannabis or awareness of the substantial probability of the presence of cannabis.

- c. No person who is 21 years of age or older shall knowingly possess cannabis within any Park Facilities or while upon District Property unless or except:
 - (1) If otherwise authorized by the Cannabis Regulation and Tax Act⁴, but in any event it shall be unlawful for any person who is 21 years of age or older and a resident of the State of Illinois to knowingly possess in excess of 30 grams of cannabis flower; in excess of 500 milligrams of THC contained in cannabis-infused product; or in excess of 5 grams of cannabis concentrate within Park Facilities or while upon District Property. The possession limits are to be considered cumulative.
 - (2) If otherwise authorized by the Cannabis Regulation and Tax Act⁵, but in any event it shall be unlawful for any person who is 21 years of age or older and a non-resident of the State of Illinois to knowingly possess in excess of 15 grams of cannabis flower; in excess of 2.5 grams of cannabis concentrate; or in excess of 250 milligrams of THC contained in a cannabis-infused product within Park Facilities or while upon District Property. The possession limits are to be considered cumulative.
 - (3) If permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Program Act.⁶
 - (4) In a vehicle that is reasonably secured and with the cannabis in a cannabis container that is reasonably inaccessible to the driver and occupants of the vehicle.
- d. No person who is 21 years of age or older shall knowingly use, smoke, consume or ingest cannabis or any cannabis product in any Park Facility or upon Park Property.
- e. No person who is 21 years of age or older shall knowingly smoke cannabis in a Park Facility or upon District Property where smoking is prohibited under the Smoke Free Illinois Act.⁷
- f. No person who is 21 years or age or older shall knowingly smoke or vape cannabis in any Park Facility or upon District Property where smoking and/or vaping are prohibited under Section 4.30 of this General Use Ordinance.

⁴ 410 ILCS 705/1-1, et seq.

⁵ 410 ILCS 705/1-1, et seq.

⁶ 410 ILCS 130/1, et seq.

⁷ 410 ILCS 130/1, et seq.

Section 4.12 Dumping, Polluting, and Littering

- a. No person shall litter, cast, throw, drop, leave, scatter, place, pile, or otherwise dump, or deposit in any manner any kind of dirt, rubbish, placard, handbill, pamphlet, circular, book, notice, flyer, other promotional material, paper of any kind, ashes, garbage, waste material, snow, ice, grass clippings, tree or shrub limbs, branches or trimmings, rubbish, manure or waste substance of any kind, or other substance, whether liquid or solid, or any other refuse in or upon District Property or in any Park Facility except as specifically permitted by the District. Provided, however, that paper, glass, cans, garbage and other refuse resulting from picnics or other lawful use of District Property shall be deposited in garbage receptacles provided by the District for that purpose. Where garbage receptacles are not provided, are missing, or are full to capacity, all such garbage, refuse, or other material shall be carried away from the area of use by the person responsible for its creation and presence, and properly disposed of elsewhere.
- b. No person shall urinate or defecate on District Property or in any Park Facility other than in toilets in restroom facilities expressly provided for such purposes.
- c. No person shall drain refuse from a trailer or other vehicle on District Property.
- d. No person shall bathe or wash themselves or food, clothing, dishes, or other property at water outlets, fixtures or pools on District Property, except at those areas designated by the District for such use.
- e. No person shall pollute or contaminate District Property.
- f. No person shall dispose of fish remains on District Property, except as expressly permitted by the District.
- g. No person shall dispose of human or animal waste on District Property except at designated locations or in fixtures provided for that purpose.
- h. Any person violating this section shall be assessed the cost of removing any such improperly deposited substance or material and such charge shall be in addition to and not in lieu of any other penalties provided for in these Ordinances or applicable federal, state, local, and/or District laws, ordinances, rules, and regulations.

Section 4.13 Fire. No person shall light, maintain, or make use of any fire on District Property, except at such places and at such times as the District may designate for such purpose and under such rules as may be prescribed by the District. In the event the District permits a person to use such a fire the person shall comply with the following requirements in addition to any other rules as may be prescribed by the District:

- a. No fire shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent adult from the time it is kindled until the time it is completely extinguished.
- b. Small fires contained in grills for the sole purpose of grilling food shall be allowed only in areas designated for picnics, must be properly and completely extinguished prior to any person leaving the site of the fire.
- c. Dumping of hot coals or ashes from grills without having first thoroughly extinguished all hot coals or ash with water is strictly prohibited. Any such extinguished coals or ash shall only be disposed of in garbage receptacles provided by the District.
- d. No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens, causes damage to, or results in the burning of District Property or other District resources, or creates a safety hazard.

Section 4.14 Fireworks. No person shall offer for sale, expose for sale, sell, possess, use, discharge, set off or explode any firecracker, torpedoes, skyrockets, roman candles, bombs, sparklers, rocket, squib or other fireworks of like construction, or anything containing any explosive or inflammable compound or any tablets or other device commonly used and sold as fireworks, on District Property without first obtaining a Permit from the District, or unless authorized to do so by contract with the District. No such Permit shall be issued unless the applicant shall have first submitted to the District:

- a. A plan which assures the proposed activity will be conducted safely; and
- b. Proof of commercial general liability insurance coverage, and if necessary commercial umbrella insurance, with a limit of not less than \$2,000,000, each occurrence. If such CGL policy contains a general aggregate limit, the policy must be endorsed to apply separately to the event and location for which the applicant is seeking a permit. Any such CGL insurance shall be issued by an insurance company with a rating of not less than A- VII in the most recent edition of the A.M. Best's Key Rating Guide, if the insurance company providing the CGL policy has not obtained a Best's rating, or it is less than A- VII, then no permit will issue. The District shall be included as an insured under the CGL using an additional insured endorsement and with coverage of liability as determined by the District.

Section 4.15 Gambling/Fortune Telling. No person shall play or engage in selling fortunes or futures, games of chance or in any other device or game of chance, hazard or skill, either as bookmaker, dealer, player or otherwise, for the purpose of gaming or gambling for money or other valuable things on District Property, except at a fair, carnival or other organized event conducted permitted by the District.

Section 4.16 Games and Sports. No person shall engage in any sport, game, or amusement on District Property or in any Park Facility where prohibited by

the District. Nor shall any person walk, remain, or go upon any portion of District Property or in any Park Facility designated for any particular game, sport, or amusement in such a way as to interfere with the use of that portion of District Property and/or Park Facility by persons who are using the same for the particular sport, game or amusement for which it has been designated. No person shall engage in any permitted activity in a rough or reckless manner so as to endanger, injure or damage any person or property in any way.

No person shall use a golf club, baseball bat, tennis racket, or other device, to strike, hit, propel or otherwise throw any object, such as balls or rocks, on District Property, except in designated areas for such purpose, and only as such device is intended to be used.

Activities such as golf, archery, and radio operated miniature airplanes, remote controlled boats, with combustible engines and remote controlled cars shall only be allowed on Park Property as part of a District recreation program under District supervision in designated areas or with written permission for that use from the District. Radio operated electric boats are permitted on Volkening Lake with a permit.

Section 4.17 Hindering Employees. No person shall interfere with, unreasonably disrupt, delay, or in any manner hinder any employee of the District engaged in the performance of his or her duties.

Section 4.18 Hitchhiking. No person shall solicit a ride nor stand in or near a roadway on District Property for the purpose of soliciting a ride from the operator of any vehicle.

Section 4.19 Impersonating an Officer. It shall be unlawful for any person to unlawfully represent or impersonate any police officer or Park Ranger, employee, officer or official of the District, or pretend to be such police officer, Park Ranger, employee officer or official.

Section 4.20 Indecent Conduct.

- a. No person shall commit any indecent, lewd or lascivious act on District Property, or utter any lewd or offensive words within the hearing of another person.
- b. No person shall appear on District Property in a state of nudity or make any indecent exposure of his person or be guilty of any other lewd or indecent act or behavior.

Section 4.21 Loitering. No person shall loiter or remain on District Property or in any Park Facility either alone or in consort with other persons in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by District employees; (3) prevents the general public from obtaining the administrative or recreational services provided on District Property or in any Park Facility in a timely manner; (4) restrict vehicular or pedestrian traffic or

restrict free ingress to and egress from District Property or a Park Facility; after being requested to leave, move, or disperse by any employee of the District, or where the District has posted a sign or signs that prohibit loitering.

Section 4.22 Minors.

- a. No parent, guardian, or custodian of a minor shall knowingly assist or allow such minor to do any acts on District Property or in any Park Facility in violation of any law, ordinance or rule of the District. A minor is defined herein as any person who is under the age of eighteen (18) years.
- b. The parent or legal guardian of an unemancipated minor who resides with such parent or legal guardian shall be liable for damages caused by the willful or malicious acts of such minor as provided in the Illinois Parental Responsibility Act, 740 ILCS 115/1, *et seq.* This section shall not affect the recovery of damages in any other course of action where the liability of the parent or legal guardian is predicated on a common law basis.

Section 4.23 Mob Action. No person shall engage in mob action. Mob action consists of any of the following: (i) the use of force or violence disturbing the public peace by two (2) or more persons acting together without authority of law; or (ii) the assembly of two (2) or more persons to do an unlawful act; or (iii) The assembly of two (2) or more persons, without authority of law, for the purpose of doing violence to the person or property of any one supposed to have been guilty of a violation of the law or for the purpose of exercising correctional powers or regulative powers over any person by violence.

Section 4.24 Obstructing Travel. No person shall set, or cause to be set or placed, any goods, wares, merchandise, equipment, vehicle or property of any kind so as to obstruct travel on District Property, or on paths, sidewalks and/or driveways located on or emerging from District Property, except for District personnel or persons or entities issued a Permit or authorized in writing by the District to do so.

Section 4.25 Picnics.

- a. Picnics may be held in any unrestricted area on District Property not specifically set aside for other recreational activity. A Permit is required for group picnics involving fifteen (15) or more persons. Groups of less than fifteen persons do not require a Permit unless the group desires to reserve a designated area or shelter to the exclusion of others.
- b. No person shall use, infringe upon or disturb a group in possession of a valid Permit, except under permission by the group possessing such Permit.
- c. Every person or group of persons shall relinquish the use of District Property, park areas, or Park Facility, or area or portion thereof to any person or group of persons that has obtained a valid Permit from the District

for use of said District Property, park area, Park Facility, or area or portion thereof.

Section 4.26 Resisting or Interfering with Officer. No person shall:

- a. Resist any police officer or Park Ranger, or District employee or official in the discharge of his/her duties;
- b. In any way interfere with or hinder or prevent any police officer or Park Ranger, or District employee or official from discharging his/her duty as such police officer, Park Ranger, or District employee or official, or offer or endeavor to do so;
- c. In any manner assist any person in the custody of any member of any police force, officer or Park Ranger to escape or attempt to escape from such custody, or attempt to rescue any person in custody.

Section 4.27 Skateboarding. No person using roller skates, in-line skates, skateboards, roller skis, coasting vehicles, or similar devices on District Property shall interfere with pedestrian use of sidewalks or use of the streets by vehicles, or otherwise act negligently, recklessly or without due caution or in any manner so as to endanger any person or property. No person shall use such devices on any tennis court or on any District Property where such use has been posted as prohibited.

Section 4.28 Sleeping in Parks/Vagrancy.

- a. No person shall sleep on District Property between 10:00 p.m., and 6:00 a.m., except when authorized to do so by a Permit from the District.
- b. No person shall use District Property or Park Facility in a manner designed or calculated to act as a substitute for a residence or means of support.

Section 4.29 Sledding/Snowboarding/Ice Skating.

- a. No person shall ice skate, sled, toboggan, inner tube, ski, snowboard, slide, or engage in similar activities on District Property except at such times and places as the District may designate for such purposes.
- b. No person shall engage in any such activity in a reckless manner that endangers that person or others, or at a speed greater than is safe and proper under the circumstances.
- c. No person shall tow, push, pull, or otherwise propel another person on skis, sled, or other sliding device by use of any vehicle on District Property.

Section 4.30 Smoking. The following terms shall have the following meanings for purposes of this Section:

“Enclosed area” means all space between a floor and a ceiling that is enclosed or partially enclosed with (i) solid walls or windows, exclusive of doorways, or (ii) solid walls within partitions and no windows, exclusive of doorways that extend from the floor to the ceiling.

“Enclosed or partially enclosed park facility” means any sports pavilion, stadium gymnasium, health spa, arena, swimming pool, skating rink or other similar space where members of the public assemble to engage in physical exercise or participate in athletic or recreational activities or to witness sports, cultural, recreational or other events and which constitutes an enclosed or partially enclosed sports arena under the Smoke Free Illinois Act (410 ILCS 82/1, *et seq.*).

“Park licensed property” means any District Property and/or Park Facility, or portions thereof which is leased to a private third party individual or entity or to which a private third party individual or entity has been granted a license or permit by the Park District to use all or a portion of District Property and/or enclosed or partially enclosed Park Facilities.

“Smoke” or **“smoking”** means the carrying, smoking, burning, vaping, inhaling or exhaling of any kind of lighted pipe, cigar, cigarette, electronic cigarette, vape, hookah, tobacco, alternative tobacco or nicotine product, weed, herbs, or use of any kind of smoking equipment. “Alternative tobacco or nicotine product” includes synthetic tobacco products which are intended to replicate tobacco and tobacco products. “Electronic cigarette” or “vape” means any electronic device that provides a gas or vapor derived from nicotine and/or other chemicals and inhaled by the user simulating smoking. The term “electronic cigarette” or “vape” includes electronic cigars, electronic pipes, electronic hookah pipes, vape pens, advanced personal vaporizers, box mods or other devices capable of delivering aerosolized nicotine alternative tobacco or nicotine products or other chemical through inhalation. Smoke or smoking does not include smoking that is associated with a native recognized religious ceremony, ritual or activity by American Indians that is in accordance with the federal American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a, for which all applicable federal, state, county, local and Park District permits, if any, have been procured.

The definitions of **“enclosed or partially enclosed sports arena”** and **“public place”** set forth in Section 10 of the Smoke Free Illinois Act (410 ILCS 82/10) are hereby adopted and are expressly incorporated herein and made a part of this Ordinance by reference.

- a. Smoking on District Property, Park licensed property, on or in Park Facilities, Sports Fields and in enclosed facilities on District Property, enclosed or partially enclosed Park Facility, or in a building or enclosed area on District Property or Park licensed property, or in an enclosed or partially enclosed Park Facility, is prohibited, unless it is expressly exempt under subsection d. of this Section 4.30. No person shall smoke on District Property, on any Park licensed property, on or in any Park Facility, on any

Sports Field, in any building or enclosed facility on District Property, or in any enclosed or partially enclosed Park Facility, unless it is expressly exempt under Section d. of this Section 4.30.

- b. Intentionally Omitted.
- c. Smoking in any Park District vehicle or on any Park District motorized equipment is prohibited. No person shall smoke in any vehicle or on any motorized equipment which is owned, leased or operated by the Park District unless specifically exempt under subsection d. of this Section 4.30.
- d. Notwithstanding any other provisions of this Section 4.30 of this Ordinance, smoking is only allowed in the following areas on District Property and in the following Park District vehicles, which are exempt from the prohibition against smoking as set forth in subsections a. and/or c. of this Section 4.30:
 - (1) On the Schaumburg Golf Club golf course and in golf carts operated at the Schaumburg Golf Club, or in the parking lot on the Schaumburg Golf Club property.
 - (2) On the Walnut Greens Golf Course and in golf carts operated at the Walnut Greens Golf Course, or in the parking lot on the Walnut Greens golf course property.
 - (3) In designated outdoor smoking areas immediately adjacent to the clubhouse at the Schaumburg Golf Club which have been conspicuously posted and marked to allow for smoking.
 - (4) In designated outdoor smoking areas immediately adjacent to the clubhouse at the Walnut Greens Golf Course which have been conspicuously posted and marked to allow for smoking.

Section 4.31 Sound and Power Amplification.

- a. No person shall generate any amplified sound or play or operate any sound amplification devices including public address systems, musical instruments and the like, or operate any other power amplification device or musical instrument on District Property without a Permit from the District, and no such permit shall be issued or maintained where sound produced by such devices is judged by the Executive Director or his or her designee to be a public annoyance.
- b. No person shall make or causes to be made any excessively loud or unreasonable noise which disturbs the peace. For purposes of this subsection, excessively loud or unreasonable noise is defined as noise inconsistent with or not reasonably attendant to appropriate and customary park and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent person under the

circumstances. This subsection shall include, without limitation, the loud or amplified playing of any type of audio equipment, radio or stereo, noisemaker, musical instrument, or sound equipment. This section shall not apply to the playing of any musical instrument, public speaking, or the amplification thereof, in conjunction with activities conducted, sponsored, licensed or otherwise permitted by the District.

Section 4.32 Swimming and Boating.

- a. No person shall bath, swim, wade, float, splash, or otherwise enter District waters other than at a designated swimming area. Users of designated swimming areas shall comply with all policies, rules and regulations as the District may designate for such activities, including those pertaining to swimming pools.
- b. No unauthorized person shall bring into, attempt to launch, use or navigate any boat, yacht, canoe, raft or other watercraft upon the waters of any water course, lagoon, lake, pond or slough on District Property.

Section 4.33 Tennis Courts and Facilities. For the purposes of this Section, the term “tennis court” shall include “pickleball” courts, but shall not include a “multi-use” court. A tennis court shall be distinguished from a multi-use court by the presence of a tennis net or poles for the hanging of a tennis net. The following shall apply to tennis courts:

- a. No person shall be in possession of, bring upon, ride or use any bicycle, scooter or skate board upon any tennis court or on the asphalt areas surrounding or between any tennis court(s) and/or between any tennis court(s) and any fence that fully or partially encloses such tennis court(s).
- b. No person shall wear, skate, or use any roller blades upon any tennis court or on the asphalt areas surrounding or between any tennis court(s) and/or between any tennis court(s) and any fence that fully or partially encloses said tennis court(s).
- c. No person shall bring upon or allow any dog, cat, domesticated animal or wild animal kept as a pet, whether licensed or not, and whether leashed or not, upon any tennis court or on the asphalt areas surrounding or between any tennis court(s) and/or between any tennis court(s) any fence that fully or partially encloses said tennis court(s).
- d. The SCHAUMBURG TENNIS PLUS PROHIBITED CONDUCT AND SANCTIONS AND RESTRICTIONS GOVERNING TENNIS LESSONS AT OUTDOOR TENNIS COURTS heretofore adopted by Ordinance 11-5-3P, which are attached hereto as Appendix III and expressly incorporated herein, and are hereby restated, ratified, confirmed and codified and the sanctions, penalties and procedures authorized therein are hereby restated, ratified, confirmed and may be imposed in lieu of or in addition to any fine that may be imposed under Chapter 8, Section 8.3, any temporary

dismissal from District Property and Park Facilities pursuant to Chapter 9, or any exclusion from District Property or Park Facilities pursuant to Chapter 10, of this General Use Ordinance of the District.

Section 4.34 Throwing Missiles. No person shall throw or cast any stones or other missiles on District Property, except where such throwing or casting is involved in a recognized game or recreational activity, and then only upon such portions of District Property as may be designated.

Section 4.35 Unlawful Assemblies. It shall be unlawful to collect, gather or be a member of any disorderly crowd, or any crowd gathered together for any unlawful purpose, or for any person to join in or stay with or near any such gathering. It shall be unlawful for any person or groups of persons to perform any concert or provide any public entertainment of any kind on District Property without the express consent of the Park Board.

Section 4.36 Weapons and Firearms.

- a. No person other than police officers shall bring, attempt to bring, carry, have in his vehicle, or use in any way, any gun or firearm or portion thereof upon District Property, except as provided in subsection f. of this Section 4.36.
- b. No person shall bring, attempt to bring, carry, or have in his vehicle, or use in any way, any knife having a blade longer than 3 inches, any air gun, pellet gun, BB Gun, or sling shot on District Property.
- c. No person shall bring, attempt to bring, carry, have in his vehicle, or use in any way, any explosives, ammunition, or bottles of gasoline with a rag attached.
- d. No person shall bring, attempt to bring, carry or use in any way, any bow or arrow upon District Property except as approved by the District as part of a directly supervised park program.
- e. No person shall use or explode any rocket, toy pistol, toy cannon, toy cane, or toy gun in which explosives are used, or use or explode any blank cartridge, on District Property except that starter pistols may be used for sporting or athletic events authorized by the District.
- f. Notwithstanding the provisions of Subsection a. of this Section 4.36, a person who has been issued a Conceal Carry License may not carry a Concealed Handgun on any public parks, athletic area, or athletic facility under the control of the District, provided nothing in this subsection shall prohibit the holder of a Conceal Carry License from carrying a Concealed Handgun about his or her person (i) while on a trail or bikeway if only a portion of the trail or bikeway includes a public park, or (ii) on or about his or her person within a vehicle in a parking area on District Property if the Handgun and/or ammunition therefor are stored in a locked vehicle in a glove compartment or console that completely enclose the Handgun and/or

ammunition therefor, or within a locked container out of plain view within said locked vehicle in the parking area on District Property; or (iii) on or about his or her person while carrying a Concealed Handgun in the immediate area surrounding his or her vehicle in a parking area on District Property only for the limited purpose of storing or retrieving a Handgun within the vehicle's trunk provided the Handgun for which that person has a Conceal Carry License is unloaded prior to exiting the vehicle. Even if a person has been issued a Conceal Carry License, no person shall carry or possess a Concealed Handgun (1) in any building or portion of a building under the control of the District; (2) on any public playground on District Property; (3) on any District Property and the parking lots and parking areas therein where any portion of the District Property (i) is used as a pre-school or child care facility, including but not limited to the Pat Shepard Center, the Community Recreation Center and the Meineke Recreation Center; or (ii) or where alcohol is served on the premises, including the Schaumburg Golf Club, and Schaumburg Tennis Plus.

Section 4.37 Metal Detectors. No person shall operate any device which is designed for the detection of metal objects on or below District Property.

CHAPTER 5. VEHICLES

For purposes of this article, the terms used herein shall have the meanings assigned under the Illinois Vehicle Code (625 ILCS 5/1-1 *et seq.*).

Section 5.1 ATV's and Off-Highway Motorcycles. No person shall drive or operate any ATV or off-highway motorcycle on District Property, except under the following circumstances:

- a. In such areas and at such times as are specifically designated by the District;
- b. When such vehicles are used by law enforcement officers or District employees or agents for law enforcement or District purposes; or
- c. In the case of an emergency.

Section 5.2 Handicapped Parking. The following provisions of the Illinois Vehicle Code: 625 ILCS 5/11-1301.1 (persons with disabilities-parking privileges-exemptions), 5/11-1301.2 (special decals for a person with disabilities parking), and 5/11-1301.3 (Unauthorized use of parking places reserved for persons with disabilities) are hereby expressly incorporated herein by this reference and adopted herein as Sections 5.2.a., 5.2.b., and 5.2.c. and made a part hereof as though fully set forth herein. Any person violating this Section of the General Use Ordinance shall be fined not less than \$250.00 nor more than \$1,000.00 for each such offense. The parking spaces on District property designated as being reserved for persons with disabilities are marked and signed in accordance with State statute.

Section 5.3 Driving Under the Influence. No person shall drive or otherwise operate nor attempt to drive or otherwise operate a vehicle on District Property while under the influence of alcoholic liquor, cannabis, controlled substance, or any other intoxicating compound, drugs, or any combination thereof.

Section 5.4 Driving Upon Sidewalk. No person shall drive any motor vehicle District Property upon a sidewalk or sidewalk area, bike path or multi-purpose path located on District Property except upon a permanent or duly authorized temporary driveway or for routine maintenance, utility or emergency service or for special delivery or pickup involving goods or customer services.

Section 5.5 Mufflers No person shall operate a motor vehicle on District Property, which is not equipped with a muffler adequate to deaden the sound of the engine.

Section 5.6 Parking, Standing, or Stopping.

- a. No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition and removing the keys.
- b. No person shall park a vehicle on District Property except in established or designated parking areas, in accordance with the posted directions and markings or with the directions of any attendant who may be present.
- c. No person shall park any vehicle or allow any vehicle to remain parked on District Property beyond the normal closing hour of the District, except when a different closing hour has been designated by the District for that area or unless express written permission therefore has first been obtained from the District.
- d. No person shall stop, stand, or park any vehicle on District Property so as to obstruct or interfere with traffic or travel or endanger the public safety, and no person shall stop, stand, or park any vehicle in any of the following places except when otherwise designated, or when necessary to avoid conflict with other traffic or when in compliance with the directions of a District employee:
 - (1) On the left side of any roadway;
 - (2) On parkways, lawn areas, and grounds;
 - (3) In front of a public or private driveway;
 - (4) Within any intersection;
 - (5) Within any crosswalk;
 - (6) Within 20 feet of any intersection or crosswalk;

- (7) Within 30 feet of any stop sign or traffic control signal, other than in a marked parking space;
- (8) On the roadway side of any vehicle stopped or parked at the edge or curb of the roadway ("double parking");
- (9) In a position to block another vehicle lawfully parked;
- (10) On any sidewalk;
- (11) At any place where official signs or other markings prohibit parking, or where curbs have been painted yellow;
- (12) Within 15 feet of a fire hydrant;
- (13) In a fire lane or within 8 feet of the entrance to a fire lane on District Properties with designated fire lanes marked on the pavement and signed on such District Property;
- (14) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of such entrance (when properly signposted);
- (15) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
- (16) Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic;
- (17) Upon any bridge or other elevated structure upon a roadway, or within a roadway tunnel;
- (18) On any railroad tracks or within 50 feet of the nearest rail of a railroad crossing;
- (19) On a controlled access roadway;
- (20) In the area between roadways of a divided highway, including without limitation crossovers;
- (21) At any place or time where a permit or sticker is required by the District for parking unless the required permit or sticker has been obtained and is displayed on the vehicle; and
- (22) It shall be unlawful to park any vehicle longer than two (2) consecutive hours during School Hours upon any parking space on Park Property designated as being reserved for District Patrons.

- e. No person shall park a vehicle upon any roadway or in any public off street parking facility on District Property for any of the following purposes:
 - (1) To display such vehicle for sale; or
 - (2) To perform maintenance or repair of such vehicle, except for repairs necessitated by an emergency; or
 - (3) To sell goods or services from such vehicle.
- f. Notwithstanding any contrary provision contained in this section the operator of an authorized emergency vehicle may park or stand irrespective of the provisions of this Ordinance.
- g. No person shall move a vehicle not lawfully under his control into any such prohibited area or away from a curb such distance as is unlawful.
- h. Except as otherwise provided, every vehicle stopped or parked upon a one-way roadway on District Property shall be so stopped or parked parallel to the curb or edge of the roadway, in the direction of authorized traffic movement.
- i. Penalty Provisions for Parking Violations.
 - (1) Every person in whose name a vehicle is registered pursuant to law and who leases such vehicle to others, after receiving written notice of a violation of this section involving such vehicle, shall upon request provide the District with a written statement of the name and address of the lessee at the time of such offense and the identifying number upon the registration plates and registration sticker or stickers of such vehicle.
 - (2) No person who is the lessor of a vehicle pursuant to a written lease agreement shall be liable for the violation of any parking or standing regulation of this section involving such vehicle during the period of the lease provided that upon the District's request received within 120 days after the violation occurred, the lessor provides within 60 days after such receipt the name and address of the lessee. The driver's license number may also be requested by the District if needed for enforcement of this section.
 - (3) Whenever any vehicle has been parked in violation of these section prohibiting or restricting vehicular standing or parking, the person in whose name the vehicle is registered with the Secretary of State of Illinois shall be prima facie responsible for the violation and subject to the penalty therefore.
 - (4) Whenever any vehicle is parked in violation of any parking provision of this section, any law enforcement officer observing such violation may

issue a parking violation notice and serve the notice on the owner of the vehicle by handing it to the operator of the vehicle if he is present or by affixing it to the vehicle in a conspicuous place. The issuer of the notice shall specify on the notice his identification number, the particular parking regulation allegedly violated, the make and state registration number of the cited vehicle, and the place, date, time, and nature of the alleged violation and shall certify the correctness of the specified information by signing his name to the notice.

- (5) A parking violation notice issued, signed, and served in accordance with this section, or a copy of such notice, shall be deemed prima facie correct and shall be prima facie evidence of the correctness of the facts shown therein. The notice or copy thereof shall be admissible in any subsequent administrative or legal proceeding.
- (6) Any violation of the parking provisions of this section or any provision of the Illinois Vehicle Code prohibiting or restricting vehicular standing or parking shall be a civil offense punishable by fine, and no criminal penalty, or civil sanction other than that prescribed in this section, shall be imposed.
- (7) Any person on whom a parking violation notice has been served shall within fourteen (14) days from the date of the notice either pay the indicated fine or, in the manner indicated on the notice, request a court hearing to contest the charge, violation, or violations.
- (8) If the respondent requests a court hearing to contest the cited violation or violations, the office of the Deputy Director of the District shall arrange such a hearing and shall notify the respondent in writing of the time and place of the hearing.
- (9) A notice sent pursuant to this section shall state that failure to pay the indicated fine or failure to request a court hearing will constitute a debt due and owing the District, and as such may be collected in accordance with applicable law. Payment in full of any fine and/or penalty resulting from a standing or parking violation shall constitute a final disposition of that violation.

Section 5.7 Riding Outside Vehicles.

- a. No person shall ride upon the fenders, running boards, bumpers, hood, or any other exterior part of any vehicle on District Property.
- b. No person shall cling or attach himself, his vehicle, or any other object to any other vehicle on District Property.

Section 5.8 Right-of-Way.

- a. Every operator of a vehicle shall yield the right-of-way to a pedestrian at any marked crosswalk or within any unmarked crosswalk at any intersection on District Property.
- b. Every operator of a vehicle shall exercise due care to avoid colliding with pedestrians upon any roadway or driveway on District Property, shall give warning to any pedestrian in the roadway or driveway by sounding the horn when necessary, and shall exercise proper precaution upon observing any child, confused person, or disabled person upon a roadway or driveway.
- c. Every pedestrian crossing at a roadway or driveway on District Property at any point other than within a marked crosswalk or within an unmarked crosswalk at any intersection shall yield the right-of-way to vehicles upon the roadway or driveway.
- d. Except as otherwise provided herein, the operator of a vehicle approaching an intersection on District Property shall yield the right-of-way to a vehicle that has already entered the intersection from a different roadway. When two (2) vehicles approach an unmarked intersection from different roadways or driveways at approximately the same time, the operator of the vehicle on the left shall yield the right-of-way to the vehicle on the right.

Section 5.9 Snowmobiles. For purposes of this subsection, a “snowmobile” shall be defined as any self-propelled vehicle intended for travel primarily on snow, driven by a track or tracks in contact with the snow, and steered by ski or skis in contact with the snow.

No person shall drive, ride, or otherwise operate a snowmobile on District Property.

Section 5.10 Speed Limit. No person shall operate, propel or cause to be propelled a vehicle on any road, drive, or parking area at a speed greater than the speed limit posted along the right-of-way or, in the absence of such posted limit, at a speed in excess of 10 miles per hour.

Section 5.11 Towing of Abandoned, Hazardous, or Illegally Parked Vehicles.

- a. The Executive Director, or his or her designee, is hereby authorized, immediately and without prior notice, to cause to be towed away any vehicle parked or left unattended on any District property under the following circumstances:
 - (1) Where a vehicle is parked or left unattended on District Property in a manner which endangers public safety by:
 - (i) Creating an immediate danger to the health, safety or welfare of the public; or

- (ii) Significantly impeding the orderly movement of traffic or poses a potential danger to pedestrians or operators of the vehicle or other vehicles.
 - (2) Where a vehicle is parked or left unattended in violation of Sections 5.2 or 5.6 herein; providing signs have been posted providing notice that unauthorized vehicles will be towed at the owner's expense in accordance with Section 4-203(f)(5) of the Illinois Vehicle Code (625 ILCS 5/4-203(f)(5)).
- b. Post-Towing Hearing Procedures.
- (1) The owner of any vehicle which has been towed pursuant to this Section and the lienholder, if any, shall be given written notice, sent by personal delivery or certified mail, return receipt requested, and said notice shall specify the time, date and place in which a hearing will be held to determine whether said vehicle was towed for proper cause and whether said vehicle owner should be responsible for payment of towing and storage fees. Such notice shall include a description of said vehicle, its present location, and the facts and provisions of this Ordinance on the basis for which said vehicle was towed and stored, a statement that the District has towed the vehicle at the owner's expense, a description of the owner's right to contest the legality of the towing, and a telephone number. Said notice shall be mailed or delivered by personal delivery as provided above within forty-eight (48) hours of the towing of vehicle.
 - (2) All hearings will take place at the District office located at 235 East Beech Drive, Schaumburg, Illinois, 60193, and will be held not less than ten (10) days from the date on which the vehicle was towed.
 - (3) A licensed attorney appointed by the Board, or if the Board has not done so, by the Executive Director, shall act as the Hearing Officer.
 - (4) At said hearing, the vehicle owner shall be allowed to present evidence and cross examine witnesses. The vehicle owner may have an attorney present at the vehicle owner's expense.
 - (5) All hearings shall be tape recorded, and the record of such hearing shall contain the date and time of the hearing, the names of the parties, and the finding(s) and ruling. The Hearing Officer's decision, including the facts and findings supporting his or her decision, shall be mailed by certified mail, return receipt requested, to the vehicle owner within five (5) business days of said hearing. A copy of the decision shall also be given to the District's attorney, and to any vehicle owner's attorney who was present at the hearing.
 - (6) If the Hearing Officer rules in favor of the vehicle owner, then any and all fines and fees shall be waived, and/or any fines and fees paid by the vehicle owner to the District's relocater shall be refunded to said vehicle

owner. If the Hearing Officer rules that said vehicle was properly towed, then the vehicle will not be released until the owner pays all fines and towing and storage fees.

- c. Procedure for Redemption of Impounded Vehicle by Owner. Before the owner or person legally entitled to possession of any impounded vehicle shall be permitted to remove such vehicle, he or she shall furnish evidence of his or her identity, ownership or legal right to possession of said vehicle, and upon delivery, shall sign a receipt for such vehicle, and shall pay all towing, storage and related towing fees unless a determination has been made that the vehicle was improperly towed pursuant to Subsection b. of this Section 5.10.
- d. Identification of Vehicle Owner. The identity of the registered owner of the vehicle, lien holder, lessee, or other legally entitled person shall be obtained pursuant to Sections 4-205 and 4-206 of the Illinois Vehicle Code (625 ILCS 5/4-205 and 5/4-206). Notwithstanding any other provision of this General Use Ordinance, in the event that said identification cannot be obtained due to the registered owner's or lessee's failure to have current license plates, or registered decals, or other information that makes identification reasonably ascertainable, the District shall not be responsible for obtaining said owner's identification or giving notice to said owner, lessee, lien holder or other legally entitled person.

Section 5.12. Penalties. Except for persons violating Section 5.2, any person violating any of the provisions of any other sections of Chapter 5 of this General Use Ordinance shall be fined not less than Thirty-Five Dollars (\$35.00) nor more than Five Hundred Dollars (\$500.00) for each offense, and in the event a vehicle is parked or left standing in violation of Sections 5.2 and/or 5.6 of this Chapter and is towed pursuant to Section 5.1, the owner or lessee of said vehicle, in addition to any fine imposed, shall pay any towing, storage and/or related towing fees charged by the towing relocater.

CHAPTER 6. PERMITS

Section 6.1 Permit Process. For purposes of this Chapter, the term "exercise of First Amendment rights" shall include, without limitation, parades, marches, demonstrations, rallies, religious services, speeches, solicitation of votes or contributions, petition signatures, or picketing.

Section 6.2 Permits Required. Any person seeking (a) to use any District Property and/or Park Facility for any sports activity, picnic, public assembly, or other activity or event involving more than 15 persons; or (b) to engage in any activity on any District Property and/or at or in any Park Facility creating or emitting Amplified Sound shall first obtain a Permit. The Executive Director may impose conditions on any Permit to ensure compliance with this Ordinance.

Section 6.3 Application for Permit. Permits may be granted upon proper application and approval where the applicable section of this Ordinance or any other District ordinance, policy, rule, or regulation requires a permit in order to engage in a particular use or activity.

Section 6.4 Form of Application. Every person requesting a Permit shall complete and file a written application with the Executive Director or his or her designee on forms provided by the District and pay applicable application fees at the District's administrative offices located at 235 East Beech Drive, Schaumburg, Illinois. The application shall be dated and stamped when received and a receipt shall be issued to the Applicant.

Section 6.5 Authority to Issue Permit. Subject to any restrictions or conditions imposed by the Board, the Executive Director shall issue a Permit to any Applicant who has demonstrated compliance with all applicable provisions of this Ordinance. Every application that does not demonstrate compliance with all restrictions or conditions imposed by the Board or all applicable provisions of this Ordinance shall be denied.

Section 6.6 Order of Processing Applications. Each application for a permit shall be considered by the Executive Director in the order in which that application was received by the Park District.

Section 6.7 Time Period for Decision. The Executive Director, using a pre-printed form provided by the Park District, shall either issue or deny a Permit (except for applications involving the exercise of First Amendment rights) within ten (10) business days after receipt by the District of a properly completed application therefor. For applications for Permits involving the exercise of First Amendment rights, the Executive Director shall issue or deny a Permit request within three (3) business days after receipt by the District of a completed application therefor. The Executive Director may extend the applicable 10-day or 3-day time period for good cause determined by the Executive Director and with written notice of that extension to the Applicant, but for applications involving the exercise of First Amendment rights, not extended more than an additional two (2) business days. If the Executive Director does not act within the 10-day period, or the 3-day period if applicable, or any extension of such period, then the application for a Permit shall be deemed to be denied by the Executive Director as of the last day of the applicable time period for decision.

Section 6.8 Grounds for Denial. The Executive Director shall deny any application for a Permit if any one of the following grounds is established:

- a. Previous Misrepresentation. The Applicant, or the person on whose behalf the application is made, has made any material misrepresentation on any previous occasion regarding the nature or scope of an event or activity.
- b. Violation of Permit. The Applicant, or the person on whose behalf the application is made, has violated the terms of a prior Permit.

- c. Incomplete Application. The Applicant has not properly completed and executed the Permit application, including all required attachments and submissions.
- d. Fee. The Applicant has not tendered the required application fee with the application or has not tendered the required user fee, insurance certificate, or security deposit within the times prescribed by the Executive Director.
- e. Falsehood or Misrepresentation. The Applicant has submitted an application for a Permit with a material falsehood or misrepresentation.
- f. Legal Incompetence. The Applicant is legally incompetent to contract or to sue and be sued.
- g. Conflicting Prior Application. The Park District previously has received an application for a Permit for the same time and place requested by the Applicant, and a Permit has been or will be granted to that prior Applicant.
- h. Conflicting Program. The time and place of the proposed use conflicts with a program or event scheduled by the District.
- i. Heavy Park Use. The time and place of the proposed use coincides with a time of traditionally, or expected, heavy park use by the general public, such as a federal or local holiday, a regularly occurring local event, the commemoration of a significant anniversary or event, or a previously announced special event, except for an application that includes the exercise of First Amendment rights, the Executive Director shall make every reasonable accommodation to nevertheless issue the Permit, but may include reasonable time, place and manner conditions and restrictions to protect the health and safety of the Applicant, other users, neighboring property owners, the public and District employees.
- j. Prohibition or Inconsistency. The Applicant's requested use is prohibited by, or substantially inconsistent with, the provisions and policies of this Ordinance.
- k. Unreasonable Danger to Persons, Property. The Applicant's requested use would present an unreasonable danger to the health or safety of the Applicant, or other users, of neighboring property owners, of the public, or of District employees.
- l. Unreasonable Danger to Park District Property. The Applicant's requested use would present an unreasonable danger to District Property.
- m. Noncompliance with the General Use Ordinance, or other District Rules and Regulations. The Applicant has not, or cannot, comply with requirements of this Ordinance or any other applicable District rule, regulation, code, ordinance, or policy.

- n. **Noncompliance with Law.** The Applicant has not, or cannot, comply with requirements of any federal, State of Illinois, County of Cook, MWRD, or Village of Schaumburg statute, law, rule, regulation, code, ordinance or policy.
- o. **Prohibited Use.** The Applicant's proposed use is prohibited by law.
- p. **Previous Damage or Debts.** The Applicant, or the person on whose behalf the Application is made, previously has damaged District Property or Park Facility and has not paid for such damage, or the Applicant, or the person on whose behalf the Application is made, has other outstanding debts to the District.
- q. **District Property or Facility Unavailability.** The District Property or Park Facility requested by the Applicant is not in use because of repairs, remodeling, or rehabilitation.
- r. **Cumulative Requests.** The application is one of a series of requests for the same District Property or Park Facility that cumulatively would unreasonably interfere with the use of that location by the District patrons.
- s. A prior application for a Permit for the same date, time, and location has been or will be granted and the use authorized by that Permit does not reasonably allow multiple occupancy of that particular location by more than one permittee.
- t. The proposed use is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to District Property, Park Facility, District resources or facilities, damage to an environmentally sensitive or protected area's ecosystem, impairment of a protected area's atmosphere of peace and tranquility, unreasonable interference with District functions, buildings, facilities, operations, programs or activities, or unreasonable interference with the use or purpose of the District Property applied for.
- u. The proposed use would substantially impair the operation or use of Park Facilities or services of District concessionaires or contractors.
- v. The proposed use would so dominate the use of District Property and/or Park Facilities as to preclude other persons from using and enjoying them.

Section 6.9 Issuance or Denial of Permit. If the application is approved, the District shall issue a written Permit to the Applicant. If the application is denied, the District shall issue the Applicant written reasons for denying the application.

Section 6.10 Right of Appeal. If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the District will make a reasonable effort to arrange an alternative location, duration,

or time that is acceptable to the Applicant. If the District denies an application for any other reason, or the Applicant is dissatisfied with such Permit as issued, he may appeal the decision to the Board.

Section 6.11 Appeal Process. If the Executive Director denies an application, then the Applicant may appeal that denial to the Board in writing. The Applicant shall request the appeal in writing within five business days after notice of the denial has been issued by the Executive Director. The Board shall consider the Applicant's appeal at the next regularly scheduled meeting of the Board or at a special meeting called for that purpose. The Board shall render its decision in writing to the Applicant within five business days after that meeting. If the Board denies the appeal, then the decision shall state the reasons for such denial. The decision of the Board shall be final. The Applicant may seek review of the Board's decision in the Circuit Court of Cook County, Illinois, in accordance with the Illinois Administrative Review Law, or for decisions regarding applications involving the exercise of First Amendment rights, the Applicant may appeal the decision to the appropriate state or federal court.

Section 6.12 Additional Prerequisites to Permit. Any Permit granted by the District shall contain lawful prerequisites to the issuing of the Permit and restrictions on the conduct of the permitted use including without limitation: payment of a reasonable fee; general liability insurance; an agreement to indemnify and hold the District harmless; and if alcoholic liquor is proposed to be served (i) dram shop/liquor liability insurance coverage, (ii) an agreement to fully indemnify and hold the District harmless from any liability or costs resulting from the sale, service or consumption of alcoholic beverages (as provided herein); and (iii) a copy of any local liquor license or permit as may be required under the ordinances of the Village of Schaumburg and/or the County of Cook as may be applicable; a requirement that the persons involved in the use observe all federal, state, local, County, and District laws, statutes, rules, regulations and ordinances; time, duration, and location restrictions; restoration deposit; a written agreement by the Applicant to fully restore any District Property soiled or damaged by the use; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the use, other activities with a Permit and regular District uses, functions, programs, and activities.

Section 6.13 Exclusive Use by Permittee. Any person holding a valid Permit issued by the District for use of District Property may use that District Property or specified portion thereof, to the exclusion of any other person except the District and its employees and authorized agents.

Section 6.14 Additional Conditions May Be Added. Subject to the terms of subsection 6.12 above, the District may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.

Section 6.15 Suspension or Revocation of Permit. Violation of the terms, restrictions and conditions contained in the Permit may result in the suspension or revocation of the Permit.

Section 6.16 Limit on Permit. Unless as specifically provided elsewhere in the Ordinances, no Permit shall be issued for a period in excess of seven (7)

consecutive calendar days. A Permit may be extended for like periods of time pursuant to a new application, unless another person has requested use of the same location and use of that location by more than one permittee is not reasonably possible.

Section 6.17 Permit Fee Waiver. For uses involving the exercise of First Amendment rights, the District may waive any application or Permit fees if the applicant demonstrates that the cost of such fees is prohibitive. An applicant must request such a waiver in writing. The decision to waive fees for such use shall be based solely on the applicant's inability to pay and financial hardship of the applicant.

CHAPTER 7. INSURANCE.

It shall be the policy of the District to require any commercial or not-for-profit corporation, entity, or organization making use of District Property or Park Facilities, and any person making use of District Property or Park Facilities at which alcoholic liquor or alcoholic beverages are proposed to be served, to provide insurance coverage at least as follows:

Section 7.1 Commercial General and Umbrella Liability Insurance. Commercial general liability (CGL) and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 each occurrence.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed business contract).

If alcoholic beverages are used, distributed, or sold, then liquor liability and Dram Shop/liquor liability coverage also shall be provided with a limit not less than \$1,000,000 per occurrence.

The District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to other insurance or self-insurance afforded to the District.

Section 7.2 Business Auto and Umbrella Liability Insurance. If applicable, business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto included owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

Section 7.3 Workers Compensation Insurance. If applicable, workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Section 7.4 General Insurance Provisions.

- a. Evidence of Insurance. The existence of all required insurance coverage must be certified by an applicant for a Permit, and no Permit shall be issued until all required insurance coverage has been secured and proof of such coverage has been filed with the District. The District may require certificates of insurance and applicable policy endorsements reflecting required coverage. The failure of the District to demand any required certificate, endorsement, or other evidence of full compliance with these insurance requirements, or the failure of the District to identify a deficiency from evidence that is provided, shall not be construed as a waiver by the District of the group's obligation to maintain such insurance.
- b. Right to Prohibit Use. The District shall have the right, but not the obligation, to prohibit a group from using any District Property or Park Facility until required certificates or other evidence of insurance are received and approved by the District.
- c. Revocation if Noncompliance. The District may revoke any Permit or other permit or approval upon the failure to acquire and maintain the insurance required by this Chapter.

Section 7.5 Waiver or Modification of Insurance Requirement. An organized group may request a waiver or modification of the insurance requirements of this Chapter. When a planned activity involves the exercise of First Amendment rights and the Board does not have a regular meeting scheduled before the planned activity date, the Executive Director and the President of the Park District Board of Commissioners, based on all of the circumstances, may modify or waive one or more of the insurance requirements of this Chapter 7, which circumstances shall include consideration of safety issues, liability issues, and various risk factors, including, without limitation, the nature and duration of the proposed use and the proposed activities, the locations of the use and activities, the risks generally associated with the activities; otherwise, any such waiver or modification may only be granted by the Park Board. In the event any such waiver or modification is granted without the approval of the Board, the Executive Director and Board President shall immediately notify the full Board that such waiver or modification has been granted and the basis for that decision. Under no circumstances shall any decision to modify or waive a requirement be based on any consideration of race, color, religion, national origin, or any other class or status protected by law.

Section 7.6 Changes Without Notice. The Board may modify any or all of the requirements of this Chapter at any time, in the exercise of its discretion to reflect greater or lesser limits in consideration of the factors set forth in Section 7.5 of this Chapter.

CHAPTER 8. ENFORCEMENT, FINES AND DISCRETIONARY REWARD

Section 8.1 Park Rangers. The District Park Rangers shall be the conservators of the peace on District Property and in Park Facilities, and shall be responsible for the enforcement of all District ordinances, rules, and regulations on District Property and in Park Facilities. The District's Park Rangers and authorized District employees shall have the authority to enforce this General Use Ordinance.

Section 8.2 Other Law Enforcement Authorities. All Village law enforcement authorities within the District's corporate limits, and all county, state and other law enforcement authorities shall be authorized to enforce all laws, regulations, and ordinances, including the General Use Ordinance of the Schaumburg Park District and other District ordinances, on District Property and in Park Facilities.

Section 8.3 General Penalty.

- a. In all cases where the same offense is made punishable or is created by different clauses or sections of this General Use Ordinance, the prosecuting officer may elect under which to proceed, but not more than one recovery shall be had against the same person for the same offense; provided that the revocation of a license or Permit or fine imposed in an administrative hearing shall not be considered a recovery or penalty so as to bar any other penalty being enforced.
- b. Where an act or omission is prohibited or declared unlawful and no penalty or fine or imprisonment is otherwise provided, the offending person shall be fined not less than \$50 nor more than \$1,000 for each offense. Each day that a violation continues shall be deemed a separate offense.
- c. In case of amendment of any section of these Ordinances containing the provisions for which a penalty is provided in another section, the penalty so provided in such other section shall relate to the section so amended or the amending section, whether re-enacted in the amendatory ordinance or not unless such penalty is specifically repealed therein.
- d. Whenever a finding of guilty is entered by the Court or a plea of guilty is entered by a defendant, the Court may, in addition to fine imposed, enter an order to pay restitution with restitution to be in an amount not to exceed actual out-of-pocket expenses or loss proximately caused by the conduct of the defendant. The Court shall determine the amount and conditions of payments.
- e. Whenever the Court finds any person guilty of failing to pay a fine assessed for violation of a District ordinance, and such person is subsequently incarcerated for contempt of court based on such violation, there shall be allowed a credit of twenty dollars (\$20.00) for each day of incarceration to be applied to that person's outstanding fine.

- f. No provisions of this Ordinance designating the duties of any officer or employee shall be construed as to make such officer or employee liable for any fine or penalty provided in this General Use Ordinance for a failure to perform such duty, unless the intention of the Board to impose such a fine or penalty on such officer or employee is specifically and clearly expressed in the section creating the duty.
- g. Nothing in this Ordinance shall be construed to prevent or preclude the lawful use by the District of a civil remedy at law to correct an abuse or loss suffered by the District as a result of a violation of this General Use Ordinance, or any law of the State of Illinois.

Section 8.4 Discretionary Authority to Offer Reward. The Board of Park Commissioners on behalf of the District, acting in their sole discretion, may offer a reward for any information leading to the arrest and conviction of any person(s) who has (have) committed any offense involving any District Facility or District Property, real or personal, owned, leased, or otherwise under the jurisdiction of the District, including, but not limited to, the violation of any provisions of Section 2.5 of the General Use Ordinance, or any of the following criminal offenses: Criminal damage to property (720 ILCS 5/21-1); criminal damage to firefighting apparatus, hydrants, or equipment (720 ILCS 5/21-1.1); criminal defacement of property (720 ILCS 5/21-1.3); criminal trespass to vehicles (720 ILCS 5/21-2); criminal trespass to real property (5 ILCS 5/21-3); criminal damage to government supported property (5 ILCS 5/21-4); criminal trespass to state supported land (5 ILCS 5/21-5); criminal trespass to restricted areas and restricted landing areas at airports (720 ILCS 5/21-7); arson (720 ILCS 5/20-1); and aggravated arson (720 ILCS 5/21-1.1).

- a. Said reward may be issued only after approval of said reward by a majority of Park Commissioners present at a regularly scheduled or special meeting of the President and Board of Park Commissioners where a quorum is present, and said reward shall be limited to the provisions of Subsection c. of this Section 8.4.
- b. If any person arrested for a violation of Section 2.5 of the General Use Ordinance or for any of the above criminal offenses pleads not guilty and/or if the District elects to file a lawsuit against any person who is alleged to have damaged any District Facility or District Property and/or his or her parents, the District may make it a condition of receipt of said reward that the person furnishing said information against any such vandal fully cooperate, including giving testimony, if necessary, in any criminal and/or civil proceeding.
- c. Any reward offered or given/issued pursuant to this Section 8.4 shall be awarded an amount not to exceed \$10,000 depending on the nature and severity of the alleged criminal offenses(s), as determined by the Board of Park Commissioners.

Section 8.5 Rules and Regulations. The Board shall from time to time promulgate and make reasonable rules and regulations governing the use of the various areas, facilities, devices and vehicles within its parks and buildings, and such rules and regulations shall become binding and effective upon their being posted at the entrance to the District Property, Park Facilities, or areas governed by them, and shall be enforced with the same force and effect as the other provisions of this General Use Ordinance.

CHAPTER 9: TEMPORARY DISMISSAL FROM DISTRICT PROPERTY AND PARK FACILITIES.

Section 9.1 Schaumburg Tennis Plus Temporary Dismissal Rules Separate. Except for the Schaumburg Park District Tennis Plus Prohibited Conduct and Sanctions and Restrictions Governing Tennis Lessons at Outdoor Tennis Courts attached hereto as Appendix III, which are re-adopted and restated herein but are limited to policies and procedures concerning Schaumburg Tennis Plus and unauthorized tennis lessons on the District's outdoor tennis courts, the following additional penalties may be imposed for repeated violations of the General Use Ordinance of the Schaumburg Park District by persons on all other District Property and District Facilities.

Section 9.2 Definition of Temporary Dismissal. "Temporary Dismissal" under this Chapter 9 means removal and exclusion from all District Property and Park Facilities for a 24-hour time period as provided in this Chapter 9.

Section 9.3 Persons Subject to Temporary Dismissal. Any person who violates (a) any provision of this Ordinance; (b) any other existing District rule, regulation, code, ordinance, or policy; or (c) any State of Illinois or Village of Schaumburg statute, code or ordinance while on any District Property and/or in any Park Facility is subject to Temporary Dismissal.

Section 9.4 Persons Authorized to Effect a Temporary Dismissal. The following persons may effect a Temporary Dismissal: the Executive Director, the District's Director of Operations, Superintendent of Recreation Facilities, and all other Park District representatives authorized by the Executive Director of the District. A person authorized under this Section 9.4 is referred to as a "Dismissal Officer".

Section 9.5 Basis for Determination of Temporary Dismissal. The determination whether to temporarily dismiss a person rests in the sound exercise of discretion by the Dismissal Officer and may be based either on observations by the Dismissal Officer, or on any report that would ordinarily be relied upon by a law enforcement officer to determine probable cause, or both.

- a. Time Period of Dismissal. Each Temporary Dismissal is for a period of 24 hours after service of the Dismissal Notice under subsection b. of this Section.
- b. Dismissal Notice. A person who is temporarily dismissed under this Chapter will receive a written Dismissal Notice from the Dismissal Officer

that states (1) the date and time of issuance, (2) the general location at which the notice was issued, (3) a statement that the individual may not enter any Park Facility for 24 hours after receipt of the notice, and (4) a statement that violation of the terms of the notice may lead to arrest and prosecution for criminal trespass.

Section 9.6 Violation of Dismissal Notice. The violation of any Dismissal Notice is a violation of this Ordinance. A person who violates a Dismissal Notice is subject to being excluded from District Property and/or Park Facilities under Chapter 10 of this Ordinance and to arrest and prosecution for criminal trespass.

CHAPTER 10: EXCLUSION FROM DISTRICT PROPERTY AND PARK FACILITIES.

Section 10.1 Schaumburg Tennis Plus Exclusion Rules Separate. Except for the Schaumburg Park District Tennis Plus Prohibited Conduct and Sanctions and Restrictions Governing Tennis Lessons at Outdoor Tennis Courts attached hereto as Appendix III, which are readopted and restated herein but are limited to policies and procedures concerning Schaumburg Tennis Plus and unauthorized tennis lessons on the District's outdoor tennis courts, the following additional penalties may be imposed for repeated violations of this General Use Ordinance by persons on all other District Property and District Facilities.

Section 10.2 Definition of Exclusion. "Exclusion" under this Chapter 10 means removal and exclusion from all District Property and Park Facilities for a period of days as provided in this Chapter 10.

Section 10.3 Suspension of Privileges. Any Person violating or disobeying any section or part of this Ordinance, as may be amended from time to time, or any other District ordinance, policy, rule, or regulation (collectively, "District Rules(s)"), may have his or her admission rights to District Property suspended in accordance with this Section 7.01, and may be subject to any other penalties specified in this Ordinance.

a. **Procedure for Suspension of Access Privileges.**

In the event that: (i) a Person violates a District Rule, and (ii) the Executive Director or his/her designee (collectively referred to as the "Director" for purposes of this Section 7.01) determines the Person's continued presence on District Property, including but not limited to crimes of violence against persons or property, or when the behavior is enough to alarm or disturb a reasonable person, the Director may verbally order the Person to leave District Property and to refrain from usage of all District Property until further order of the Director in accordance with the following suspension policy. The scope and duration of any suspension from District Property, and the nature and scope of the suspension, shall be determined based on the Person's conduct causing the violation, the nature of the offense, whether it is the Person's first, second, third or greater offense, and any other facts or circumstances that demonstrate whether or not the Person remains a threat to the public's health, safety or welfare while on District Property.

(1) Notice

Within three (3) business days after the order to leave District Property, the District shall provide the Person with written notice (1st Notice), informing the Person of:

- A. The nature of the offense;
- B. The threat to the public's health, safety or welfare while on District Property caused by the Person's offense, including but not limited to crimes of violence against persons or property, or when the behavior is enough to alarm or disturb a reasonable person, and related conduct;
- C. The intended suspension period for the offense;
- D. An explanation of the facts that form the basis of the proposed suspension;
- E. Instructions for setting a date and time for a meeting with the Director and an appropriate Superintendent selected by Director to discuss the offense and to provide the Person an opportunity to present his or her version of the incident; and
- F. That the Person is not to return to any District Property until such a meeting occurs, and if found doing so, he or she may be arrested and/or prosecuted for "trespass."

(2) Meeting

At the meeting with the Director and Superintendent, items (A)-(F) above will be discussed on an informal basis. The specific offense(s), evidence, and suspension, if any, will also be discussed. The Person will also have an opportunity to present his or her version of the incident at this meeting. In the event the Person does not comply with Section 7.01(a)(1)(e) and fails to set a date and time for a meeting within ten (10) days after receipt of the 1st Notice, the intended suspension period set forth in the 1st Notice shall immediately become effective.

(3) Second Notice

Within three (business) days after the meeting with the Director and Superintendent, the District shall send written notice ("2nd Notice") to the Person stating (a) the suspension, if any, and any conditions that the Person must meet to prevent further risk to the public and to regain use of District Property. The decision of the Director as set forth in the 2nd Notice shall be final and binding.

The scope and duration of any suspension from District Property, and the nature and scope of the suspension, shall be determined based on the Person's conduct causing the violation, the nature of the offense, whether it is the Person's first, second, third or greater offense, and any other facts or circumstances that demonstrate whether or not the Person remains a threat to the public's health, safety or welfare while on District Property.

(4) Trespass

If a Person who has been notified in accordance with Section 7.01(a) is observed on District Property, the Person may be subject to arrest for criminal trespass in accordance with Illinois law.

CHAPTER 11: POLICY REGARDING DISPLAYS AND SYMBOLS IN PARKS.

It is the policy of the District that privately sponsored, unattended displays and symbols are not an appropriate use of District Property, that such displays and symbols are not allowed on or within District Property, and that such displays and symbols are not eligible for a Permit, except in accordance with the Schaumburg Park District Sponsor Promotion Guidelines, and the Schaumburg Park District Advertising Guidelines, as each may be amended by the Board. Other activities of a speech or assembly nature and activities involving the exercise of First Amendment rights are permitted on District Property or within Park Facilities only upon the issuance of a Permit as provided in this General Use Ordinance.

EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

President

ATTEST:

Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 20-12-_____, enacted on December 10, 2020, and approved on December 10, 2020, as the same appears from the official records of the Schaumburg Park District.

Secretary

SCHAUMBURG PARK DISTRICT ETHICS ORDINANCE

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003 (the "Ethics Act"), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE SCHAUMBURG PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: DEFINITIONS

Section 1.1. For purposes of this Ordinance, the following terms shall be given these definitions:

A. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

B. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

C. "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

D. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" for purposes of this Ordinance includes any period of time when the officer or employee is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

E. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

F. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

G. "Employee" means a person employed by Schaumburg Park District (the "Park District"), whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

H. "Employer" means the Schaumburg Park District (the "Park District" or the "District").

I. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

J. "Leave of Absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

K. "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

L. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

M. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

N. "Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

O. "Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

SECTION TWO: PROHIBITED POLITICAL ACTIVITIES

Section 2.1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Schaumburg Park District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

SECTION THREE: GIFT BAN

Section 3.1. Gift Ban. Except as permitted by this Section, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3.2. Exceptions. Section 3.1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the recipient pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half

brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Ordinance, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3.3. Disposition of gifts. A recipient does not violate this Ordinance if the recipient promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

SECTION FOUR: ETHICS ADVISOR

Section 4.1. The President of the Schaumburg Park District, with the advice and consent of the Schaumburg Park District Board of Park Commissioners (the "Board" or the "Park District Board") shall designate an Ethics Advisor for Schaumburg Park District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Park District unless the position has been created as an officer by the Park District.

Section 4.2. The Ethics Advisor shall provide guidance to the officers and employees of the Park District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethic Advisor shall perform such other duties as may be delegated by the Board.

SECTION FIVE: ETHICS COMMISSION

Section 5.1. There is hereby created a commission to be known as the Schaumburg Park District Ethics Commission (the "Ethics Commission" or the "Commission"). The Commission shall be comprised of three members appointed by the Park District President with the advice and consent of the Board. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any officer of the Park District.

Section 5.2. At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms.

At the first meeting of the Commission, the commissioners shall choose a chairperson and secretary from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 5.3. The Park District President, with the advice and consent of the Park District Board, may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 5.4. The Commission shall have the following powers and duties:

A. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

B. Upon receipt of a sworn written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 6B of this Ordinance and refer violations of Section Two or

Section Three of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a sworn written complaint alleging a violation of this Ordinance and not upon its own prerogative.

C. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.

D. To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Park District to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

E. The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 5.5.

A. Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission. Any complaint alleging a violation of this Ordinance shall be in writing and signed and sworn to by the complainant(s).

B. Within ten (10) business days after the receipt of a sworn written complaint, the Secretary of the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Secretary of the Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within ten (10) business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

C. Upon not less than forty-eight (48) hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within seven (7) business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Section Three of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within four (4) weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the Park District Board to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to

allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Section Two of this Ordinance, then the Commission shall notify in writing the attorney designated by the Park District Board to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

D. On the scheduled date and upon at least forty-eight (48) hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

E. Within thirty (30) days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the Board or other officer having authority to discipline the officer or employee, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within seven (7) business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within fourteen (14) days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least forty-eight (48) hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within seven (7) days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Board or other officer having authority to discipline the officer or employee or impose a fine upon the violator or both.

F. If a complaint is filed during the sixty (60) days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (E) within seven (7) days after the complaint is filed, and during the seven (7) days preceding that election, the Commission shall render such decision before the date of that election, if possible.

G. The Commission may fine any person who intentionally violates any provision of Section Three of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including a discharge.

H. A complaint alleging the violation of this Ordinance must be filed within one year after the alleged violation.

I. Appeals. A decision of the Ethics Commission to impose a fine is subject to judicial review under the Administrative Review Law. All other decisions by the Ethics Commission are final and not subject to review either administratively or judicially.

SECTION SIX: PENALTIES

A. A person who intentionally violates any provision of Section Two of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

B. A person who intentionally violates any provision of Section Three of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

C. Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the Ethics Commission, local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

D. A violation of Section Two of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Park District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Section Three of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Park District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

E. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section Two or Section Three of this Ordinance is subject to discipline, up to and including discharge.

SECTION SEVEN:

This Ordinance does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of officers and employees of the Park District. To the extent that any such existing ordinances or policies are less restrictive than this Ordinance, however, the provisions of this Ordinance shall prevail.

SECTION EIGHT:

Any amendment to the Ethics Act that becomes effective after the effective date of this Ordinance shall be incorporated into this Ordinance by reference and shall be

applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Ordinance by reference without formal action by the Board.

SECTION NINE:

If the Illinois Supreme Court declares the Ethics Act unconstitutional in its entirety, then this Ordinance shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Ordinance shall be deemed repealed without further action by the Board if the Ethics Act is found unconstitutional by the Illinois Supreme Court.

SECTION TEN:

If the Illinois Supreme Court declares part of the Ethics Act unconstitutional but upholds the constitutionality of the remainder of the Ethics Act, or does not address the remainder of the Ethics Act, then that part of this Ordinance relating to the part of the Ethics Act found unconstitutional shall be deemed repealed without further action by the Board; however, the remainder of this Ordinance shall remain in full force and effect.

SECTION ELEVEN:

This Ordinance shall be in full force and effect upon its passage and approval.

Passed and approved this 13th day of May, 2004, pursuant to a roll call vote as follows:

AYES: Commissioners Schmidt, Johnson, Longmeyer, Wroblewski & Daniels

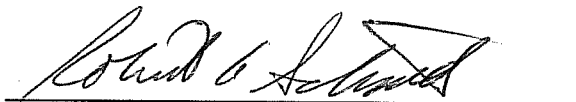
NAYS: None

ABSENT: None



President

ATTEST:



Secretary

ORDINANCE 20 – 02 - 3P

**AN ORDINANCE APPROVING AN AMENDMENT TO THE NO
HARASSMENT POLICY OF THE SCHAUMBURG PARK DISTRICT
SET FORTH IN THE SCHAUMBURG PARK DISTRICT EMPLOYEE
MANUAL AND ADOPTING A STAND ALONE NON-DISCRIMINATION,
ANTI-HARASSMENT AND NO SEXUAL HARASSMENT POLICY**

WHEREAS, on December 14, 2017, the Board of Park Commissioners of the Schaumburg Park District (the "Board") passed Ordinance 17-12-3P, "An Ordinance Approving a No Sexual Harassment Policy of the Schaumburg Park District", which amended and approved Section 9.18 of the Schaumburg Park District Employee Manual dated October 12, 2017 entitled "9.18 No Harassment Policy", and approved of that same language as and for a separate stand alone policy to comply with the requirements of PA. 100-0554 (the "12/14/17 No Sexual Harassment Policy of the SPD"); and

WHEREAS, on December 12, 2019 the Board approved of an amended Schaumburg Park District Employee Manual (the "SPD 12/12/19 Employee Manual"); and

WHEREAS, the Illinois General Assembly passed P.A. 101-0221 known as the Workplace Transparency Act effective August 9, 2019 which requires the Board to further update and amend its existing sexual harassment policies to incorporate a mechanism for reporting and independent review of allegations of sexual harassment made against a public official; and

WHEREAS, the SPD 12/12/19 Employee Manual (and its predecessor 10/12/2017 Employee Manual) is and were applicable to the Schaumburg Park District's full time and part time employees, and arguably not to the District's elected officials, but the stand alone 12/14/17 No Sexual Harassment Policy of the SPD may be amended to comply with the requirements of Public Act 101-0221 to create a mechanism for reporting and independent review of allegations of sexual harassment made against a Schaumburg Park District park commissioner against another elected official;

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: The No Sexual Harassment Policy of the Schaumburg Park District heretofore approved by Ordinance 17-12-3P is amended by adding the following paragraph thereto:

Elected Officials Complaint Process

The Park District promotes civility and respectful interactions at all levels of the organization. Elected officials are prohibited from engaging in harassing behavior toward Park District employees. Elected officials also are expected to treat each other in a manner consistent with the Park District's no-harassment policy. Any elected

official who believes he or she has experienced behavior by another elected official that is inconsistent with the Park District's policy against harassment may notify the Park Board President or (if the Park Board President is the alleged harasser, to the Executive Director). After receipt of the complaint, an investigation will be initiated through the use of an independent third party investigator experienced in investigating workplace harassment complaints.

SECTION TWO: That the Schaumburg Park District Non-Discrimination, Anti-Harassment and No Sexual Harassment Policy appended hereto as Exhibit A and expressly incorporated herein is hereby approved.

SECTION THREE: That Section 9.18 of the Schaumburg Park District Employee Manual is hereby amended and restated as set forth on Exhibit B which is expressly incorporated herein and is hereby approved.

SECTION FOUR: If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION FIVE: All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SIX: This Ordinance shall be in full force and effect upon its passage and approval, but to comply with the deadlines imposed in Public Act 101-0221, it is the intent of the Board to make it apply retroactively *nunc pro tunc* to February 1, 2020 to the extent allowed by law.

ROLL CALL VOTE:

AYES: Commissioners Johnson, DiMaria, Schmidt, Daniels, Longmeyer

NAYS: None

ABSENT: None

PASSED: February 13, 2020

APPROVED: February 13, 2020

ATTEST:


Secretary


President

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 20 – 02 – 3P, enacted on February 13, 2020, and approved on February 13, 2020, as the same appears from the official records of the Schaumburg Park District.


Secretary

**AN ORDINANCE CREATING VARIOUS STANDING ADVISORY
COMMITTEES TO THE BOARD OF PARK COMMISSIONERS
OF THE SCHAUMBURG PARK DISTRICT**

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: There is hereby created the Finance Committee, governed by and subject to the following terms and conditions:

FINANCE COMMITTEE

Sections:

- Sec. 8.1: Creation and Purpose
- Sec. 8.2: Membership
- Sec. 8.3: Term, Removal, Vacancy
- Sec. 8.4: Meetings and Quorum
- Sec. 8.5: Powers, Duties and Limitations

Sec. 8.1: CREATION AND PURPOSE:

There is hereby established a Finance Committee, which shall be a standing advisory committee to the Board of Park Commissioners of the Park District (the "Park Board") for the purpose of reviewing, providing input to staff, and making recommendations to the Park Board regarding the Park District's fiscal policies, funding, operating and capital budgets, and financial matters concerning the District, including, but not limited to, preliminary budgets, budget and appropriation ordinances, estimated levies, levy ordinances, the issuance of bonds, bond ordinances, sources of revenues and funds, expenditures, financial statements, monthly financial reports, bills list, audits, and all such manner of other financial information brought to the Finance Committee by the Executive Director and the Director of Finance & Administration, or either of them, for its review, input and recommendation to the Park Board.

Sec. 8.2: MEMBERSHIP AND CHAIRPERSONS:

The Finance Committee shall be comprised of five (5) members appointed by the Park District President with the advice and consent of the Park Board. Said membership shall include the following:

- a) Three (3) members shall be current Park Commissioners of the Park District.
- b) Two (2) members shall be citizens who reside within the Park District who are appointed at large.

The Finance Committee shall have a chairperson and vice chairperson, each of whom shall be a Park Commissioner member of the Finance Committee. The appointment of a chairperson and of a vice chairperson shall be made by the Park District President at the time appointments to the Finance Committee are made each year, or immediately following the confirmation and consent to the appointments thereto by the Park Board.

8.3: TERM, REMOVAL, VACANCY:

Each member of the Finance Committee shall be appointed to a one (1) year term commencing at the first meeting of the Finance Committee held in June and ending at the next succeeding May Finance Committee meeting, or if no such meeting is held, until successor members are named and qualified. Finance Committee members may be reappointed to serve subsequent terms. In the event a member misses three (3) consecutive Finance Committee meetings, unless due to a prolonged illness, the Finance Committee may vote to recommend to the Park Board that said member be removed from the Finance Committee. Upon the recommendation to remove a member from the Finance Committee due to such absences, the Park Board may remove a member from the Finance Committee by not less than a 3/5 vote. Vacancies shall be filled in the same manner as original appointments.

Sec. 8.4: MEETINGS AND QUORUM.

Regular meetings of the Finance Committee shall be held at 7:00 p.m. on the second Thursday of each month. Special meetings of the Finance Committee shall be held at the call of the chairperson, vice chairperson, or any two (2) committee members. A quorum shall consist of three (3) members of the Finance Committee, and any formal recommendation made to the Park Board shall require the affirmative vote of a majority of quorum present at a regular or special meeting of the Finance Committee.

Sec. 8.5: POWERS, DUTIES AND LIMITATIONS:

The Finance Committee shall have the following powers and duties:

- a) Serve in an advisory capacity to the Park Board regarding fiscal policies, funding, budgets, and financial matters consistent with its purposes.
- b) Make recommendations to the Park Board concerning fiscal policies, funding, expenditures, capital and operating budgets, approval of bills, and all financial matters concerning the Park District consistent with its purposes.
- c) In no event shall the Finance Committee be authorized to expend Park District funds or incur obligations on behalf of the Park District.

SECTION TWO: There is hereby created the Joint Advisory Committee, governed by and subject to the following terms and conditions:

JOINT ADVISORY COMMITTEE

Sections:

- Sec. 9.1: Creation and Purpose
- Sec. 9.2: Membership
- Sec. 9.3: Term, Removal, Vacancy
- Sec. 9.4: Meetings and Quorum
- Sec. 9.5: Powers, Duties and Limitations

Sec. 9.1: CREATION AND PURPOSE:

There is hereby established a Joint Advisory Committee, which shall be a standing advisory committee to the Board of Park Commissioners of the Park District (the "Park Board") for the purpose of reviewing, providing input to staff, and making recommendations to the Park Board regarding the oversight of capital projects throughout the Park District, policies concerning pricing and fees charged to residents and non-residents for park programs and use of Park District facilities, policies and procedures that pertain to park District patrons, and such pending proposals and matters referred to it by the Park Board to perform more detailed studies, analysis, and investigation of issues and matters, including the taking of public input as appropriate, and to make recommendations thereon to the Park Board.

Sec. 9.2: MEMBERSHIP AND CHAIRPERSONS:

The Joint Advisory Committee shall be comprised of seven (7) members appointed by the Park District President with the advice and consent of the Park Board. Said membership shall include the following:

- a) Two (2) members shall be current Park Commissioners of the Park District.
- b) Five (5) members shall be citizens who reside within the Park District who are appointed at large.

The Joint Advisory Committee shall have a chairperson and vice chairperson, each of whom shall be a Park Commissioner member of the Joint Advisory Committee. The appointment of a chairperson and of a vice chairperson shall be made by the Park District President at the time appointments to the Joint Advisory Committee are made each year, or immediately following the confirmation and consent to the appointments thereto by the Park Board.

9.3: TERM, REMOVAL, VACANCY:

Each member of the Joint Advisory Committee shall be appointed to a one (1) year term commencing at the first meeting of the Joint Advisory Committee held in June and

ending at the next succeeding May Joint Advisory Committee meeting, or if no such meeting is held, until successor members are named and qualified. Joint Advisory Committee members may be reappointed to serve subsequent terms. In the event a member misses three (3) consecutive Joint Advisory Committee meetings, unless due to a prolonged illness, the Joint Advisory Committee may vote to recommend to the Park Board that said member be removed from the Joint Advisory Committee. Upon the recommendation to remove a member from the Joint Advisory Committee due to such absences, the Park Board may remove a member from the Joint Advisory Committee by not less than a 3/5 vote. Vacancies shall be filled in the same manner as original appointments.

9.4: MEETINGS AND QUORUM.

Regular meetings of the Joint Advisory Committee shall be held at 7:00 p.m. on the last Tuesday of each month. Special meetings of the Joint Advisory Committee shall be held at the call of the chairperson, vice chairperson, or any two (2) committee members. A quorum shall consist of four (4) members of the Joint Advisory Committee, and any formal recommendation made to the Park Board shall require the affirmative vote of a majority of quorum present at a regular or special meeting of the Joint Advisory Committee.

9.5: POWERS, DUTIES AND LIMITATIONS:

The Joint Advisory Committee shall have the following powers and duties:

- a) Serve in an advisory capacity to the Park Board regarding capital projects, pricing and fees, policies and procedures affecting Park District patrons, and review and study of such issues and matters referred to it by the Park Board for further study, analysis and investigation, and all matters consistent with its purposes.
- b) Make recommendations to the Park Board concerning capital projects, pricing and fees, policies and procedures affecting Park District patrons and such pending proposals and matters referred to it for consideration and recommendation by the Park Board, and all matters concerning the Park District consistent with its purposes.
- c) In no event shall the Joint Advisory Committee be authorized to expend Park District funds or incur obligations on behalf of the Park District.

SECTION THREE: There is hereby created the Naming Committee,

governed by and subject to the following terms and conditions:

NAMING COMMITTEE

Sections:

- Sec. 10.1: Creation and Purpose
- Sec. 10.2: Membership
- Sec. 10.3: Term, Removal, Vacancy
- Sec. 10.4: Quorum
- Sec. 10.5: Powers, Duties and Limitations

Sec. 10.1: CREATION AND PURPOSE:

There is hereby established a Naming Committee, which shall be a standing advisory committee to the Board of Park Commissioners of the Park District (the "Park Board") for the purpose of reviewing, providing input to staff, and making recommendations to the Park Board regarding the naming of various parks, improvements and/or facilities of the Park District, consistent with the Park Board's Park Property Naming Policy then in effect and as may be amended from time to time.

Sec. 10.2: MEMBERSHIP AND CHAIRPERSON:

The Naming Committee shall be comprised of three (3) members appointed by the Park District President with the advice and consent of the Park Board. Said membership shall include the following:

- a) One (1) member shall be a current Park District employee.
- b) Two (2) members shall be citizens who reside within the Park District who are appointed at large.

The Naming Committee shall have a chairperson who shall be the Park District employee member.

10.3: TERM, REMOVAL, VACANCY:

Each member of the Naming Committee shall be appointed to a one (1) year term commencing in June and ending at the next succeeding May or until successor members are named and qualified. Naming Committee members may be reappointed to serve subsequent terms. In the event a member misses three (3) consecutive Naming Committee meetings, unless due to a prolonged illness, the Naming Committee may vote to recommend to the Park Board that said member be removed from the Naming Committee. Upon the recommendation to remove a member from the Naming Committee due to such absences, the Park Board may remove a member from the Naming Committee by not less than a 3/5 vote. Vacancies shall be filled in the same manner as original appointments.

10.4: QUORUM.

Special meetings of the Naming Committee shall be held at the call of the chairperson or any two (2) committee members. A quorum shall consist of two (2) members of the Naming Committee, and any formal recommendation made to the Park Board shall require the affirmative vote of a majority of quorum present at a regular or special meeting of the Naming Committee.

10.5: POWERS, DUTIES AND LIMITATIONS:

The Naming Committee shall have the following powers and duties:

- a) Serve in an advisory capacity to the Park Board regarding naming of parks and/or facilities, and all matters consistent with its purposes.
- b) Make recommendations to the Park Board concerning the naming of a particular park or facility referred to it for consideration and recommendation by the Park Board, and all matters concerning the Park District consistent with its purposes.
- c) In no event shall the Naming Committee be authorized to expend Park District funds or incur obligations on behalf of the Park District.

SECTION FOUR: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION FIVE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SIX: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Commissioners Longmeyer, Johnson, DiMaria + Doniel

NAYS: None

ABSENT: Commissioner Schmidt

PASSED: June 13, 2013

APPROVED: June 13, 2013



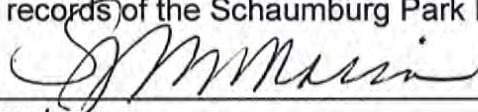
President

ATTEST:


Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 13-6-5 P enacted on June 13, 2013, and approved June 13, 2013, as the same appears from the official records of the Schaumburg Park District.



Secretary

ORDINANCE 20 – 3 - 2 P

**AN ORDINANCE AMENDING ORDINANCE 13-6-5P CREATING VARIOUS
STANDING ADVISORY COMMITTEES TO THE BOARD OF PARK
COMMISSIONERS OF THE SCHAUMBURG PARK DISTRICT**

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: That Sections 8.1 through 8.5 "Finance Committee", and Sections 9.1 through 9.5 "Joint Advisory Committee", of Ordinance 13-6-5P "AN ORDINANCE Creating Various Standing Advisory Committees to the Board of Park Commissioners of the Schaumburg Park District" are hereby amended to read as follows:

FINANCE COMMITTEE

Sections:

- Sec. 8.1: Creation and Purpose
- Sec. 8.2: Membership
- Sec. 8.3: Term, Removal, Vacancy
- Sec. 8.4: Meetings and Quorum
- Sec. 8.5: Powers, Duties and Limitations

Sec. 8.1: CREATION AND PURPOSE:

There is hereby established a Finance Committee, which shall be a standing advisory committee to the Board of Park Commissioners of the Park District (the "Park Board") for the purpose of reviewing, providing input to staff, and making recommendations to the Park Board regarding the Park District's fiscal policies, funding, operating and capital budgets, and financial matters concerning the District, including, but not limited to, preliminary budgets, budget and appropriation ordinances, estimated levies, levy ordinances, the issuance of bonds, bond ordinances, sources of revenues and funds, expenditures, financial statements, monthly financial reports, bills list, audits, and all such manner of other financial information brought to the Finance Committee by the Executive Director and the Director of Finance & Administration, or either of them, for its review, input and recommendation to the Park Board.

Sec. 8.2: MEMBERSHIP AND CHAIRPERSONS:

The Finance Committee shall be comprised of not less than five (5) members and not greater than seven (7) members appointed by the Park District President with the advice and consent of the Park Board. Said membership shall include the following:

- a) Three (3) members shall be current Park Commissioners of the Park District.

- b) Not less than two (2) and not more than four (4) members shall be citizens who reside within the Park District who are appointed at large.

The Finance Committee shall have a chairperson and vice chairperson, each of whom shall be a Park Commissioner member of the Finance Committee. The appointment of a chairperson and of a vice chairperson shall be made by the Park District President at the time appointments to the Finance Committee are made each year, or immediately following the confirmation and consent to the appointments thereto by the Park Board.

8.3: TERM, REMOVAL, VACANCY:

Each member of the Finance Committee shall be appointed to a one (1) year term commencing at the first meeting of the Finance Committee held in June, or on the date of his or her appointment, whichever is later, and ending at the next succeeding May Finance Committee meeting, or if no such meeting is held, until successor members are named and qualified. Finance Committee members may be reappointed to serve subsequent terms. In the event a member misses three (3) consecutive Finance Committee meetings, unless due to a prolonged illness, the Finance Committee may vote to recommend to the Park Board that said member be removed from the Finance Committee. Upon the recommendation to remove a member from the Finance Committee due to such absences, the Park Board may remove a member from the Finance Committee by not less than a 3/5 vote. Vacancies shall be filled in the same manner as original appointments.

Sec. 8.4: MEETINGS AND QUORUM.

Regular meetings of the Finance Committee shall be held at 7:00 p.m. on the second Thursday of each month. Special meetings of the Finance Committee shall be held at the call of the chairperson, vice chairperson, or any two (2) committee members. A quorum shall consist of majority of the total number of members of the Finance Committee holding such office on the date of any meeting of the Finance Committee as determined by the Secretary of the Board of Park Commissioners based on the records of appointments, resignations, deaths, removals from office or other variances on said Committee on file with the District as of said date, and any formal recommendation made to the Park Board shall require the affirmative vote of a majority of quorum present at a regular or special meeting of the Finance Committee.

Sec. 8.5: POWERS, DUTIES AND LIMITATIONS:

The Finance Committee shall have the following powers and duties:

- a) Serve in an advisory capacity to the Park Board regarding fiscal policies, funding, budgets, and financial matters consistent with its purposes.
- b) Make recommendations to the Park Board concerning fiscal policies, funding, expenditures, capital and operating budgets, approval of bills, and all financial matters concerning the Park District consistent with its purposes.

- c) In no event shall the Finance Committee be authorized to expend Park District funds or incur obligations on behalf of the Park District.

JOINT ADVISORY COMMITTEE

Sections:

- Sec. 9.1: Creation and Purpose
- Sec. 9.2: Membership
- Sec. 9.3: Term, Removal, Vacancy
- Sec. 9.4: Meetings and Quorum
- Sec. 9.5: Powers, Duties and Limitations

Sec. 9.1: CREATION AND PURPOSE:

There is hereby established a Joint Advisory Committee, which shall be a standing advisory committee to the Board of Park Commissioners of the Park District (the "Park Board") for the purpose of reviewing, providing input to staff, and making recommendations to the Park Board regarding the oversight of capital projects throughout the Park District, policies concerning pricing and fees charged to residents and non-residents for park programs and use of Park District facilities, policies and procedures that pertain to park District patrons, and such pending proposals and matters referred to it by the Park Board to perform more detailed studies, analysis, and investigation of issues and matters, including the taking of public input as appropriate, and to make recommendations thereon to the Park Board.

Sec. 9.2: MEMBERSHIP AND CHAIRPERSONS:

The Joint Advisory Committee shall be comprised of not less than seven (7) members and no greater than ten (10) members appointed by the Park District President with the advice and consent of the Park Board. Said membership shall include the following:

- a) Two (2) members shall be current Park Commissioners of the Park District.
- b) Not less than five (5) and not more than eight (8) members shall be citizens who reside within the Park District who are appointed at large.

The Joint Advisory Committee shall have a chairperson and vice chairperson, each of whom shall be a Park Commissioner member of the Joint Advisory Committee. The appointment of a chairperson and of a vice chairperson shall be made by the Park District President at the time appointments to the Joint Advisory Committee are made each year, or immediately following the confirmation and consent to the appointments thereto by the Park Board.

9.3: TERM, REMOVAL, VACANCY:

Each member of the Joint Advisory Committee shall be appointed to a one (1) year term commencing at the first meeting of the Joint Advisory Committee held in June, or on the date of his or her appointment, whichever is later, and ending at the next succeeding May Joint Advisory Committee meeting, or if no such meeting is held, until successor members are named and qualified. Joint Advisory Committee members may be reappointed to serve subsequent terms. In the event a member misses three (3) consecutive Joint Advisory Committee meetings, unless due to a prolonged illness, the Joint Advisory Committee may vote to recommend to the Park Board that said member be removed from the Joint Advisory Committee. Upon the recommendation to remove a member from the Joint Advisory Committee due to such absences, the Park Board may remove a member from the Joint Advisory Committee by not less than a 3/5 vote. Vacancies shall be filled in the same manner as original appointments.

9.4: MEETINGS AND QUORUM.

Regular meetings of the Joint Advisory Committee shall be held at 7:00 p.m. on the last Tuesday of each month. Special meetings of the Joint Advisory Committee shall be held at the call of the chairperson, vice chairperson, or any two (2) committee members. A quorum shall consist of a majority of the total number of members of the Joint Advisory Committee holding office on the date of any meeting of the Joint Advisory Committee as determined by the Secretary of the Board of Park Commissioners based on the records of appointments, resignations, deaths, removals or other vacancies on said Committee on file with the District as of said date, and any formal recommendation made to the Park Board shall require the affirmative vote of a majority of quorum present at a regular or special meeting of the Joint Advisory Committee.

9.5: POWERS, DUTIES AND LIMITATIONS:

The Joint Advisory Committee shall have the following powers and duties:

- a) Serve in an advisory capacity to the Park Board regarding capital projects, pricing and fees, policies and procedures affecting Park District patrons, and review and study of such issues and matters referred to it by the Park Board for further study, analysis and investigation, and all matters consistent with its purposes.
- b) Make recommendations to the Park Board concerning capital projects, pricing and fees, policies and procedures affecting Park District patrons and such pending proposals and matters referred to it for consideration and recommendation by the Park Board, and all matters concerning the Park District consistent with its purposes.
- c) In no event shall the Joint Advisory Committee be authorized to expend Park District funds or incur obligations on behalf of the Park District.

SECTION TWO: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Commissioners Johnson, Schmidt, Longmeyer

NAYS: None

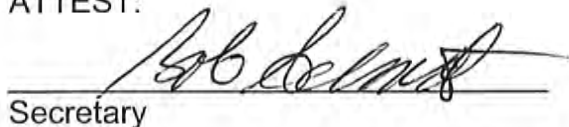
ABSENT: Commissioners DiMaria, Daniels

PASSED: March 12, 2020

APPROVED: March 12, 2020


President

ATTEST:


Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 20-03-2 P enacted on March 12, 2020, and approved March 12, 2020, as the same appears from the official records of the Schaumburg Park District.


Secretary

ORDINANCE 12 – 10 – 3 P

AN ORDINANCE CREATING THE OFFICE OF ASSISTANT SECRETARY

WHEREAS, the Illinois legislature passed Public Act 097-0758 effective July 6, 2012 ("PA 097-0758") authorizing park boards to appoint an assistant secretary and an assistant treasurer if the respective Secretary or Treasurer of the park district are unable to perform the duties of their respective offices as prescribed by said park board; and

WHEREAS, prior to the enactment of PA 097-0758, the Board of Park Commissioners (the "Board") of the Schaumburg Park District (the "District") adopted Ordinance 97-6-4P, "An Ordinance Creating the Office of Assistant Secretary" ("Ordinance 97-6-4P");

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: Ordinance 97-6-4P is hereby repealed.

SECTION TWO: *Assistant Secretary.*

There is hereby created the office of Assistant Secretary who shall be elected by the Board of Park Commissioners of the District and shall hold office for one year or until his or her successor is elected. The Assistant Secretary shall have the powers and duties of the Secretary in the event the Secretary is unable to perform the duties of that office, and shall have the authority in such instance to transcribe minutes of all regular and special meetings of the Board and any executive session thereof in the absence of the Secretary, and to execute, attest and certify all documents required by any law or ordinance to be executed or attested to by the Secretary, including, but not limited to, legal notices and publications, bond ordinances and documents related thereto, tax levy ordinances and

budget and appropriation ordinances and any certifications required by law in connection with such levy or budget and appropriation ordinances. The Assistant Secretary is also authorized to affix the Seal of the District to all documents that the Secretary has signed or attested to, and to any document the Assistant Secretary is empowered to execute or attest to hereunder.

For purposes of this Ordinance, "unable to perform the duties of that office" shall mean (a) vacancy due to: (i) resignation, (ii) death, (iii) permanent or temporary physical or mental disability rendering the person incapable of performing the duties of his or her office, (iv) conviction of a disqualifying crime, (v) abandonment of office, (vi) removal from office, or (vii) removal of residence from the District; or (b) the permanent or temporary unavailability of the Secretary to perform his or her duties due to: (i) personal illness or disability, (ii) personal employment obligations, (iii) District business that requires the Secretary to travel out of state, or (iv) out of state vacation.

For purposes of this Ordinance, the determination of whether the Secretary is "unable to perform the duties of that office" solely for the purpose of authorizing the Assistant Secretary to act hereunder shall be made in writing by the Board President stating the basis for such determination consistent with the terms of this Ordinance.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION FOUR: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE:

EFFECTIVE DATE. This Ordinance shall be in full force

and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: *Langmeyer Daniels DiMaria & Schmidt*

NAYS: *None*

ABSENT: *Janson*

PASSED: *10-11-12*

APPROVED: *10-11-12*

Robert A. Schmidt

President

ATTEST:

[Signature]

Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 12-10-3 P, enacted on Oct. 11, 2012, and approved Oct 11, 2012, as the same appears from the official records of the Schaumburg Park District.

[Signature]

Secretary

ORDINANCE 12 – 10 – 2 P

AN ORDINANCE CREATING THE OFFICE OF ASSISTANT TREASURER

WHEREAS, the Illinois legislature passed Public Act 097-0758 effective July 6, 2012 ("PA 097-0758") authorizing park boards to appoint an assistant secretary and an assistant treasurer if the respective Secretary or Treasurer of the park district are unable to perform the duties of their respective offices as prescribed by said park board;

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: *Assistant Treasurer.*

There is hereby created the office of Assistant Treasurer who shall be elected by the Board of Park Commissioners of the District and shall hold office for one year or until his or her successor is elected. The Assistant Treasurer shall have all the powers and duties of the Treasurer in the event the Treasurer is unable to perform the duties of that office, and shall have the authority in such instance to execute all documents required by any law or ordinance to be executed by the Treasurer, including bonds, bond documents, installment certificates, notes, tax warrants or certificates, tax levy ordinances and budget and appropriation ordinances, and any certifications or documents incident thereto required by bond counsel in connection with any sale or issuance of the District's bonds, notes, warrants or certificates, or required by law or custom in connection with any tax levy or budget and appropriation ordinances and documents incident thereto.

For purposes of this Ordinance, "unable to perform the duties of that office" shall mean (a) vacancy due to: (i) resignation, (ii) death, (iii) permanent or temporary physical or mental disability rendering the person incapable of performing the duties of his or her

office, (iv) conviction of a disqualifying crime, (v) abandonment of office, (vi) removal from office, or (vii) removal of residence from the District; or (b) the permanent or temporary unavailability of the Treasurer to perform his or her duties due to: (i) personal illness or disability, (ii) personal employment obligations, (iii) District business that requires the Treasurer to travel out of state, or (iv) out of state vacation.

For purposes of this Ordinance, the determination of whether the Treasurer is "unable to perform the duties of that office" solely for the purpose of authorizing the Assistant Treasurer to act hereunder shall be made in writing by the Board President stating the basis for such determination consistent with the terms of this Ordinance.

SECTION TWO: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Longmeyer, Daniels, Di Maria + Schmidt

NAYS: none

ABSENT: Johnson

PASSED: 10-11-12

APPROVED: 10-11-12



President

ATTEST:



Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 12-10-2P, enacted on Oct 11, 2012, and approved Oct 11, 2012, as the same appears from the official records of the Schaumburg Park District.



Secretary

ORDINANCE 79 - 10 - 2

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: That any park site proposed by any developer to be donated to the Schaumburg Park District must be approved by Resolution adopted by the Board of Park Commissioners prior to the acceptance of title thereto, and/or the recording of the deed conveying such property to the District.

SECTION TWO: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

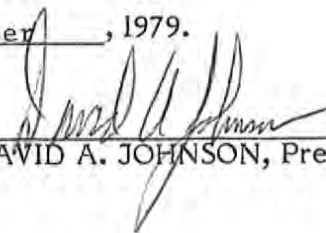
AYES: Commissioners McLemore, ~~Brandenburg~~, Doherty, Johnson and Roberts

NAYS: NONE

ABSENT: Commissioner Brandenburg

PASSED this 11 day of October, 1979.

APPROVED this 11 day of October, 1979.



DAVID A. JOHNSON, President

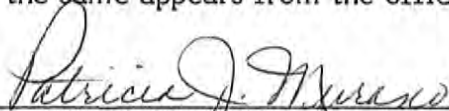
ATTEST:



PATRICIA J. MURANO, Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 79-10-2 which was duly enacted on OCT 11, 1979, and approved on OCT 11, 1979, as the same appears from the official records of the Schaumburg Park District.



PATRICIA J. MURANO, Secretary

*Passed
9/19/79*

ORDINANCE NO. 79-9-2

AN ORDINANCE SETTING FORTH THE DISTRICT'S POLICY
REGARDING ACCEPTANCE OF LAND DONATIONS

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg
Park District, Cook County, Illinois, as follows:

SECTION ONE: That no Deed conveying any parcel of real estate to the
Schaumburg Park District shall be recorded by or on behalf of the District,
until such time as the Board of Park Commissioners, by Motion or Resolution,
expressly authorizes the acceptance of such real estate by the District.

SECTION TWO: SEVERABILITY. The various provisions of this Ordinance
are to be considered as severable and if any part of portion of this Ordinance
shall be held invalid by any Court of competent jurisdiction, such decision
shall not affect the validity of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and
Resolutions in conflict or inconsistent herewith are hereby expressly repealed
only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and
effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Commissioners Roberts, Brandenburg, Johnson, Doherty & McLemore
NAYS: None
ABSENT: 0

PASSED this 13th day of September, 1979.
APPROVED this 13th day of September, 1979.

ATTEST:

Patricia J. Murano
PATRICIA J. MURANO, Secretary

David A. Johnson
DAVID A. JOHNSON, President

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 79-9-2, which was duly enacted on September 13, 1979, and approved on September 13, 1979, as the same appears from the official records of the Schaumburg Park District.


PATRICIA J. MURANO, Secretary

ORDINANCE 16-124P

**AN ORDINANCE REGULATING AND ESTABLISHING PROCEDURES
FOR REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING OF
OFFICERS AND EMPLOYEES OF THE SCHAUMBURG PARK DISTRICT**

RECITALS:

WHEREAS, the Illinois Legislature adopted P.A. 99-604, the Local Government Travel Expense Control Act (50 ILCS 150/1, et seq.), which shall become effective on January 1, 2017 (which is hereinafter referred to as the "Travel Expense Control Act"), which requires local public agencies, including park districts, by resolution or ordinance, to regulate the reimbursement of travel, meal and lodging expenses of its officers and employees; and

WHEREAS, this Ordinance is hereby adopted for the purpose of establishing rules, regulations, and procedures for the reimbursement of all travel, meal and lodging expenses of the officers and employees of the Schaumburg Park District (the "District") to be in compliance with the Travel Expense Control Act;

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: Definitions as used in this Ordinance:

"Board" means the Board of Park Commissioners of the Schaumburg Park District.

"Commissioner" means a duly elected or appointed park commissioner of the Board, while in office.

"District" means the Schaumburg Park District, an Illinois park district, of Cook County, Illinois, which is a local public agency within the meaning thereof as defined in the Travel Expense Control Act.

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

"Officer" means any elected or appointed park commissioner, any member of a subsidiary board, committee or commission of the Board if the ordinance creating said subsidiary board or committee or commission expressly designates the members thereof as officers, and any employee of the District designated by ordinance of the District to be an officer of the District.

"Employee" means any person employed by the District on a full time or part time basis.

"Travel" means an expenditure directly incident to official travel by officers and employees of the District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION TWO: The types of official business of the District for which travel, meal and lodging expenses are allowed are as follows:

Programs, events, seminars and conferences sponsored or put on by the IAPD, IPRA, or any other state or national organization that promotes or provides education or other instruction with respect to recreation, park operations, the planning, establishing and maintaining recreational programs, open space, pools, aquatics, playgrounds, beaches, museums, golf, park facility and grounds development and/or maintenance, insurance risk, human resources, security and related financial, legal or other matters pertaining to or which affect park districts (hereinafter referred to as "Official Business Events").

SECTION THREE: The maximum allowable reimbursement for travel, lodging, meals and incidental expenses for Park Commissioners and other officers and employees of the District for Official Business Events are as set forth on Exhibit A entitled "Maximum Allowable Travel, Lodging, Meals and Incidental Expense Schedule", which is expressly incorporated herein, and which is hereby approved. Expenses that exceed the maximum allowable travel, lodging, meal and/or incidental expenses because of emergency or other extraordinary expenses shall only be allowed and approved by the Board.

SECTION FOUR: Expenses for travel, lodging, and meals of any Commissioner, even when within or less than the amounts set forth in the Maximum Allowable Travel, Lodging, Meals & Incidental Expense Schedule set forth on Exhibit A, may only be approved by a roll call vote of the Board at an open meeting of the Board. Expenses sought to be approved and paid to any Commissioner which exceed the amount set forth in the Maximum Allowable Travel, Lodging, Meals & Incidental Expense Schedule may be allowed because of emergency or extraordinary circumstances and approved with such finding by roll call vote at any open meeting of the Board.

SECTION FIVE: Expenses for travel, lodging and meals of any officer (other than a Commissioner) or employee of the District that exceeds the maximum allowed therefor as set forth on the Maximum Allowable Travel, Lodging, Meals & Incidental Expense Schedule set forth on Exhibit A may be allowed for emergencies and other extraordinary circumstances and may only be paid or reimbursed if approved by the Board by roll call vote at any open meeting of the Board.

SECTION SIX: Before an expense for travel, lodging, meals and/or incidentals may be approved under Section Four or Section Five of this Ordinance, an "Expense Report" in form as attached hereto as Exhibit B must be completed by said Commissioner or other officer or employee of the District, and the following minimum documentation must first be submitted, in writing to the Board:

- (1) An estimate of the cost of travel, meals, and/or lodging if expenses have not been incurred or a receipt of the cost of travel, meals or lodging if the expenses have already been incurred. When flights and/or lodging is reserved and paid for by the District, Park District staff shall provide that information on a per flight/per room/night basis to the person completing the Expense Report.
- (2) The name of the individual employee or officer who received or is requesting the travel, meals and/or lodging expense.
- (3) The job title or office of the individual who received or is requesting the travel, meal, and/or lodging expense.
- (4) The date or dates and nature of the Official Business Event in or for which the travel, meal and/or lodging expense was or will be expended.

The Expense Report and all documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

SECTION SEVEN: The District shall not reimburse any Commissioner, other officer, or employee for any entertainment expense.

SECTION EIGHT: Severability. The various provisions of this Ordinance are to be considered as severable and if any part or portion of this Ordinance shall be held valid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION NINE: Repeal of Prior Ordinances. All prior Ordinances, Resolutions and motions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION TEN: Effective Date. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: *Yongmeyer, Daniels, Schmitt, Johnson & DiMarzio*
NAYS: *none*
ABSENT: *none*

PASSED:
APPROVED:

[Signature]

President

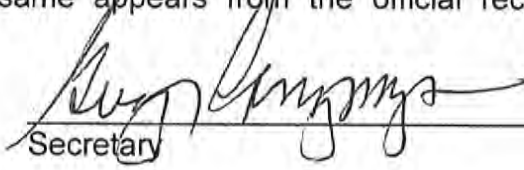
ATTEST:

[Signature]

Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 12-164P enacted on 12-8-16, 2016, and approved on 12-8, 2016, as the same appears from the official records of the Schaumburg Park District.


Secretary

SCHAUMBURG PARK DISTRICT

MAXIMUM ALLOWABLE TRAVEL, LODGING, MEAL AND INCIDENTALS EXPENSE SCHEDULE

I. Travel.

- A. Auto: \$0.54/mile (effective January 1, 2017).
- B. Flights should be booked by the Executive Director or his designee for coach, economy or equivalent seating and paid for by the District, or if a Commissioner or an employee books a flight for himself, herself and a spouse and pays for said flight, the District shall reimburse the Commissioner or employee for the cost of said flight, at the equivalent, cost for coach, economy or equivalent seating.

II. Lodging.

- A. For Official Business Events at which two or more Commissioners and other officials or employees of the District plan to attend:
Hotels should be booked directly by the Executive Director or his designee at the hotel or one of the hotels at which the sponsor of the Official Business Event has procured a discounted group rate, if available and to the extent practicable, and shall be paid for by the District, or such other lodging as the Executive Director or his designee book.
- B. Lodging not reserved and paid for by the District per II.A.:

Category

Chicago Metro	\$225/night
Chicago Suburban	\$150/night
Downstate Illinois	\$90/night
Out of State at the going rate for national chain in location of Official Business Event, e.g., Marriott, Marriott Express, Hilton, Holiday Inn, Holiday Inn Express, etc.	\$150 - \$250/night

III. Meals and Incidentals.

- A. For meals and incidentals as defined by the IRS Code within the State of Illinois:

Per Diem/Day	\$60.00
Per Diem/quarter	\$15.00

- B. For meals and incidentals as defined by the IRS Code outside of the State of Illinois:

Per Diem/Day	\$85.00
Per Diem/Quarter	\$21.25

ORDINANCE NO. 22 – 7 - 2P

AN ORDINANCE AMENDING SECTION 3.1.5.2 OF THE BOARD AND
GENERAL POLICY MANUAL OF THE SCHAUMBURG PARK DISTRICT TO
CHANGE THE TIME OF THE REGULAR MEETINGS OF THE
BOARD OF PARK COMMISSIONERS, AND AMENDING
ORDINANCE 20-3-2P TO CHANGE THE TIME OF THE REGULAR
MEETINGS OF THE FINANCE COMMITTEE

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: Section 3.1.5.2 entitled "Regular Meetings" and Section 3.1.5.3 entitled "Special and Emergency Meetings" of the Board and General Policy Manual of the Schaumburg Park District are hereby repealed.

SECTION TWO: The Board and General Policy Manual of the Schaumburg Park District is amended to add new Section 3.1.5.2 entitled "Regular Meetings" and new Section 3.1.5.3 entitled "Special, Emergency, Rescheduled, and Reconvened Meetings" to replace the provisions repealed in Section One of this Ordinance, and which new Sections 3.1.5.2 and 3.1.5.3 states as follows:

- 3.1.5.2 Regular Meetings. The regular meetings of the Park Board shall be held on the second Thursday of each month in the board room of the Jerry Handlon Administration Building at 235 East Beech Drive, Schaumburg, Illinois at 7:00 p.m. unless the Board designates some other place, date or time consistent with the requirements of the Illinois Open Meetings Act, including without limitation, all requirements for the provision of public notice for (1) the schedule of regular meetings each year, (2) the posting of such schedule of regular meetings at the location where the meetings are to be held, and on the District's website. If the designated meeting falls on a holiday, the Board will endeavor to reassign it when it prepares its annual schedule of regular meetings.
- 3.1.5.3 Special, Emergency, Rescheduled or Reconvened Meetings. Special meetings may be called by the President or by any two members of the Park Board. Notice of any special meetings, except a meeting held in the event of a bona fide emergency, rescheduled regular meeting or reconvened meeting shall state the purpose, date, time, and location of such special, rescheduled regular or reconvened meeting, and shall be served upon or given by the secretary by delivering a copy of such notice to each member of the Board and to any news medium that has made an annual request for such notice, at least 48 hours before such meeting. Notice of an emergency meeting shall be given as soon as practical, but in any event prior to holding of such meeting.

SECTION THREE: That Section One of Ordinance 20-3-2P under the heading "FINANCE COMMITTEE", Section 8.4 thereof entitled "MEETINGS AND QUORUM" which provided the regular meetings of the Finance Committee be held at 7:00 p.m., is hereby repealed.

SECTION FOUR: That Sec. 8.4 of Section One of Ordinance 20-3-2P under the heading "FINANCE COMMITTEE" is hereby amended to add new Sec. 8.4 which states as follows:

Sec. 8.4: MEETINGS AND QUORUM.

Regular meetings of the Finance Committee shall be held at 6:30 p.m. on the second Thursday of each month. Special meetings of the Finance Committee shall be held at the call of the chairperson, vice chairperson, or any two (2) committee members. A quorum shall consist of majority of the total number of members of the Finance Committee holding such office on the date of any meeting of the Finance Committee as determined by the Secretary of the Board of Park Commissioners based on the records of appointments, resignations, deaths, removals from office or other variances on said Committee on file with the District as of said date, and any formal recommendation made to the Park Board shall require the affirmative vote of a majority of quorum present at a regular or special meeting of the Finance Committee.

SECTION FIVE: The 2022 Amended Schaumburg Park District Regular Meetings Schedule for 2022 attached hereto as Exhibit A shall be physically posted outside the board meeting room in the Jerry Handlon Administration Building, the principal office of the Schaumburg Park District, within ten (10) days of the passage of this Ordinance.

SECTION SIX: In accordance with Section 2.02(a) and 2.03 of the Open Meetings Act (5 ILCS 120/2.02(a) and 2.03), the Secretary shall cause to be published in the Daily Herald, a newspaper of general circulation within the Schaumburg Park District, a NOTICE OF CHANGE OF REGULAR MEETING TIMES OF THE BOARD OF PARK COMMISSIONERS AND OF THE FINANCE COMMITTEE, in form as attached hereto as Exhibit B, prior to August 1, 2022.

SECTION SEVEN: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION EIGHT: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION NINE: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Commissioners DiMaria, Mayle, Johnson, Trudel and Schuidt

NAYS: None

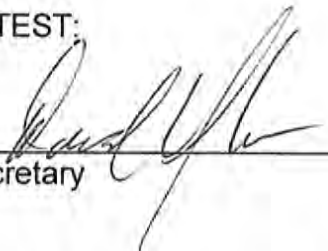
ABSENT: None

PASSED: July 14, 2022

APPROVED: July 14, 2022



President

ATTEST:


Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 22 – 7 - 2P, enacted on July 14, 2022, and approved on July 14, 2022, as the same appears from the official records of the Schaumburg Park District.



Secretary

EXHIBIT A

**AMENDED SCHAUMBURG PARK DISTRICT
REGULAR MEETING SCHEDULE FOR 2022**

AMENDED SCHAUMBURG PARK DISTRICT REGULAR MEETINGS SCHEDULE

January		July	
13	7:00 p.m. Finance Committee 7:30 p.m. Park Board	14	7:00 p.m. Finance Committee 7:30 p.m. Park Board
25	7:00 p.m. Joint Advisory Committee	26	7:00 p.m. Joint Advisory Committee
February		August	
10	7:00 p.m. Finance Committee 7:30 p.m. Park Board	11	6:30 p.m. Finance Committee 7:00 p.m. Park Board
22	7:00 p.m. Joint Advisory Committee	23	7:00 p.m. Joint Advisory Committee
March		September	
10	7:00 p.m. Finance Committee 7:30 p.m. Park Board	8	6:30 p.m. Finance Committee 7:00 p.m. Park Board
22	7:00 p.m. Joint Advisory Committee	27	7:00 p.m. Joint Advisory Committee
April		October	
14	7:00 p.m. Finance Committee 7:30 p.m. Park Board	13	6:30 p.m. Finance Committee 7:00 p.m. Park Board
26	7:00 p.m. Joint Advisory Committee	25	7:00 p.m. Joint Advisory Committee
May		November	
12	7:00 p.m. Finance Committee 7:30 p.m. Park Board	10	6:30 p.m. Finance Committee 7:00 p.m. Park Board
24	7:00 p.m. Joint Advisory Committee	22	7:00 p.m. Joint Advisory Committee
June		December	
9	7:00 p.m. Finance Committee 7:30 p.m. Park Board	8	6:30 p.m. Finance Committee 7:00 p.m. Park Board
28	7:00 p.m. Joint Advisory Committee		

Please check the Schaumburg Park District website, www.parkfun.com, for more information on how meetings will be conducted. Pursuant to Section 7(e) of the Open Meetings Act as set forth in Senate Bill 2135 enacted and effective on June 12, 2020 ("SB 2135"), regular meetings of the Schaumburg Park District scheduled to be held in the Board Room of the Jerry Handlon Administration Building, 235 East Beech Drive, Schaumburg, Illinois, 60193 may be conducted by audio or video conference without a physical quorum of the members present.

EXHIBIT B

**NOTICE OF CHANGE OF REGULAR MEETING TIMES
OF THE BOARD OF PARK COMMISSIONERS AND OF THE
FINANCE COMMITTEE OF THE SCHAUMBURG PARK DISTRICT**

Pursuant to Sections 2.02(a) and 2.03 of the Open Meetings Act (5 ILS 120/2.02(a) and 2.03), the Schaumburg Park District gave public notice of the schedule of regular dates, times and locations of its regular meetings for calendar year 2022, including without limitation, the times for the regular meetings of the Schaumburg Park District Board of Park Commissioners (the "Park Board") at 7:30 p.m. on the second Thursday of each month, and for the Finance Committee, which is a standing advisory committee of the Park Board (the "Finance Committee") at 7:00 p.m. on the second Thursday of each month (the "Original SPD 2022 Regular Meeting Schedule").

NOTICE IS HEREBY GIVEN that beginning August 11, 2022 and continuing on the second Thursday of each month thereafter in calendar year 2022, including September 8, October 13, November 10, and December 8, that the time of the regular meetings of the Park Board shall be 7:00 p.m., and the time of the Finance Committee meetings shall be 6:30 p.m.

SCHAUMBURG PARK DISTRICT

By: /s/ David Johnson
Secretary

ORDINANCE 22 – 11 - 2 P

**AN ORDINANCE AMENDING ORDINANCE 20-3-2P WHICH CREATED
VARIOUS STANDING ADVISORY COMMITTEES TO THE BOARD OF PARK
COMMISSIONERS OF THE SCHAUMBURG PARK DISTRICT TO
CHANGE THE TIME OF THE REGULAR MEETINGS OF
THE JOINT ADVISORY COMMITTEE**

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: That Subsection 9.4 of Ordinance 20-3-2P "AN ORDINANCE Creating Various Standing Advisory Committees to the Board of Park Commissioners of the Schaumburg Park District", under the heading "JOINT ADVISORY COMMITTEE" is hereby amended to change the time of the regular meetings of the Joint Advisory Committee from 7:00 p.m. to 6:30 p.m. of the last Tuesday of each month.

SECTION TWO: That a copy of the NOTICE OF CHANGE OF MEETING TIMES OF THE JOINT ADVISORY COMMITTEE OF THE SCHAUMBURG PARK DISTRICT, in form as attached hereto as Exhibit A, shall be (1) posted at the principal office of the Park District; (2) posted on the Park District's website; and (3) provided to any news medium that has annually filed a request for notice of the Park District's regular, special, emergency, rescheduled and reconvened meetings.

SECTION THREE: That the 2022 Schaumburg Park District's Regular Meetings schedule posted on the Park District's website be amended for the month of November to state under the heading "November": "22 6:30 p.m. Joint Advisory Committee".

SECTION FOUR: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION FIVE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Commissioners DiMaria, Mayle, Johnson, Trudel and Schmidt

NAYS: None

ABSENT: None

PASSED: November 10, 2022
APPROVED: November 10, 2022



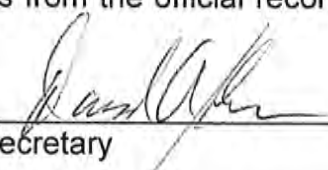
President

ATTEST:


Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 22-11-2 P enacted on November 10, 2022, and approved November 10, 2022, as the same appears from the official records of the Schaumburg Park District.



Secretary

EXHIBIT A

NOTICE OF CHANGE OF REGULAR MEETING TIMES OF THE JOINT ADVISORY COMMITTEE OF THE SCHAUMBURG PARK DISTRICT

Pursuant to Sections 2.02(a) and 2.03 of the Open Meetings Act (5 ILCS 120/2.02(a) and 2.03), the Schaumburg Park District gave public notice of the schedule of regular dates, times and locations of its regular meetings for calendar year 2022, including without limitation, the times for the Joint Advisory Committee, which is a standing advisory committee of the Park Board (the "Joint Advisory Committee") at 7:00 p.m. on the last Tuesday of each month (the "Original SPD 2022 Joint Advisory Committee Meeting Schedule").

NOTICE IS HEREBY GIVEN that beginning November 22, 2022, that the time of the Joint Advisory Committee meetings shall be 6:30 p.m. on the last Tuesday of each month.

SCHAUMBURG PARK DISTRICT

By: /s/ David Johnson
Secretary

ORDINANCE NO. 24 -5 - 2P

**AN ORDINANCE AMENDING SECTION 3.1.5.2 OF THE BOARD AND
GENERAL POLICY MANUAL OF THE SCHAUMBURG PARK DISTRICT TO
CHANGE THE TIME OF THE REGULAR MEETINGS OF THE
BOARD OF PARK COMMISSIONERS, AND AMENDING
ORDINANCE 20-3-2P TO CHANGE THE TIME OF THE REGULAR
MEETINGS OF THE FINANCE COMMITTEE**

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: Section 3.1.5.2 entitled "Regular Meetings" and Section 3.1.5.3 entitled "Special and Emergency Meetings" of the Board and General Policy Manual of the Schaumburg Park District are hereby repealed.

SECTION TWO: The Board and General Policy Manual of the Schaumburg Park District is amended to add new Section 3.1.5.2 entitled "Regular Meetings" and new Section 3.1.5.3 entitled "Special, Emergency, Rescheduled, and Reconvened Meetings" to replace the provisions repealed in Section One of this Ordinance, and which new Sections 3.1.5.2 and 3.1.5.3 states as follows:

- 3.1.5.2 Regular Meetings. The regular meetings of the Park Board shall be held on the second Thursday of each month in the board room of the Jerry Handlon Administration Building at 235 East Beech Drive, Schaumburg, Illinois at 6:30 p.m. unless the Board designates some other place, date or time consistent with the requirements of the Illinois Open Meetings Act, including without limitation, all requirements for the provision of public notice for (1) the schedule of regular meetings each year, (2) the posting of such schedule of regular meetings at the location where the meetings are to be held, and on the District's website. If the designated meeting falls on a holiday, the Board will endeavor to reassign it when it prepares its annual schedule of regular meetings.
- 3.1.5.3 Special, Emergency, Rescheduled or Reconvened Meetings. Special meetings may be called by the President or by any two members of the Park Board. Notice of any special meetings, except a meeting held in the event of a bona fide emergency, rescheduled regular meeting or reconvened meeting shall state the purpose, date, time, and location of such special, rescheduled regular or reconvened meeting, and shall be served upon or given by the secretary by delivering a copy of such notice to each member of the Board and to any news medium that has made an annual request for such notice, at least 48 hours before such meeting. Notice of an emergency meeting shall be given as soon as practical, but in any event prior to holding of such meeting.

SECTION THREE: That Section One of Ordinance 20-3-2P under the heading "FINANCE COMMITTEE", Section 8.4 thereof entitled "MEETINGS AND QUORUM" which provided the regular meetings of the Finance Committee be held at 6:30 p.m., is hereby repealed.

SECTION FOUR: That Sec. 8.4 of Section One of Ordinance 20-3-2P under the heading "FINANCE COMMITTEE" is hereby amended to add new Sec. 8.4 which states as follows:

Sec. 8.4: MEETINGS AND QUORUM.

Regular meetings of the Finance Committee shall be held at 6:00 p.m. on the second Thursday of each month. Special meetings of the Finance Committee shall be held at the call of the chairperson, vice chairperson, or any two (2) committee members. A quorum shall consist of majority of the total number of members of the Finance Committee holding such office on the date of any meeting of the Finance Committee as determined by the Secretary of the Board of Park Commissioners based on the records of appointments, resignations, deaths, removals from office or other variances on said Committee on file with the District as of said date, and any formal recommendation made to the Park Board shall require the affirmative vote of a majority of quorum present at a regular or special meeting of the Finance Committee.

SECTION FIVE: The 2024 Amended Schaumburg Park District Regular Meetings Schedule for 2024 attached hereto as Exhibit A shall be physically posted outside the board meeting room in the Jerry Handlon Administration Building, the principal office of the Schaumburg Park District, within ten (10) days of the passage of this Ordinance.

SECTION SIX: In accordance with Section 2.02(a) and 2.03 of the Open Meetings Act (5 ILCS 120/2.02(a) and 2.03), the Secretary shall cause to be published in the Daily Herald, a newspaper of general circulation within the Schaumburg Park District, a NOTICE OF CHANGE OF REGULAR MEETING TIMES OF THE BOARD OF PARK COMMISSIONERS AND OF THE FINANCE COMMITTEE, in form as attached hereto as Exhibit B, prior to May 31, 2024.

SECTION SEVEN: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION EIGHT: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION NINE: **EFFECTIVE DATE.** This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Commissioners Berg, Mayle, Johnson, Trudel and Schmidt

NAYS: None

ABSENT: None

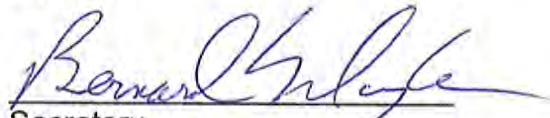
PASSED: May 9, 2024

APPROVED: May 9, 2024



President


ATTEST:



Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 24 – 5 - 2P, enacted on May 9, 2024, and approved on May 9, 2024, as the same appears from the official records of the Schaumburg Park District.



Secretary

EXHIBIT A

**AMENDED SCHAUMBURG PARK DISTRICT
REGULAR MEETING SCHEDULE FOR 2024**

SCHAUMBURG PARK DISTRICT REGULAR MEETINGS

January		July	
11	6:30 p.m. Finance Committee 7:00 p.m. Park Board	11	6:00 p.m. Finance Committee 6:30 p.m. Park Board
February		August	
8	6:30 p.m. Finance Committee 7:00 p.m. Park Board	8	6:00 p.m. Finance Committee 6:30 p.m. Park Board
27	6:30 p.m. Joint Advisory Committee 7:30 p.m. Local Government Efficiency Committee		
March		September	
14	6:30 p.m. Finance Committee 7:00 p.m. Park Board	12	6:00 p.m. Finance Committee 6:30 p.m. Park Board
		24	6:00 p.m. Joint Advisory Committee 7:00 p.m. Local Government Efficiency Committee
April		October	
11	6:30 p.m. Finance Committee 7:00 p.m. Park Board	17	6:00 p.m. Finance Committee 6:30 p.m. Park Board
May		November	
9	6:30 p.m. Finance Committee 7:00 p.m. Park Board	14	6:00 p.m. Finance Committee 6:30 p.m. Park Board
		26	6:00 p.m. Joint Advisory Committee 7:00 p.m. Local Government Efficiency Committee
June		December	
13	6:00 p.m. Finance Committee 6:30 p.m. Park Board		
25	6:00 p.m. Joint Advisory Committee 7:00 p.m. Local Government Efficiency Committee	12	6:00 p.m. Finance Committee 6:30 p.m. Park Board

Please check the Schaumburg Park District website, www.parkfun.com, for more information on how meetings will be conducted. Pursuant to Section 7(e) of the Open Meetings Act as set forth in Senate Bill 2135 enacted and effective on June 12, 2020 ("SB 2135"), regular meetings of the Schaumburg Park District scheduled to be held in the Board Room of the Jerry Handlon Administration Building, 235 East Beech Drive, Schaumburg, Illinois, 60193 may be conducted by audio or video conference without a physical quorum of the members present.

EXHIBIT B

**NOTICE OF CHANGE OF REGULAR MEETING TIMES
OF THE BOARD OF PARK COMMISSIONERS AND OF THE
FINANCE COMMITTEE OF THE SCHAUMBURG PARK DISTRICT**

Pursuant to Sections 2.02(a) and 2.03 of the Open Meetings Act (5 ILCS 120/2.02(a) and 2.03), the Schaumburg Park District gave public notice of the schedule of regular dates, times and locations of its regular meetings for calendar year 2024, including without limitation, the times for the regular meetings of the Schaumburg Park District Board of Park Commissioners (the "Park Board") at 7:00 p.m. on the second Thursday of each month, and for the Finance Committee, which is a standing advisory committee of the Park Board (the "Finance Committee") at 6:30 p.m. on the second Thursday of each month (the "Original SPD 2022 Regular Meeting Schedule").

NOTICE IS HEREBY GIVEN that beginning June 13, 2024 and continuing on the second Thursday of each month thereafter in calendar year 2024, including July 11, August 8, September 12, October 17, November 14, and December 12, that the time of the regular meetings of the Park Board shall be 6:30 p.m., and the time of the Finance Committee meetings shall be 6:00 p.m.

SCHAUMBURG PARK DISTRICT

By: /s/ Bernie Mayle
Secretary

ORDINANCE 24 - 5 - 3 P

**AN ORDINANCE AMENDING ORDINANCE 20-3-2P WHICH CREATED
VARIOUS STANDING ADVISORY COMMITTEES TO THE BOARD OF PARK
COMMISSIONERS OF THE SCHAUMBURG PARK DISTRICT TO
CHANGE THE TIME OF THE REGULAR MEETINGS OF
THE JOINT ADVISORY COMMITTEE**

BE IT ORDAINED by the Board of Park Commissioners of the Schaumburg Park District, Cook County, Illinois, as follows:

SECTION ONE: That Subsection 9.4 of Ordinance 20-3-2P "AN ORDINANCE Creating Various Standing Advisory Committees to the Board of Park Commissioners of the Schaumburg Park District", under the heading "JOINT ADVISORY COMMITTEE" is hereby amended to change the time of the regular meetings of the Joint Advisory Committee from 7:00 p.m. to 6:00 p.m. of the last Tuesday of each month.

SECTION TWO: That a copy of the NOTICE OF CHANGE OF MEETING TIMES OF THE JOINT ADVISORY COMMITTEE OF THE SCHAUMBURG PARK DISTRICT, in form as attached hereto as Exhibit A, shall be (1) posted at the principal office of the Park District; (2) posted on the Park District's website; and (3) provided to any news medium that has annually filed a request for notice of the Park District's regular, special, emergency, rescheduled and reconvened meetings.

SECTION THREE: That the 2024 Schaumburg Park District's Regular Meetings schedule posted on the Park District's website be amended for the month of May to state under the heading "May": "24 6:00 p.m. Joint Advisory Committee".

SECTION FOUR: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION FIVE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: Commissioners Berg, Mayle, Johnson, Trudel and Schmidt

NAYS: None

ABSENT: None

PASSED: May 9, 2024
APPROVED: May 9, 2024




President

ATTEST:


Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Schaumburg Park District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. 24-5- 3 P enacted on May 9, 2024, and approved May 9, 2024, as the same appears from the official records of the Schaumburg Park District.



Secretary

EXHIBIT A

NOTICE OF CHANGE OF REGULAR MEETING TIMES OF THE JOINT ADVISORY COMMITTEE OF THE SCHAUMBURG PARK DISTRICT

Pursuant to Sections 2.02(a) and 2.03 of the Open Meetings Act (5 ILS 120/2.02(a) and 2.03), the Schaumburg Park District gave public notice of the schedule of regular dates, times and locations of its regular meetings for calendar year 2024, including without limitation, the times for the Joint Advisory Committee, which is a standing advisory committee of the Park Board (the "Joint Advisory Committee") at 7:00 p.m. on the last Tuesday of each month (the "Original SPD 2024 Joint Advisory Committee Meeting Schedule").

NOTICE IS HEREBY GIVEN that beginning May 9, 2024, that the time of the Joint Advisory Committee meetings shall be 6:00 p.m. on the last Tuesday of each month.

SCHAUMBURG PARK DISTRICT

By: /s/ Bernie Mayle
Secretary

7. APPENDICES

Schaumburg Park District Organizational Charts

Revised April 28, 2025

Board of Park Commissioners

PARK DISTRICT
RESIDENTS, GUESTS AND VISITORS

Andrew Paine
ATTORNEY

Tony LaFrenere
ASST SECRETARY

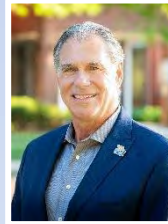
Scott Longueil
Since 2025
Current Term 2025-2029

Robert Schmidt
Since 2003
Current Term 2023-2027

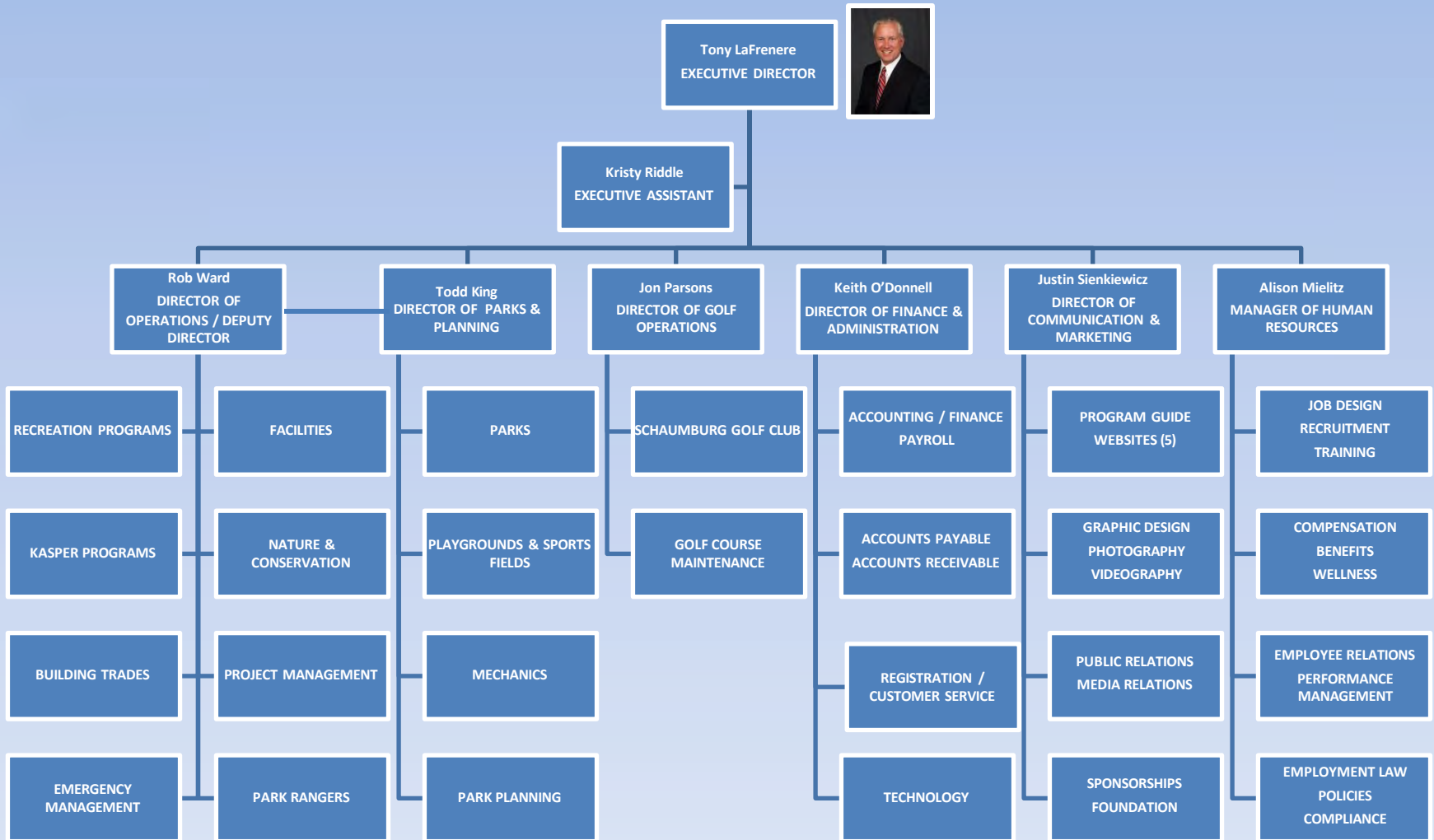
Jack Trudel
Since 2021
Current Term 2025-2029

Bernie Mayle
Since 2021
Current Term 2023-2027

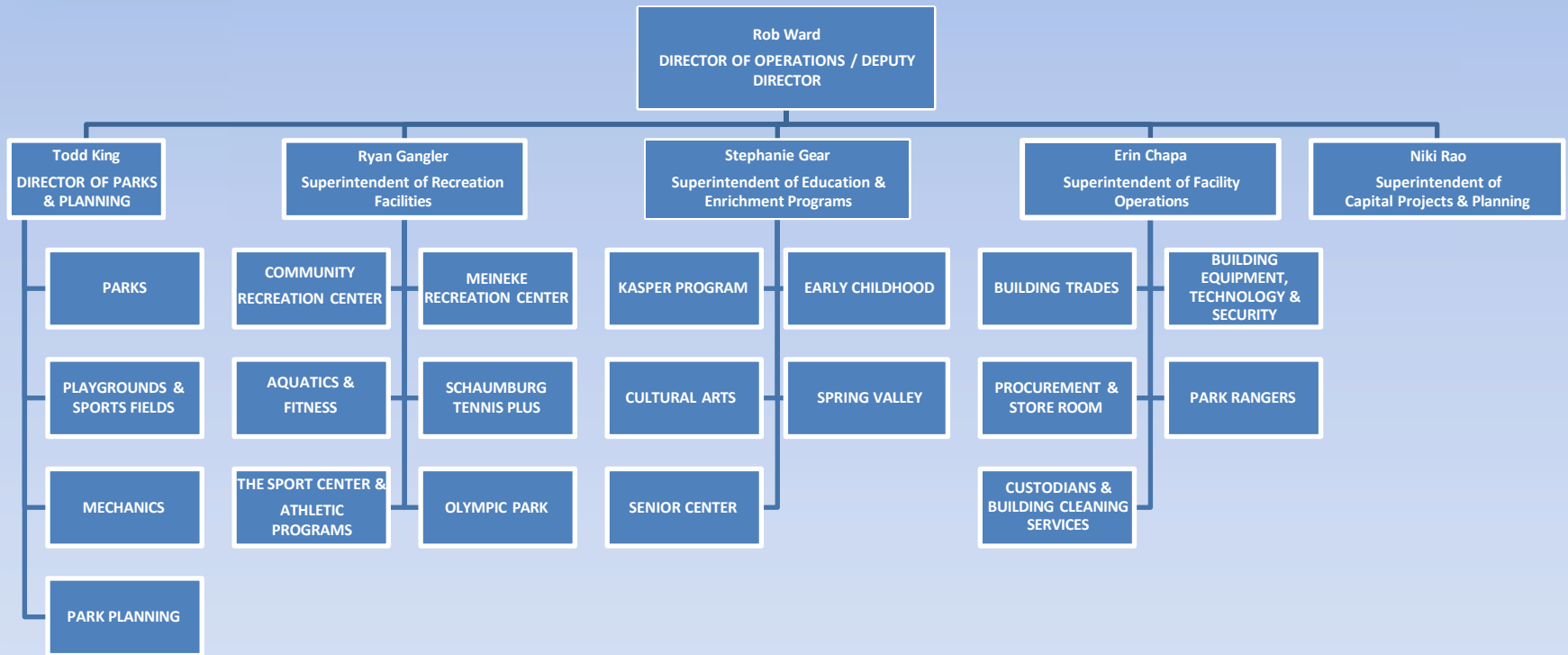
Brian Berg, Jr.
Since 2023
Current Term 2023-2027



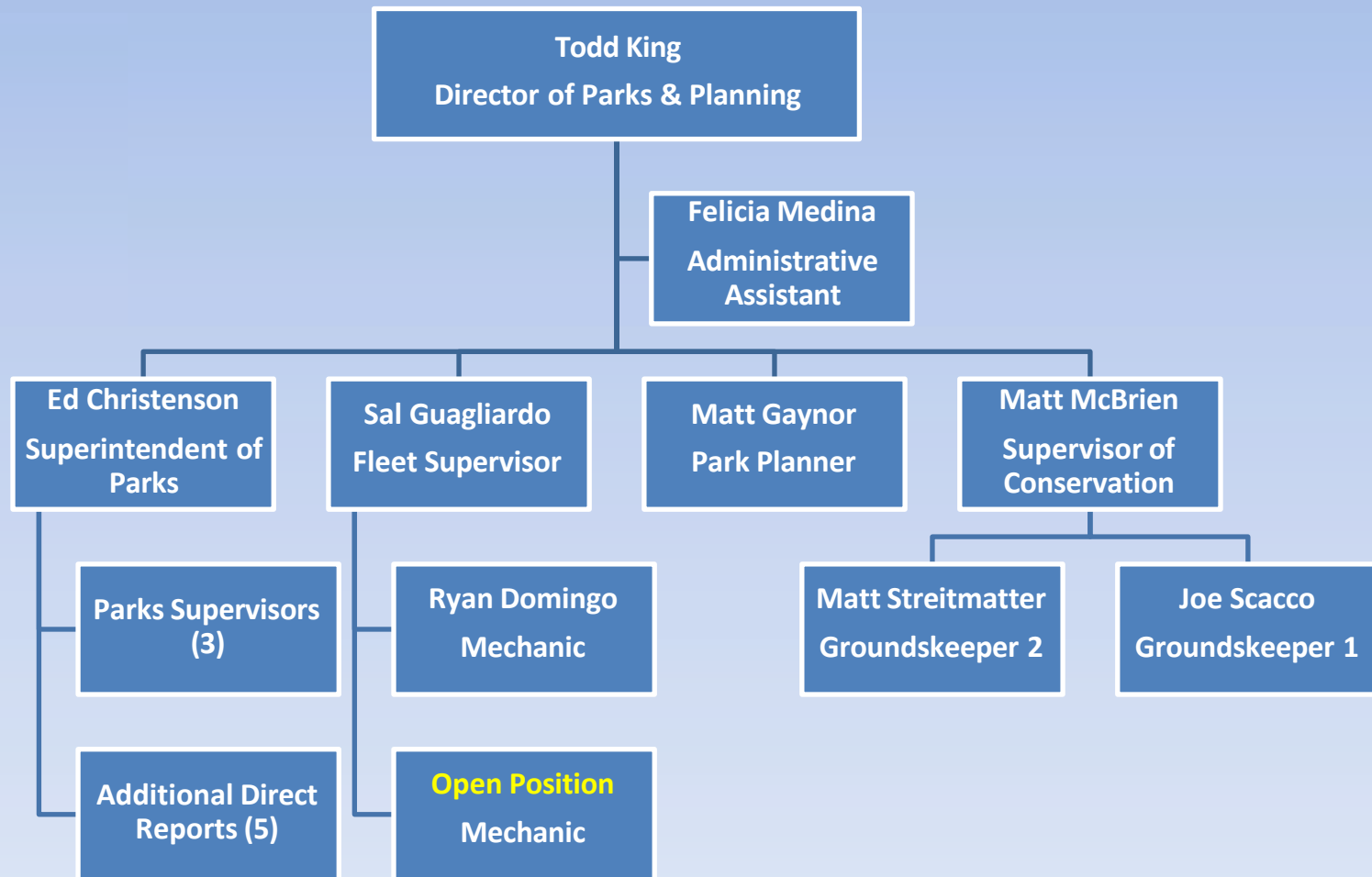
Leadership Team



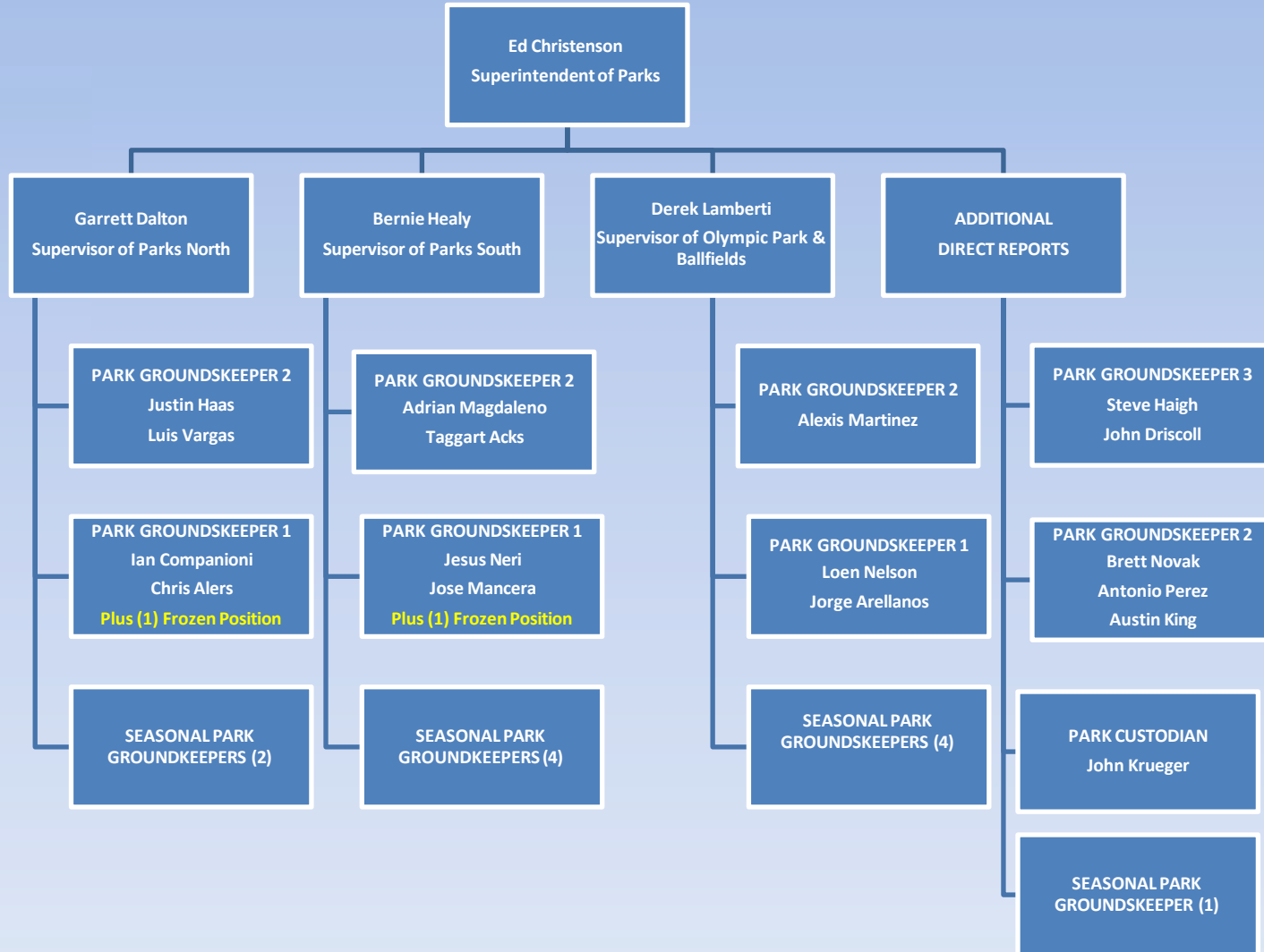
Recreation, Facilities and Parks



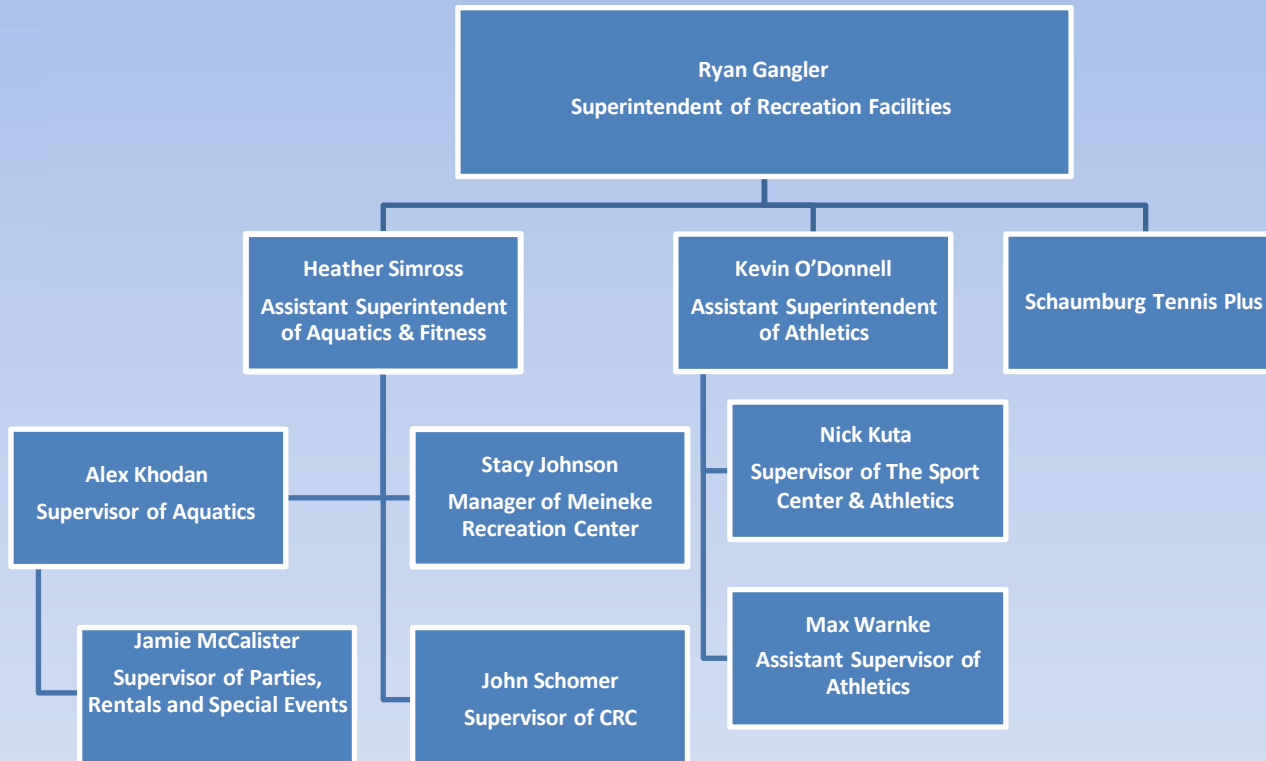
Parks & Planning



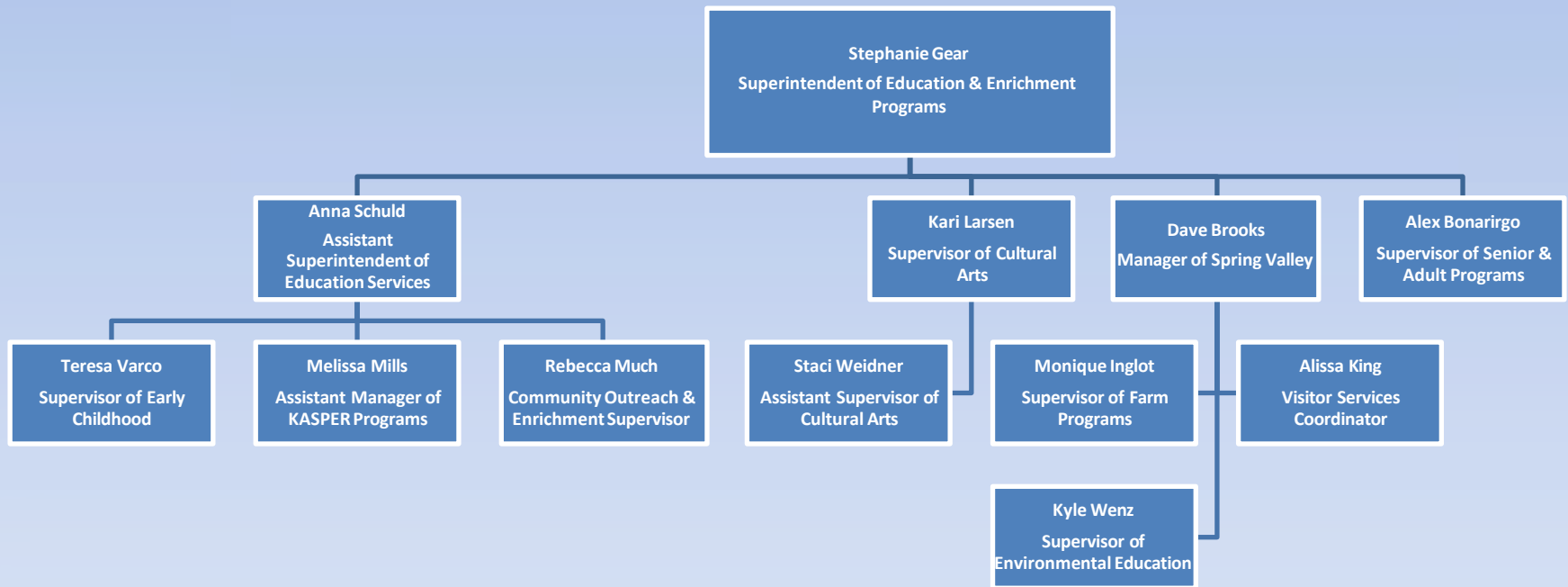
Parks



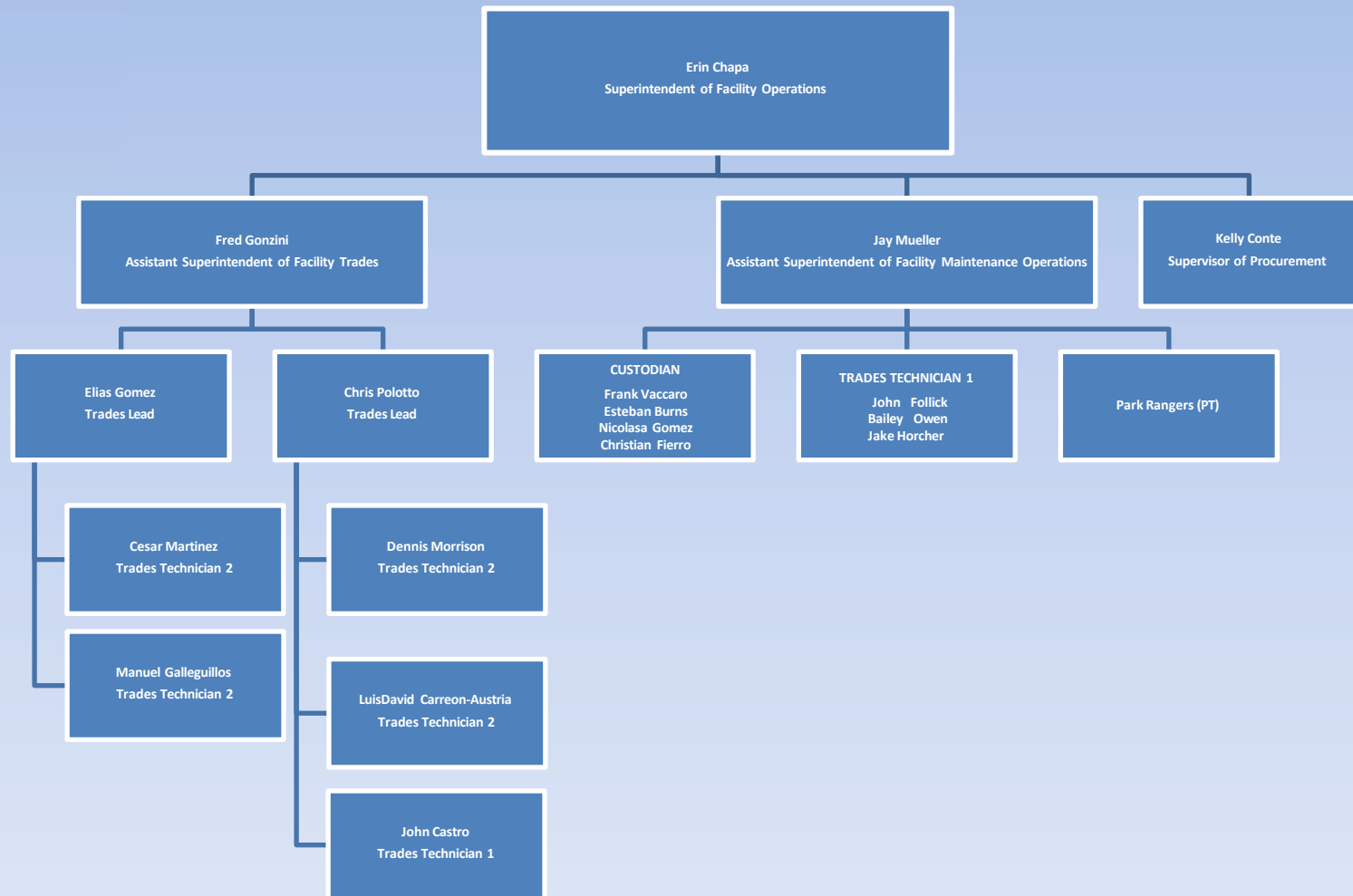
Recreation - Facilities



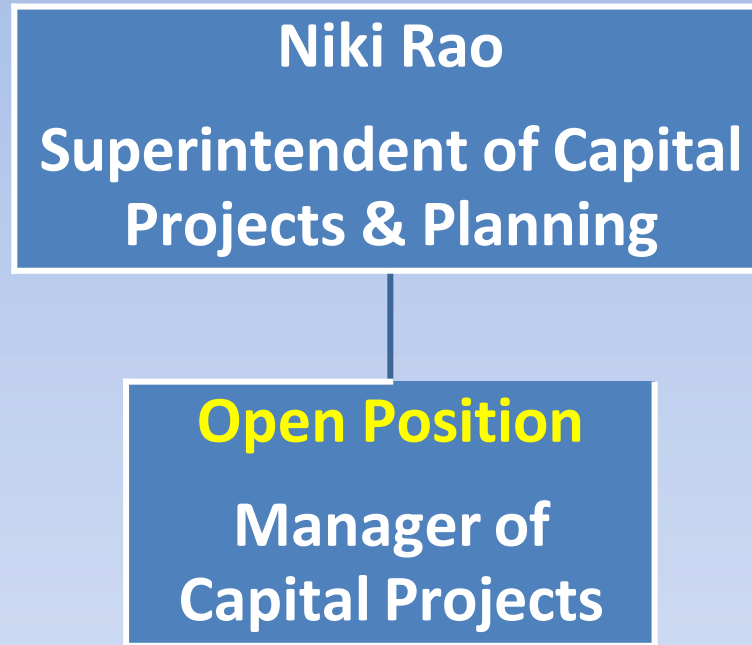
Recreation - Education & Enrichment



Facilities



Capital Projects



Golf

Jon Parsons
General Manager of Golf Operations

Shane Ritchie
Director of Agronomy

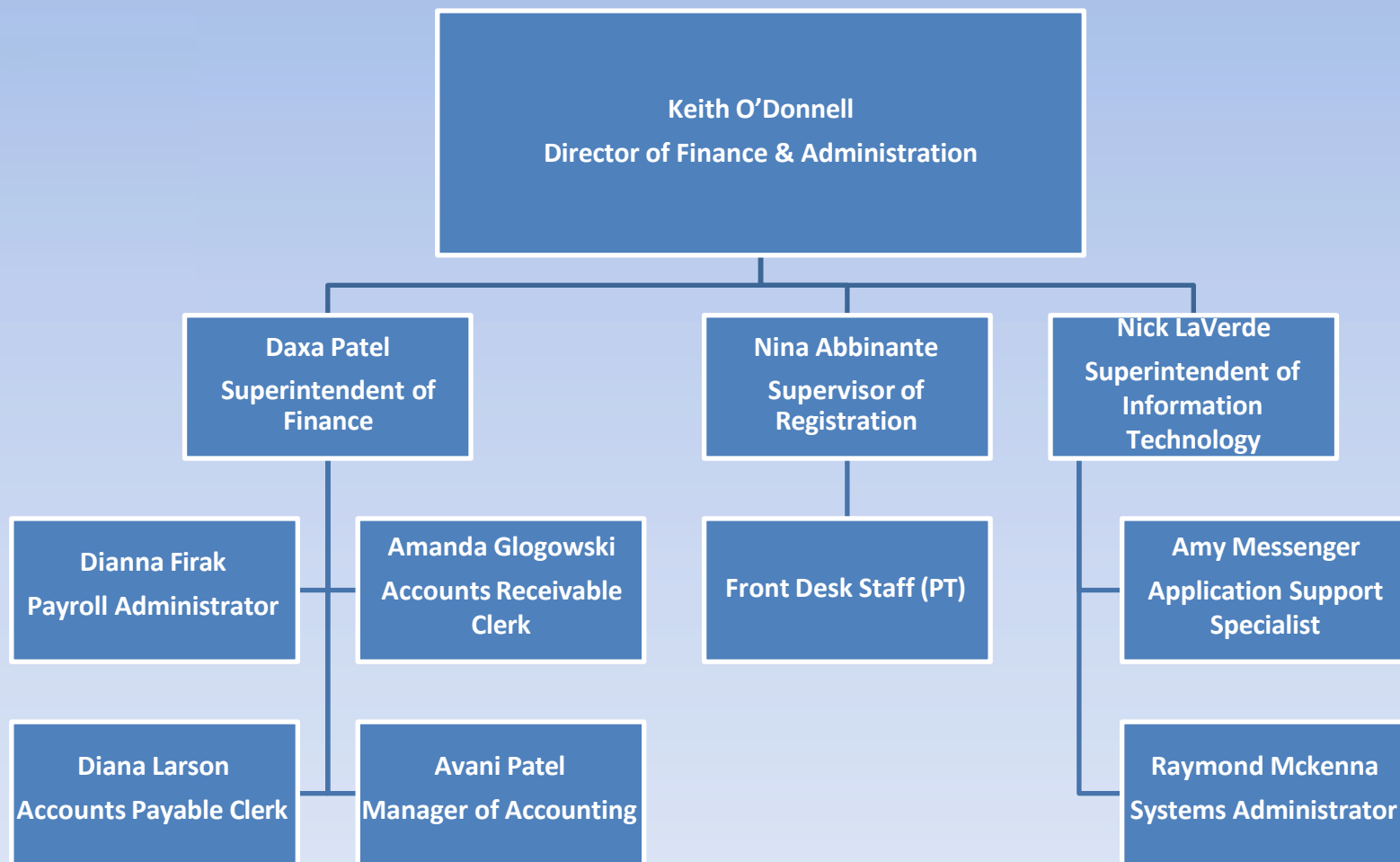
Chris Faillo
Head Golf Professional

Barry McDonald
Mechanic

Alex Miranda
**Superintendent of Golf
Course Maintenance**



Finance & Administration



Communication & Marketing



Human Resources

Alison Mielitz
Manager of Human
Resources



```
graph TD; A["Alison Mielitz  
Manager of Human  
Resources"] --> B["Open Position  
Human Resources  
Specialist"]; A --> C["MaryAnn Leopoldo (PT)  
Human Resources  
Assistant"]
```

The diagram is an organizational chart for the Human Resources department. It features a top-level box for Alison Mielitz, Manager of Human Resources. A vertical line descends from this box and connects to a horizontal line. From this horizontal line, two vertical lines descend to two separate boxes below. The left box represents an Open Position for a Human Resources Specialist, with the title in yellow. The right box represents MaryAnn Leopoldo (PT), Human Resources Assistant.

Open Position
Human Resources
Specialist

MaryAnn Leopoldo (PT)
Human Resources
Assistant