



# PARK DISTRICT OF OAK PARK

Facility Use and Allocation Management Program  
For User Groups and Organizations

Partner, Associate, Companion, Tenant (PACT)



**PARK DISTRICT**  
of OAK PARK

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



# PARK DISTRICT of OAK PARK

## Mission, Vision, and Values

### Our Values

**Community Engagement:** We will actively work to foster ongoing dialogue, relationships, collaborations, and partnerships with and within the community.

**Responsible Leadership:** We will maintain a high-performing, engaged, and accountable organization.

**Integrity:** We will adhere to moral, honest, and ethical principles with a focus on accessibility, inclusion, and transparency.

**Innovation:** We will continuously try new methods and ideas, adapt services according to trends, and continually improve processes.

**Sustainability:** We will thrive through renewal, maintenance, and stewardship in all aspects of operation.

### Our Mission

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

### Our Vision

We strive for excellence in serving the well-being and recreational needs of our diverse community through a collaborative, innovative, and sustainable approach.



# PACT Program Introduction

## WELCOME

The Park District of Oak Park was established in 1912 and has a rich tradition of providing quality leisure-based facilities, programs and services to the community. Throughout its history, the Park District has actively worked to meet the recreational needs of its residents. The demand for recreational opportunities has grown at a more rapid pace than the Park District's ability to provide quality parks and facilities to house these programs. Due to the limited resources, the Park District has instituted an efficient, fair, and transparent system for managing their facilities.

The Park District of Oak Park has created PACT—a Facility Use and Allocation Management Program. This acronym refers to the four organizational levels within the program: Partner, Associate, Companion, and Tenant. The PACT program establishes a fair, equitable, and cost-effective system in which to manage and administer reservations at Park District facilities.

## BENEFITS OF THE PACT PROGRAM

For the Park District:

- Allows for an efficient response to requests for facility space from outside organizations
- Supports the Park District's mission of creating and fostering partnerships
- Assures that tax-supported facilities are assigned and utilized in a manner that is aligned with the Park District's mission, vision, and values
- Provides the Park District with vital information concerning organizations that have access to its facilities in order to assure compliance with use requirements

For the Community:

- Defines a clear system for how groups can gain access to Park District resources
- Ensures that the use of tax-supported facilities is fairly distributed among the various user groups
- Sets top priority for relationships between Park District and user groups that enhance recreational opportunities available to Oak Park residents
- Establishes limits on facility use by groups to ensure facilities are protected from overuse and to provide access to the general public

## QUESTIONS ABOUT THIS GUIDE

This guide was created for organizations who are interested in using Park District of Oak Park facilities on a regular basis. It is also designed to serve as a resource for current PACT members on Park District policies and procedures. This guide is not an exhaustive list of every benefit and/or expectation associated with the PACT program. Organizations should refer to their individual written agreements or consult with the Park District liaison for clarifications. If you have questions about information in this guide, contact the Park District via information below:

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# PACT Program Structure

The PACT program has been established to effectively manage and protect the Park District facilities while maximizing the benefits to Oak Park residents. The Park District will place organizations accepted into the program into one of four categories. The four categories that make up the acronym “PACT” are Partner, Associate, Companion, and Tenant. Organizations that do not meet the requirements into the program will still have the ability to request use of Park District facilities, but will be required to follow the same procedures, policies, and fees as set for the general public.

## **PACT PROGRAM LEVELS**

### Partner

This category is reserved for organizations that closely match the Park District in mission and objectives, serve the community similar to the Park District, or are able to participate in a partnership that is mutually beneficial. These organizations should have significant resources and have been in existence for at least 25 years. Examples include other Oak Park government entities through intergovernmental agreements, Oak Park area educational institutions through facility sharing agreements, or non-profit corporations with a long-standing history in the community. Every partner will enter into a separate written agreement lasting one or more years with the Park District in advance of granting or providing access to Park District facilities. Partner agreements are an avenue for the Park District to meet its mission and enhance the recreational opportunities to the residents of Oak Park by working together.

### Associate

These organizations provide and actively promote non-competitive recreation opportunities available to Oak Park residents without any pre-qualifications, other than age. They must demonstrate annual participation levels averaging at least 500 participants with at least 90% of this participation coming from Oak Park residents. These organizations must be non-profit corporations, registered with the State of Illinois as a 501c(3) for no less than 10 years, operating with a volunteer board of officers. These organizations must possess a dedicated bank account within Illinois having assets in excess of \$5,000 and the ability to produce a monthly treasurer’s report and annual audits. In addition, these groups or organizations must possess liability insurance in excess of three million dollars aggregate and be willing and able to name the Park District as additionally insured.

### Companion

These organizations follow the same core mission of offering recreational opportunities but may require participants to meet pre-qualifications (such as skill level or other membership requirements) thereby placing limits on who can participate in their organization. They must demonstrate annual participation levels averaging at least 100 participants with at least 50% of this participation coming from Oak Park residents. The groups or organizations must be non-profit corporations, registered with the State of Illinois as a 501c(3) and operating with a volunteer board of officers. These organizations must possess a dedicated bank account within Illinois with assets in excess of \$2,500 and the ability to produce monthly treasurer’s report and annual audits. In addition, the groups or organizations must possess liability insurance in excess of one million dollars and be willing and able to name the Park District as additionally insured.

### Tenant

These are organized groups intended to provide educational, social, civic or service opportunities to Oak Park citizens. These organizations can be unincorporated associations, groups, clubs or private educational providers but must have annual participation levels of at least 50 and a membership base consisting of no less than 25% Oak Park residents. These groups must possess a dedicated bank account within Illinois with assets in excess of \$500 and the ability to produce a monthly treasurer’s report. Tenants do not necessarily possess group or organization insurance, but are willing to sign and exonerate the Park District and insurance may be required for certain activities.

# Becoming Part of the PACT Program

Participation in the PACT program is open to any organization as long as they meet the program criteria. In order to participate in the PACT program, an organization must first complete and submit a PACT Program Application with the required documentation. Applications must be returned to the Superintendent of Recreation for review and processing no later than October 1 of each year. This application and accompanying information serves as the basis for participation and designation as a Partner, Associate, Companion, or Tenant.

## Acceptance Into the PACT Program

Not all organizations that apply to be part of the PACT program will be accepted. Possible reasons for being denied participation in the program are incomplete applications; organizations that do not meet the requirements outlined in the PACT program structure; organizations that provide similar services to those already provided by the Park District or existing PACT member organizations. Additionally, groups who have been placed in the program in the past, but have failed to live up to the expectations set by the program may be denied. Organizations must apply annually and there is no guarantee that groups will automatically be accepted into the program or at a certain level, even if they have participated in past years. Organizations not participating in the PACT program are still welcome to apply for use of park or facility space following the guidelines set for the general public.

If after review of a completed application and accompanying documents, the Park District identifies an organization has met the qualifications for acceptance into the program, the organization will be notified of their assigned level for the upcoming year in the form of a written letter. Once an organization has indicated their willingness to participate in the program at the level designated, an agreement will be drafted which will include the responsibilities, requirements and expectations for both the organization and the Park District.

### **ADVANTAGES OF PACT PARTICIPATION FOR ORGANIZATIONS**

The PACT program is designed to provide qualified organizations specific benefits for participation

- Priority scheduling before the general public for facilities.
- Reduced fees for use of Park District facilities as set forth in the organization's written agreement.
- Access to non-Park District owned recreation facilities that the Park District manages or schedules on another party's behalf such as Oak Park School District 97 athletic fields.
- Ability to promote their organization's events. Examples include: placing the organization's contact information in the Park District's brochures or website; placing banners or posting flyers in Park District facilities. These efforts must be pre-approved by the Park District's Communications and Marketing Department.

### **EXPECTATIONS OF PACT PARTICIPANTS**

In order for an organization to have and keep the benefits listed above, they will be expected to adhere to the terms of the PACT program and Park District expectations. Some of these expectations include:

- Demonstration and/or documentation of compliance with all terms outlined in the written agreement.
- Designation of two persons to serve as organization representatives to work with Park District staff to coordinate the organization's use of Park District facilities; communication of organization representative changes.
- Compliance with Park District General Use Ordinances in the Park Code.
- Timely payment of required fees or charges.
- Communication to your participants regarding Carry-In Carry-Out program to reduce waste in the parks.
- Submission to Criminal Background and Sexual Offender checks for all staff and volunteers having contact with minors.

# Fees and Charges

PACT organizations in the Partner level will trade space with the Park District based on number of hours the PACT Partner gives to the Park District in accordance with their signed written agreement.

PACT organizations in the Associate and Companion levels pay an hourly rate based on the actual number of participants in their organization for a specific registration period. Spring Summer Registration includes the dates of March through August 15 and Fall Registration includes the dates of August 16 through November of each year.

2022 Rates:	Associate	\$7/Hour	\$13/Hour Overtime	40% Room Rental Discount
	Companion	\$10/Hour	\$18/Hour Overtime	25% Room Rental Discount

PACT organizations in the Tenant level do not have participant fees and do not receive allotted facility use hours.

Participant and Facility Use fees are subject to change annually at the discretion of the Park District. Said fees and charges are based upon a number of factors including, but not limited to, the Park District's Comprehensive Revenue Policy, Annual Budget, and Board of Commissioner financial actions in any given year.

# Facilities Available to PACT Participants

Participants in the PACT program are eligible to reserve Park District of Oak Park facilities. Each facility has separate rules and regulations above and beyond those outlined in the PACT program that must be followed. These rules and regulations will be communicated to organizations when permits are issued and are designed to protect the facility, users, and the Park District. Current facilities available to PACT participants include: Andersen Center/Park, Austin Gardens, Barrie Center/Park, Carrol Center/Park, Euclid Square Park, Field Center/Park, Fox Center/Park, Lindberg Park, Longfellow Center/Park, Maple Park, Rehm Park, Ridgeland Common Recreation Complex, Scoville Park, Stevenson Center/Park and Taylor Park.

The Park District is also responsible for permitting District 97 School Athletic Fields including Beye, Gwendolyn Brooks, Hatch, Holmes, Irving, Longfellow, Percy Julian and Whitter. Park maps and a list of amenities for each site are available on the Park District website — <https://www.pdop.org/parks-facilities/search/>

# Guidelines for Facility Use

## FACILITY USE AND ALLOCATION STANDARDS

The PACT program recognizes the importance of having an equitable system for managing the use of Park District facilities. Park District Facilities are available not only to PACT organizations but also to the general public through Park District sponsored activities or on their own in accordance with the Park District's Park Code. With this in mind the PACT program sets forth the following standards in regard to the use and permitting of the community parks, centers, and specialized facilities:

- The Park District has a responsibility to provide open space for free play and community access apart from organized activities. As a result, the Park District will work to assure that a portion of open hours are dedicated to public use and are not permitted for any outside activities.
- The Park District has first priority to schedule its programs, activities, and events on Park District property but will cooperate with PACT organizations to assure that the best use of the property is achieved and that the interests of all concerned are upheld.
- No reservations will be made at areas under construction when doing so places undue hardships on the Park Dis-

trict and users of the property, or poses safety concerns that are not realistically manageable.

- The Park District reserves the right to temporarily close facilities when unsafe conditions exist including, but not limited to, weather, overuse wear, special events, etc.

## **SUBMITTING REQUESTS FOR FACILITY USE**

Organizations submit facility requests through the Park District PACT liaison. PACT organizations need to submit their field requests by deadlines detailed in communication between the PACT organization liaison and the Park District liaison. Late requests will be allowed only if the space is available.

The Park District does not typically permit athletic fields to any organizations or individuals before March 15 or after November 15 of each year; these dates are subject to change due to circumstances such as weather or construction.

When requesting use of facilities, organizations must build in the set-up, tear-down, or clean-up time required as part of the reservation. Organizations are required to leave the facility in the condition in which it was found including cleaning up any materials and placing furniture and/or equipment back to its original location. The Carry In/Carry Out rule applies to all facilities—indoor and outdoor.

## **PARTICIPANT SAFETY**

PACT Organizations should visually inspect the facilities they are using and equipment they are working with before the start of each activity. PACT representatives need to familiarize themselves with the location and operation of emergency exits, restrooms, first aid kits and AED machines. If something appears unsafe, the PACT representative must notify the Park District and take actions that will ensure user safety.

Once the activity has ended, an organization representative stays on site until all participants have left the facility. Special care is to be taken with minors who are only released to parents, guardians, or other responsible parties designated by their parent or guardian.

Park District staff may close athletic fields and other outdoor areas due to current weather conditions to protect both the park and the participants. Whenever possible, staff will inspect fields and make a decision on whether temporary closure is warranted. Because weather conditions can change rapidly and if a Park District staff member is not available, individual organizations make the decision on whether or not to continue play with keeping the safety of the participants and facilities in mind. PACT organizations are required to abide by the Park District's Wet Field Policy and to have safety policies in place to address outdoor safety concerns such as thunder and lightning.

All accidents and incidents, no matter how minor they appear need to be addressed and reported. If an accident occurs during an organization's use of a Park District facility, the organization leader on site needs to act calmly, promptly, and efficiently to take care of the situation. If a Park District staff member is on duty at the facility, organizations can request their assistance in providing First Aid and completing an Accident/Incident Report. If a Park District staff member is not present, organizations should do the best within their abilities and training to respond, calling for help from ambulance or police as necessary. After the incident is addressed, the organization is responsible for reporting it to the Park District on an Accident/Incident Report and submitting it within 24 hours.

The Park District of Oak Park has a strong policy against any form or type of discrimination and harassment by, among, or to its affiliate organizations. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Organizations are responsible for their (and their employees', volunteers', and sub-contractors') own actions/conduct, and must never engage in discrimination and harassment.