

ROCK ISLAND PARKS &
RECREATION – PARK BOARD
February 18th, 2025

Park and Recreation Board Meeting – 5:30 p.m.
Rock Island Fitness & Activity Center
4303 24th Street, Rock Island, IL.

AGENDA

1. Call to order
2. Audience - Public Comment
3. Approval of the Minutes
 - a. Approval of January Minutes
4. Correspondence
 - a. Thank You: Every Child
 - b. Thank You: Lutheran Social Services
5. Finances:
 - a. Monthly Report from Finance Department
 - b. Bills for the month of January 2025: \$232,307.11
6. Directors Reports:
 - a. Director's Report
 - b. Assistant Director's / Golf Services Report
7. Rock Island Fitness and Activity Center & Whitewater Junction:
 - a. Managers' Reports
 - b. Preschool Report
8. Golf Maintenance:
 - a. Golf Superintendents Reports
 - i. Highland Springs

ii. Saukie

9. Recreational Field Reports:

- a. Community Rec & Facilities Manager
- b. Special Events & Fundraising Manager
- c. Marketing
- d. Sports Programming

10. Park Field Reports:

- a. Sports Fields Maintenance Manager Report
- b. Chief Horticulturist Report

11. Business:

- a. Special Event Request: Easter Egg-Stravaganza
- b. Special Event Request: LoPro Open
- c. Special Event Request: Eggstravaganza
- d. Special Event Request: National Night Out
- e. Realtors Park Update
- f. Mel McKay Park – USTA

12. Other Business:

- a. March Meeting

13. Items Not on the Agenda (Action cannot be taken on an item not on the agenda)

14. Adjourn

CITY OF ROCK ISLAND
PARK BOARD MEETING
RIFAC, Room 5
Rock Island IL 61201

1/21/25– Minutes

1. Call to Order

President Fred Dasso called the meeting to order at 5:30 pm.

2. Attendance

Members Present: Fred Dasso, Mike Foley, John McEvoy, Paul Hansen

Members Absent: Bill Anderson, Venessa Taylor

Staff Present: John Gripp, Executive Director; Todd Winter, Assistant Director; Kimberly Kruse, Parks Administrative Office Manager

Staff Absent: none

Audience: none

3. November Park Board Minutes

Mr. McEvoy motioned to approve the minutes. Mr. Foley seconded. All voted yes.

4. Correspondence

We have thank you's from Central High School Athletics, RIMSD #41, Fellowship of Christian Athletes, and Heart of Hope Ministries were recognized.

5. Monthly Report from Finance Department as of November 2024.

End of the year was around \$400k still to come for Parks & Rec. Whitewater Junction was slight over budget. Golf as well. RIFAC activity is picking up. Schwiebert Park is \$k to the positive. The city is starting to offset the maintenance costs as per an original agreement. There is annual performance measures report that will be available and numbers reported for 2024 are unofficial and unaudited by Finance. The golf courses had a true nine month season that went successful. Highland Springs crossed the \$1 million mark for revenue for the first time ever.

6. Approval of the Bills for the Month of November for \$89,394.30 and December for \$78,591.42

Mr. Dasso: Aye Mr. Foley: Aye Mr. McEvoy: Aye Ms. Taylor: Abs Mr. Hansen: Aye Mr. Anderson: Abs

7. Director's Report and other reports

Attended the planning and zoning community committee for Realtor's Park. Community is making an LLC for Realtor's to keep it a green space. The community did not realize the park was as big as it was. CDBG block grant request is in for the Hauberg playground to be replaced and to install an ADA path along with lighting. The Parks Foundation is donating \$5k towards the project. IPRA webinar series attended. Positions the department is currently interviewing for are Preschool Director and Front Office Manager. Lauren Pannier has taken a position in the recreation team as the Adaptive Programming Manager among other duties. Master Plan for the city and department are underway. Working with the CED to help give direction and having a Master Plan will help with that. ARPA funds for Friends of Longview Park was awarded to help with the renovation of the lagoon and conservatory. Nick Holderson who did the ponds at Hauberg will help with the lagoon. The drain will be taken out and work on proper drainage. Genesis Guild has \$26k of ARPA work with IMEG to do a building evaluation.

The Saukie perimeter is poured and ready for the walls to go up for the new clubhouse weather permitting. Looking at the end of May as an estimate to be completed. Looking to have food trucks in the meantime for start of the season. The Chilly Dipper put on by the Moose Lodge was held. Money was raised for Christian Care clothing drive. Interviews were held for the Front Office Manager and Preschool Director.

New billboard ads are up for RIFAC. A member survey was completed last week and will be reviewed. Whitewater Junction will be receiving a new sign this season.

The golf maintenance staff are doing bunker work and updated some tee boxes at both golf courses. The practice green at Saukie will be moved to Hole 8 and the course will be adjusted accordingly for play.

Basketball practices have started. Special Olympics team is traveling. There is a new sports intern by the name Evie from Illinois State University. Longtime sports photographer, Shutterbug, has discontinued services due to retirement and a RFP is out to find a new vendor. Basketball is down minimally but play setup has been changed to follow trends.

Outdoor buildings have been winterized and equipment maintenance. Marc and the team are working on the Whitewater Junction sign. Hodge Park is getting a new ADA path.

Fred Dasso has about marketing once Hodge Park is complete and to possibly have a Party in the Park and ribbon cutting.

8. New Business

The Annual Report of Rock Island Parks and Recreation was handed out that highlights the accomplishments of the Parks Department. This year was a focus on the seven dimensions. This report is available upon request.

9. Other Business

John Gripp mentioned that staff will be attending the IPRA/IAPD Soaring Heights Conference in Chicago. This is helpful to keep up on trends, networking opportunities, and obtaining CEU's to maintain CPRP certifications.

Mr. McEvoy moved to adjourn. Mr. Hansen seconded. All said yes. The meeting adjourned at 6:05 pm.

Kimberly B Kruse,
Parks & Recreation
Admin Office Manager



January 15, 2025

Board of DirectorsKristin Berry, *President*Mary Macumber-Schmidt, *1st VP*Vacant, *2nd VP*Linda Wastyn, *Secretary*Matt Moran, *Treasurer*Kasey Kelly, *Past President*

Amy Behning

Tilford Flowers

Abbey Furlong

Thomas Herr

Jennifer Hunter

Brian Johnson

Riane Leib

Beth Ann Stratton

Tom Thoms

Chris Vaughn

Executive Director

Nicole Mann

Rock Island Fitness & Activity Center
4303 24th Street
Rock Island, IL 61201

Dear Carrie,

Thank you. You provide kids in our community with safe, healthy childhoods!

Thank you so much for your donation of a one-month membership to RIFAC for our upcoming fundraising event. This item is sure to be a popular one at our event! We are deeply grateful for your support.

At EveryChild, you are instrumental in helping us in our efforts to end child abuse in our communities and give every child the foundation they need for a safe, healthy childhood. Your commitment to building and supporting healthy children and families is so appreciated.

Thank you for believing, as we do, that childhood well-being is a community issue. It takes a community to provide every child with the childhood they deserve. Thank you for helping children and families thrive!

Sincerely,

Brooke Hendrickx

Vice President of Development and Communications

**Let's talk**

309-736-7170

info@foreverychild.org

Stop by

524 15th St.

Moline, IL 61265

EveryChild certifies that this cash gift represents a contribution to our organization. No goods or services have been provided in exchange for this contribution. Furthermore, this organization's tax exempt 501(c)(3) status and its status as "not a private foundation" under Section 509(a) remains unchanged. Please retain this receipt for your tax records. The IRS no longer accepts cancelled checks as valid substantiation for charitable gifts.

foreverychild.org

**Advancement**

1001 E. Touhy Avenue, Suite 50

Des Plaines, Illinois 60018

LSSI.org

PHONE 847.635.4600

FAX 847.635.6764

January 14, 2025

Highland Springs Golf Course

9500 35th St W

Rock Island, IL 61201-7536

Dear Friends,

You have just made someone's life better.

Thank you for your in-kind gift to Lutheran Social Services of Illinois (LSSI) of the free round of golf for 4 golfers, golf cart included.

LSSI offers whole person care in all of our programs, recognizing that our constituents have full lives beyond whatever challenges they may face. We consider you a part of this ministry and appreciate your support more than you know.

Each year gifts like yours help provide care to tens of thousands of people across the state. The majority of these people have annual family incomes of less than \$15,000, which means every gift you make is greatly needed and sincerely appreciated.

Thanks again for remembering LSSI with your gift. It is an honor and pleasure to serve alongside you.

Peace and prayers,

A handwritten signature in black ink, appearing to be 'D. Novak', with a long horizontal line extending to the right.

David P. Novak, JD

Vice President, Advancement

In-kind gift received by LSSI on 1/7/2025 to benefit Lutheran Social Services of Illinois (LSSI). In consideration of this in-kind gift, no goods or services have been provided to the donor. The privilege of determining the fair market value of this gift remains with the donor. Please retain this record for tax purposes.

**Advancement**

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David P. Novak, JD
Vice President, Advancement

In-kind gift received by LSSI on 1/6/2025 to benefit Lutheran Social Services of Illinois (LSSI). In consideration of this in-kind gift, no goods or services have been provided to the donor. The privilege of determining the fair market value of this gift remains with the donor. Please retain this record for tax purposes.

PARKS AND RECREATION
MONTHLY FINANCIAL REVIEW
STATEMENT OF REVENUES AND EXPENDITURES
For the One Month Ended December 31, 2024

	ORIGINAL BUDGET	REVISED BUDGET	YTD ACTUAL	% OF BUDGET
ADMIN				
REVENUES	420,846.00	420,846.00	420,957.10	100%
EXPENDITURES*	768,994.00	770,094.00	447,874.79	58%
NET	(348,148.00)	(349,248.00)	(26,917.69)	
PARKS MAINTENANCE				
REVENUES	1,407,832.00	1,686,232.00	1,299,617.43	77%
EXPENDITURES*	1,399,182.00	1,699,346.00	1,364,644.32	80%
NET	8,650.00	(13,114.00)	(65,026.89)	
RECREATION PROGRAMS				
REVENUES	1,098,744.00	1,106,244.00	1,057,630.58	96%
EXPENDITURES*	697,181.00	647,254.00	607,198.38	94%
NET	401,563.00	458,990.00	450,432.20	
WHITEWATER JUNCTION				
REVENUES	471,550.00	471,550.00	449,452.40	95%
EXPENDITURES*	480,011.00	477,798.31	464,872.32	97%
NET	(8,461.00)	(6,248.31)	(15,419.92)	
HIGHLAND SPRINGS GOLF COURSE				
REVENUES	1,272,746.00	1,291,146.00	1,197,530.25	93%
EXPENDITURES*	1,003,052.00	1,202,637.00	1,182,289.77	98%
NET	269,694.00	88,509.00	15,240.48	
SAUKIE GOLF COURSE				
REVENUES	742,200.00	742,200.00	846,900.42	114%
EXPENDITURES*	735,939.00	913,164.00	910,796.45	100%
NET	6,261.00	(170,964.00)	(63,896.03)	
GOLF PRO SHOP				
REVENUES	40,050.00	40,050.00	44,626.33	111%
EXPENDITURES*	25,250.00	27,300.00	29,110.95	107%
NET	14,800.00	12,750.00	15,515.38	
ROCK ISLAND FITNESS AND ACTIVITY CENTER				
REVENUES	1,677,483.00	1,677,483.00	1,578,186.95	94%
EXPENDITURES*	1,616,913.00	1,642,830.69	1,703,229.37	104%
NET	60,570.00	34,652.31	(125,042.42)	
SCHWIEBERT RIVERFRONT PARK				
REVENUES	136,292.00	136,292.00	81,367.96	60%
EXPENDITURES*	134,925.00	137,223.00	89,794.48	65%
NET	1,367.00	(931.00)	(8,426.52)	
TOTAL (LESS CAPITAL PROJECTS)				
REVENUES	7,267,743.00	7,572,043.00	6,976,269.42	92%
EXPENDITURES*	6,861,447.00	7,517,647.00	6,799,810.83	90%
DEPRECIATION	534,364.00	534,364.00	377,475.61	
NET	(128,068.00)	(479,968.00)	(201,017.02)	
CAPITAL PROJECTS (MEL MCKAY PARK, HIGHLAND SPRINGS & SAUKIE CLUBHOUSES)				
REVENUES	-	901,800.00	-	0%
EXPENDITURES*	406,296.00	1,402,669.00	510,577.44	31%
NET	(406,296.00)	(500,869.00)	(510,577.44)	
ARPA FUND PROJECTS (MEL MCKAY PARK, DENKMANN PARK, RIFAC & SAUKIE REMODEL)				
EXPENDITURES	-	772,136.31	696,333.68	90%

*LESS DEPRECIATION

PARKS AND RECREATION
PRELIMINARY MONTHLY FINANCIAL REVIEW
2 YEAR COMPARISON
FOR THE ONE MONTH ENDED DECEMBER 31, 2024 & 2023

During the budget process for CY 2024, \$420,846 was transferred from the General Fund surplus to the Parks and Recreation Fund to assist with balancing the 2024 budget. In 2023, the Parks and Recreation Fund received ARPA funds in the amount of \$600,000 that were used for the Highland Springs Clubhouse renovation. The Fund also received CDBG funds in the amount of \$281,068 that were used for the Hauberg renovation. Finally, the Parks and Recreation Fund received a transfer from the City's General Fund that was \$277,000 more for this period in 2023 than was budgeted in 2024. The Fund received a remittance of 2024 property tax collections in January 2025 in the amount of \$77,913.00

1. Revenue:

Golf	Up \$185,499 (24%) from the same period in 2023
Memberships	Down \$41,505 (4%) from the same period in 2023
Programs	Up \$68,430 (8%) from the same period in 2023
Concessions	Down \$12,341 (2%) from the same period in 2023
Rentals	Up \$75,187 (15%) from the same period in 2023

2. Wage Expenses are up \$285,332 (10%) from the same period in 2023

3. Supply and Service Expenses are down \$339,062 (11%) over the same period in 2023

4. Year-to-date Revenues and Transfers - All sources

2024	2023
\$ 6,976,269	\$ 8,247,510

5. Year-to-date Expenditures and Transfers - All sources - Excluding Depreciation Expense and Loss - Sale of Asset

2024	2023
\$ 7,310,388	\$ 6,603,736

6. Year-to-date Excess of Revenues over Expenditures excluding Depreciation Expense and Loss - Sale of Asset

2024	2023
\$ (334,119)	\$ 1,643,774

Permanent Notes

In 2017, the City of Rock Island adopted a new policy on the purchase of capital assets. Beginning in 2017, only purchases \$25,000 and over would be considered capital assets and depreciated over a period of time. Purchases under the \$25,000 threshold would be recorded as an expense in the year of the purchase. The previous threshold was \$10,000. The City's auditors suggested staff retroactively apply the new threshold to all capital assets regardless of when the asset was purchased. This resulted in a loss on the disposal of this equipment of \$200,226 which was not been included in expenditures for comparison reasons. This is a one-time charge as all of Park's capital assets under \$25,000 have been removed from the capital asset list as of this report. The removal of these assets reduced Park's annual depreciation expense by approximately \$42,000 (\$3,500 per month). During the 2018 audit, the auditors determined that the disposals were from prior years and created a journal entry to remove the loss from the 2018 books.

2018 also had an additional expense of approximately \$370,000 due to payments for accelerated payouts to IMRF. These payouts were for the years 2015-2017 when a few employees retired and were paid for their unused vacation time. The severance pay raised the retirees annual income and also raised the amount of their pension benefit which is why IMRF requested these additional funds. Since the expenditures were for years that are closed to adjustments, they had to be posted to 2018. This large amount should be a one time event due to the limitations that the city has placed on vacation time carried over each year. This event also caused the audit pension liability adjustment to be an unusually high amount in just under \$1 million dollars.

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
PARK/REC ADMINISTRATION					
	05793	ASCAP	ASCAP license fee	445.00	555 PARK & RECREATION
	17608	ATHENA ENERGY SERVICES HOLDINGS LLC	admin gas	200.00	555 PARK & RECREATION
	05734	BMI / BROADCAST MUSIC INC	music license	446.00	555 PARK & RECREATION
	01240	OFFICE MACHINE CONSULTANTS INC	COPY CHARGES 10/1/224-12/31/24	60.02	555 PARK & RECREATION
			COPY CHARGES 10/1/24-12/31-24	1.17	555 PARK & RECREATION
				61.19	
	13424	SESAC INC.	music license	1217.00	555 PARK & RECREATION
			music license	1217.00	555 PARK & RECREATION
				2434.00	
			TOTAL :	3586.19	
RECREATION					
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	42.16	555 PARK & RECREATION
	17917	ENTERPRISE FM TRUST	Enterprise Lease	1352.40	555 PARK & RECREATION
	17790	FRANCIS A PROCHASKA	n smith label for trophy	5.00	555 PARK & RECREATION
	16243	FRIENDS OF HAUBERG CIVIC CENTER FOUNDATION	per FOHCC agreement	12400.00	555 PARK & RECREATION
	01631	LAMAR COMPANIES	billboard	50.00	555 PARK & RECREATION
			billboard	650.00	555 PARK & RECREATION
				700.00	
	00560	MIDAMERICAN ENERGY	gas/hauberg	1769.39	555 PARK & RECREATION
			elec/hauberg	696.00	555 PARK & RECREATION
			elec/complex	253.61	555 PARK & RECREATION
				2719.00	
	01781	MILLENNIUM/BFI	hauberg garbage	159.94	555 PARK & RECREATION
	01240	OFFICE MACHINE CONSULTANTS INC	COPY CHARGES 10/1/24-12/31-24	327.21	555 PARK & RECREATION
			COPY CHARGES 10/1/224-12/31/24	180.05	555 PARK & RECREATION
				507.26	
	16693	PROMEVO LLC	TELEPHONE SERVICES-G SUITE BUS	411.60	555 PARK & RECREATION
			TELEPHONE SERVICES-G SUITE BUS	960.40	555 PARK & RECREATION
				1372.00	

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FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
18183	QC	CUSTOM TEES & MORE	rifac staff shirts	59.25	555 PARK & RECREATION
18067	THYMET	PEST CONTROL / BCRGEHN INC	hauberg bug spray	25.00	555 PARK & RECREATION
			carriage house bug spray	60.00	555 PARK & RECREATION
				85.00	
11026	VERIZON	WIRELESS	309-520-4520	35.01	555 PARK & RECREATION
			309-520-4520	35.01	555 PARK & RECREATION
				70.02	
			TOTAL :	19472.03	
WHITEWATER AQUATIC CTR	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	31.62	555 PARK & RECREATION
18091	GLOBAL	SECURITY SERVICES-IA	wwj security monitor	150.00	555 PARK & RECREATION
00373	GREAT	WESTERN SUPPLY	foaming hair/bod optimum	653.65	555 PARK & RECREATION
00560	MIDAMERICAN	ENERGY	gas/wwj	317.41	555 PARK & RECREATION
			elec/wwj	2499.90	555 PARK & RECREATION
				2817.31	
16693	PROMEVO	LLC	TELEPHONE SERVICES-G SUITE BUS	823.20	555 PARK & RECREATION
			TOTAL :	4475.78	
SCHWIEBERT RIVERFRONT PA	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	5.27	555 PARK & RECREATION
18091	GLOBAL	SECURITY SERVICES-IA	schwiebert security monitor	105.00	555 PARK & RECREATION
00560	MIDAMERICAN	ENERGY	elec/schwiebert	915.31	555 PARK & RECREATION
16693	PROMEVO	LLC	TELEPHONE SERVICES-G SUITE BUS	137.20	555 PARK & RECREATION
			TOTAL :	1162.78	
PARKS	06405	CENTENNIAL CONTRACTOR OF THE QC	parks topsoil	50.00	555 PARK & RECREATION
			parks topsoil	50.00	555 PARK & RECREATION
				100.00	
15887	CS	TECHNOLOGIES, INC	TELEPHONE SERVICES	15.81	555 PARK & RECREATION
			TELEPHONE SERVICES	5.27	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

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FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
				21.08	
17917		ENTERPRISE FM TRUST	Enterprise Lease	450.80	555 PARK & RECREATION
18547		ESI ENVIRONMENTAL SERVICES LLC	parks portapot	205.00	555 PARK & RECREATION
18406		EVAN HILLYER	hort boots reimbursement	133.70	555 PARK & RECREATION
00560		MIDAMERICAN ENERGY	gas/parks	1497.16	555 PARK & RECREATION
			elec/parks	3398.96	555 PARK & RECREATION
				4896.12	
01781		MILLENNIUM/BFI	parks garbage	83.86	555 PARK & RECREATION
16693		PROMEVO LLC	TELEPHONE SERVICES-G SUITE BUS	137.20	555 PARK & RECREATION
			TELEPHONE SERVICES-G SUITE BUS	548.80	555 PARK & RECREATION
				686.00	
00607		RIVERSTONE GROUP INC	screenings	55.44	555 PARK & RECREATION
			parks state base	398.89	555 PARK & RECREATION
				454.33	
14856		ROCK ISLAND COUNTY ETSB	309-429-3006	135.63	555 PARK & RECREATION
12965		VAN WALL EQUIPMENT INC	hort cap screw	14.24	555 PARK & RECREATION
			TOTAL :	7180.76	
HIGHLAND GOLF MAINTENANC					
15725		ARNOLD MOTOR SUPPLY LLP	highland lawn small eng calc	67.98	555 PARK & RECREATION
			highland lawn eng calc	67.98	555 PARK & RECREATION
			highland core returns	60.00	555 PARK & RECREATION
			highland floor dry	21.90	555 PARK & RECREATION
				97.86	
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	10.54	555 PARK & RECREATION
18091		GLOBAL SECURITY SERVICES-IA	highland maint security	105.00	555 PARK & RECREATION
12959		M & M GOLF CARS LLC	highland asm clutch	310.33	555 PARK & RECREATION
00560		MIDAMERICAN ENERGY	gas/highland springs	757.11	555 PARK & RECREATION
			elec/highland springs	559.34	555 PARK & RECREATION
				1316.45	
12083		MTI DISTRIBUTING INC	highland reg voltage	92.50	555 PARK & RECREATION

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LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			highland gasket -exhaust	71.49	555 PARK & RECREATION

				163.99	
04257		PHELPS UNIFORM SPECIALISTS INC	highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION

				151.52	
01165		PRESTIGE FLAG	highland flags	1547.62	555 PARK & RECREATION
16693		PROMEVO LLC	TELEPHONE SERVICES-G SUITE BUS	274.40	555 PARK & RECREATION
01168		R & R PRODUCTS INC	highland bearing, tooth	63.10	555 PARK & RECREATION
			highland tire	112.15	555 PARK & RECREATION
			HS hyd gear motor, roller assy	3315.25	555 PARK & RECREATION
			highland hyd motor	1024.10	555 PARK & RECREATION

				4514.60	
03063		RAGAN MECHANICAL	highland rpzs	101.00	555 PARK & RECREATION
00607		RIVERSTONE GROUP INC	HS river gravel	85.30	555 PARK & RECREATION
			HS river gravel	211.16	555 PARK & RECREATION

				296.46	
			TOTAL :	8889.77	
HIGHLAND CLUBHOUSE					
01274		A & A AC & REFRIGERATION INC	highland ice machine rent	175.00	555 PARK & RECREATION
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	31.62	555 PARK & RECREATION
18091		GLOBAL SECURITY SERVICES-IA	highland security monitor	105.00	555 PARK & RECREATION
18711		GOLF COMPETE INC	highland golf software	428.00	555 PARK & RECREATION
15561		GPS TECHNOLOGIES, INC.	highland gps on carts	630.00	555 PARK & RECREATION
19042		IOWA GOLF ASSOCIATION	HS dues	450.00	555 PARK & RECREATION
01781		MILLENNIUM/BFI	highland garbage	389.95	555 PARK & RECREATION
01240		OFFICE MACHINE CONSULTANTS INC	COPY CHARGES 10/1/24-12/31/24	26.39	555 PARK & RECREATION

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LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
16693	PROMEVO LLC		TELEPHONE SERVICES-G SUITE BUS	823.20	555 PARK & RECREATION
			TOTAL :	3059.16	
SAUKIE GOLF MAINTENANCE					
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	5.27	555 PARK & RECREATION
18091	GLOBAL SECURITY SERVICES-IA		saukie security monitor	105.00	555 PARK & RECREATION
			saukie repair trip charge	134.40	555 PARK & RECREATION
				239.40	
19038	JOSEPH M VALE		saukie tractor	5700.55	555 PARK & RECREATION
			saukie plow mount repair	2142.51	555 PARK & RECREATION
				7843.06	
00528	MENARDS INC		saukie paints	172.53	555 PARK & RECREATION
00560	MIDAMERICAN ENERGY		gas/saukie	300.98	555 PARK & RECREATION
			saukie temp trailer 2025	96.23	555 PARK & RECREATION
			elec/saukie	282.52	555 PARK & RECREATION
			saukie temp trailer 2024	97.00	555 PARK & RECREATION
				776.73	
12083	MTI DISTRIBUTING INC		saukie bedknife, screws	241.42	555 PARK & RECREATION
04257	PHELPS UNIFORM SPECIALISTS INC		saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
				79.23	
16693	PROMEVO LLC		TELEPHONE SERVICES-G SUITE BUS	137.20	555 PARK & RECREATION
01168	R & R PRODUCTS INC		saukie bedknife	81.60	555 PARK & RECREATION
			saukie tire	189.70	555 PARK & RECREATION
			saukie hyd motor	511.00	555 PARK & RECREATION
			Saukie bedknife standard	562.80	555 PARK & RECREATION
				1345.10	
12965	VAN WALL EQUIPMENT INC		saukie blade/cutter	239.97	555 PARK & RECREATION
			saukie bearing, mower reel, se	581.03	555 PARK & RECREATION
			saukie oil filter	52.88	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
				873.88	
			TOTAL :	11713.82	
SAUKIE CLUBHOUSE					
15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	31.62	555	PARK & RECREATION
18547	ESI ENVIRONMENTAL SERVICES LLC	saukie portapot	205.00	555	PARK & RECREATION
11313	ESTES CONSTRUCTION	Saukie Clubhouse Construction	123025.00	555	PARK & RECREATION
18091	GLOBAL SECURITY SERVICES-IA	saukie security monitor	105.00	555	PARK & RECREATION
18711	GOLF COMPETE INC	saukie golf software fee	428.00	555	PARK & RECREATION
19042	IOWA GOLF ASSOCIATION	Saukie dues	100.00	555	PARK & RECREATION
01781	MILLENNIUM/BFI	saukie garbage	178.59	555	PARK & RECREATION
16693	PROMEVO LLC	TELEPHONE SERVICES-G SUITE BUS	823.20	555	PARK & RECREATION
01063	TERRACON CONSULTANTS	saukie found exc obs, project	412.50	555	PARK & RECREATION
00649	U S CELLULAR	309-373-5641	6.60	555	PARK & RECREATION
		TOTAL :	125315.51		
RIFAC					
17608	ATHENA ENERGY SERVICES HOLDINGS LLC	rifac gas	5663.24	555	PARK & RECREATION
00468	CRAWFORD COMPANY	install main line valve	8500.00	555	PARK & RECREATION
15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	68.52	555	PARK & RECREATION
		TELEPHONE SERVICES	21.08	555	PARK & RECREATION
			89.60		
18091	GLOBAL SECURITY SERVICES-IA	rifac security monitor	70.00	555	PARK & RECREATION
00365	GRAINGER	motor hp	78.75	555	PARK & RECREATION
		supplies	45.97	555	PARK & RECREATION
			124.72		
18126	GRAY MACHINE & WELDING INC	p/n fulcom gear	375.00	555	PARK & RECREATION
		p/n plate 3/8	125.00	555	PARK & RECREATION
			500.00		
00373	GREAT WESTERN SUPPLY	foaming hair/bod optimum	2595.60	555	PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
00146	HANDY TRUE VALUE	duster kit	39.98	555 PARK & RECREATION	
		stop end push-fit brass	29.99	555 PARK & RECREATION	
		supplies	47.96	555 PARK & RECREATION	
		paint	26.99	555 PARK & RECREATION	
		supplies	72.32	555 PARK & RECREATION	
			217.24		
08664	INTEGRITY CLEANING S	rifac cleaning	1440.00	555 PARK & RECREATION	
16394	JOHNSON HEALTH TECH NORTH AMERICA INC	adjustment pin	122.38	555 PARK & RECREATION	
01631	LAMAR COMPANIES	billboard	600.00	555 PARK & RECREATION	
		rifac ads	700.00	555 PARK & RECREATION	
			1300.00		
00528	MENARDS INC	u tile modular soho/prep clean	729.86	555 PARK & RECREATION	
		48" t8 5000k led a 16pk	69.99	555 PARK & RECREATION	
			799.85		
01781	MILLENNIUM/BFI	rifac garbage	266.10	555 PARK & RECREATION	
18428	MODERN PIPING INC	quart maint 1/1 to 4/1/25	692.25	555 PARK & RECREATION	
		Boil #2 not working	2255.59	555 PARK & RECREATION	
			2947.84		
18442	MONTANA HOGAN	lifeguard class	480.00	555 PARK & RECREATION	
01240	OFFICE MACHINE CONSULTANTS INC	COPY CHARGES 10/1/24-12/31-24	579.43	555 PARK & RECREATION	
		COPY CHARGES 10/1/24-12/31-24	700.15	555 PARK & RECREATION	
			1279.58		
17397	PEISCH INC	rifac detergent	319.50	555 PARK & RECREATION	
16693	PROMEVO LLC	TELEPHONE SERVICES-G SUITE BUS	1783.60	555 PARK & RECREATION	
		TELEPHONE SERVICES-G SUITE BUS	548.80	555 PARK & RECREATION	
			2332.40		
18183	QC CUSTOM TEES & MORE	555-867566-52212-6274000	1364.00	555 PARK & RECREATION	
		basketball camp	162.75	555 PARK & RECREATION	
		rifac cheer order	219.25	555 PARK & RECREATION	
		rifac staff shirts	59.25	555 PARK & RECREATION	
			1805.25		
18181	UNIVERSAL BUILDING MAINTENANCE LLC	rifac cleaning	7925.79	555 PARK & RECREATION	

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM JANUARY 01 2025 TO JANUARY 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			rifac cleaning	8487.06	555 PARK & RECREATION
				16412.85	
17008	WP	BEVERAGE LLC	rifac drinks	95.16	555 PARK & RECREATION
			rifac drinks	90.00	555 PARK & RECREATION
				185.16	
			TOTAL :	47451.31	
			GRAND TOTAL :	232307.11	

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM JANUARY 01 2025 TO JANUARY 31 2025

SUMMARY BY FUND			

555	PARK & RECREATION		232307.11

	TOTAL :		232307.11



**Rock Island Parks & Recreation Department:
January 2025 Edition**

**Director
John Gripp**

- **CDBG**

I completed the CDBG Grant application for a new ADA accessible playground at Hauberg Park. It has been accepted and will go before the CDBG Board for funding consideration.

- **Bi-weekly City Manager Meeting**

The City Manager and I are having bi-weekly meetings. This is a good opportunity to share department information and keep up on administrative activity.

- **Tax Exempt Paperwork**

I spent a lot of time in January filling out tax exempt paperwork on park property for the county. Each year filings have to be done on each parcel owned by the Parks Department in order to maintain our tax-exempt status.

- **Saukie Construction Meeting**

Todd and I attended our weekly construction meeting with Estes. This meeting prepares us for upcoming trades and finishes for the project. Jeff Laxton, City Construction Officer, has been invaluable to us throughout the project. His construction expertise has kept change orders to a minimum. He has also been excellent in identifying solutions to challenges that arise.

- **Longview Park – Sewer Lateral Breaks**

We have partnered with Public Works and their staff that repairs residential sewer lateral breaks in Rock Island. We need fill material behind the maintenance garage in Longview Park so the hillside can be secured and more

easily maintained. We are allowing Public Works to dump material from sewer lateral breaks in this area to fill in the hillside behind the maintenance building so it can secure the area. This arrangement has given us the material we need and has saved a lot of time and money for Public Works because they do not have to take the material to the landfill and pay tipping fees.

- **State of the City**

Staff and I attended the State of the City presentation at the Bally's Casino. The Mayor discussed a lot of exciting things to come, and praised the Parks Department for all of our partnerships, grants and many other offerings we provide to the community.

- **Monthly Park Inspections**

Todd and I toured the parks in January with Public Works. The monthly park inspections are a great way to put eyes on projects and needs in the parks.

ARPA Projects Update – Note: All ARPA Project are Approved by City Council

- **Douglas Park**

The lighting project at Douglas Park has been completed.

- **RIFAC**

This project has been completed.

- **Highland Springs Clubhouse**

The clubhouse project has been completed. A new pavilion and sand trap work is being done by unused ARPA funds. The pavilion has been completed. Electrical will be ran to the pavilion in late April/early May. Many of the sand traps have been renovated, there are approximately six remaining that will be completed in 2025.

- **Denkmann Park**

This project is complete. Cameras are being installed in the park.

- **Mel McKay**

This project has been completed.

- **Friends of Longview Park**

The Friends of Longview Park received \$60,000 in ARPA funding to begin preliminary work on the lagoon and conservatory. \$50,000 is for the lagoon and \$10,000 is for the conservatory. Work has begun on the conservatory and work will begin in the spring on the lagoon.

- **Genesius Guild**

The Genesius Guild has received \$26,000 in ARPA funds to conduct a structural engineering study on the Genesius Guild building in Lincoln Park. They will use the structural engineering study to begin a fundraising campaign to refurbish the facility. They are currently working with IMEG. The play is scheduled to be completed in late April/mid May.

Meetings:

- Department Head
- Budget Review
- Management Meeting
- Fundraising
- Friends of Hauberg
- Friends of Douglas Park
- Safety Review
- First Tee
- City Council
- TRI-Play Township Meeting
- Park Foundation
- Park Board
- Construction Meetings
- ARPA project meetings

Submitted by: Todd Winter, Assistant Director

- Saukie Clubhouse Update: The perimeter footings were poured in January. Walls and trusses are up. The next step will be heating the inside so the rest of the slab can be poured. We will meet with Langman Construction to discuss asphalt options for the parking lot and around the clubhouse. The project is moving along!
- The Rock Island Moose Lodge hosted a winter golf event, the 2nd Annual Chili Dipper Classic, at Highland Springs on Sunday January 12th. Funds raised went to Christian Care in Rock Island. This is another great partnership with the Rock Island Moose. They currently host three events at our golf courses.
- Met with representatives of Sagacity Golf to discuss a mobile app for the golf courses.
- Highland Springs and the First Tee Quad Cities were presented with a High Five Award for Community Development and Reinvestment from DARI.
- We are submitting two applications to United Way for the Community Impact Grant. One for mobile food distribution sites at our Party in the Park events and another for Toddler STEAM programming.
- The Special Olympics basketball team will attend the State Regional Tournament in Jacksonville, IL in early February.
- The Recreation Team met with HR staff to discuss waivers, accident liability, and reporting. HR Staff provided us with good information on how to respond to accidents with staff, patrons, and program participants.
- Attended the Mayor's State of the City address. He provided several nice updates on the City including many positive remarks about the Parks & Recreation Department.
- Completed interviews for the Preschool Director. An offer will be made in early February.
- Interviews for the new Front Office manager are underway. We will make an offer to a candidate in early February.



Submitted by: Nikki Carr, Community Recreation & Facilities Manager

Special Interest Programs/Events Offered	Revenue
Tai Chi Chuan – Beginner & Intermediate	

RIFAC	Revenue
Membership	\$70,084.75
Guest Pass	\$4,108.00
Punch Pass (Fitness)	\$780.00
Land Fitness	\$2,982.00
Aquatic Fitness	\$2,058.00
Swim Lessons	\$4,360.00
Pickleball	\$982.00
Concessions	\$816.00
Rentals	\$1,300.00

Upcoming Activities/General Info

- Revenue and membership renewals were both up in January. We think because the weather was cold but not snowy.
- All fitness programming resumed as normal. Ann Austin returned to teaching after an extended absence.
- Winter Break Camp wrapped up on January 6th.

- The LEAD program started again, with students from Eugene Field participating in Basketball, Swimming, and Yoga at RIFAC during school hours.

Submitted by: Dan Gleason, Special Event & Fundraising Manager

Events Offered
Program/Event

Number of Participants **Rev. for**

<u>Facility Rentals</u>	<u>Number of Attendees</u>	<u>Revenue from Rental</u>

Schweibert Events Offered
Program/Event

Number of Participants **Rev. for**

<u>Schwiebert Facility Rentals</u>	<u>Number of Attendees</u>	<u>Revenue from Rental</u>

Upcoming Activities/General Info

- Worked on getting Concert Series lined up for the 2025 season. Looks like we are going to have another great year with some great bands.
- Started working on Easter and Spring Egg Hunt. Rocky Class and The Arc will be helping again this year with stuffing the eggs.
- Finalized the Basketball and Cheer schedules with Pete and his intern Ellie.

- Had a meeting with The Nest about partnering and supporting our United Way Grant Ask.
- Attended State of the City address out at Bally's.
- Attended the Day Foundation grant workshop.



Submitted by: Pete Pena, Sports Recreation Manager

<u>Programs/Events Offered</u>	<u>Number of Participants</u> ³¹³	<u>Revenue</u>
YTD		
1. Youth Basketball League - Winter	222	\$ 12,615
2. Cheer Program - Winter	32	\$ 1,659
3. Youth Basketball Academy	27	\$ 310
4. Learn to Ski w/ snowstar	5	\$ 810
5. Youth Tennis Lessons	7	\$ 385
6. Tumbling	20	\$ 1,008
	TOTAL	\$ 16,787
	16,787	
<u>Facility Rental – Douglas Ball Diamonds</u>	<u>Number of Events</u> ⁰	<u>Revenue</u>
	TOTAL	\$ 0
	0	
<u>Facility Rental – Intown Ball Diamonds</u>	<u>Number of Events</u> ⁰	<u>Revenue</u>

TOTAL \$ 0
0

Facility Rental – Rec Gym

	<u>Number of Events</u> °	<u>Revenue</u>
1. Pickleball rental – Dominguez	1	\$ 48
2. Basketball rental – 12u Bulldogs Oaks	2	\$ 225
3. Future Rocks Basketball Tournament	1	\$ 760
4. Special Olympics Basketball practice	4	\$ n/a
	TOTAL 1,033	\$ 1,033

Douglas Concessions

Monthly Revenue:	\$ 0.00	PTD (Rev minus Exp): + \$	0.00
0.0 %			
Monthly Expenditures:	\$ 0.00	YTD (Rev minus Exp): + \$	0.00
0.0 %			
Yearly Revenue:	\$ 0.00		

Upcoming Activities/General Info

16,787

- Winter Youth Basketball league started.
 - K/1 & 2/3 leagues rostered/played 4v4
 - 28 teams this season
- Internship program is going strong. Ellie started from Illinois State
 - Ellie school project – Basketball Skills Showdown
- Added a new partnership – Snowstar Ski Lessons
- Attended IPRA IL Conference
- Met with QC Tennis Club staff on potential expanding Partnership (pickleball?)



Submitted by: Chris Steeber- Golf Course Superintendent Highland Springs

- Tree work has continued in January. Couple more trees down and continued pruning trees on course and along wood lines.
- Bi-State bids came in and purchase orders have been sent out for pesticides.
- Applications for seasonal help are coming in. I have started interviews for seasonal positions for 2025.
- I completed my pesticide testing for purchasing and applying pesticides onto the golf course. You have to retest every three years.
- The first load of our reels has been taken to Oakwood to be sharpened.

February Projects

- Seasonal hiring.
- Continue with tree work.
- Start painting golf course supplies.



Fairway reels ready to be sharpened.

Submitted by: Robert “Tanner” Thompson- Golf Course Superintendent Saukie

- The bulk of the month has been spent doing tree maintenance. We have been trimming and removing suckers from trees along with the removal of two storm damaged trees.
- Bi-State Purchase Orders have been sent in for fungicides and other chemicals
- Steve, our Mechanic, is in the process of servicing equipment for the upcoming season
- Golf course supplies such as tee markers and flag sticks have been ordered for this season
- Painting tee markers, ball washers, and other golf course supplies is ongoing when the weather doesn't allow outside work



Oak trees on hole #4 after being trimmed

Upcoming Work for February

- Tree work will continue if the weather cooperates
- Equipment service will continue
- Painting of golf course supplies will wrap up
- Seasonal interviews will take place

Submitted by: Lauren Pannier – RIFAC Front Office Manager

75 new members, not counting those sales that noted past member/transfer/renewal

How People Heard About RIFAC:

former/past member/renewal/transfer – 129
 referral –18
 employer/school – 4
 drive by/walk in/local - 13
 programs – 3
 Google/online – 4
 Silversneakers - 13
 Silver/Active and Fit - 3
 Fitness Passport – 15
 Health Alliance - 2

Cancellations

ECP/Payroll Cancellations - 56

Top Reasons People Canceled their ECP in January:

1. Don't use- 22
2. Moving away - 18
3. No reason - 5

Babysitting Room – 178

RIFAC Rentals – 13 party rentals

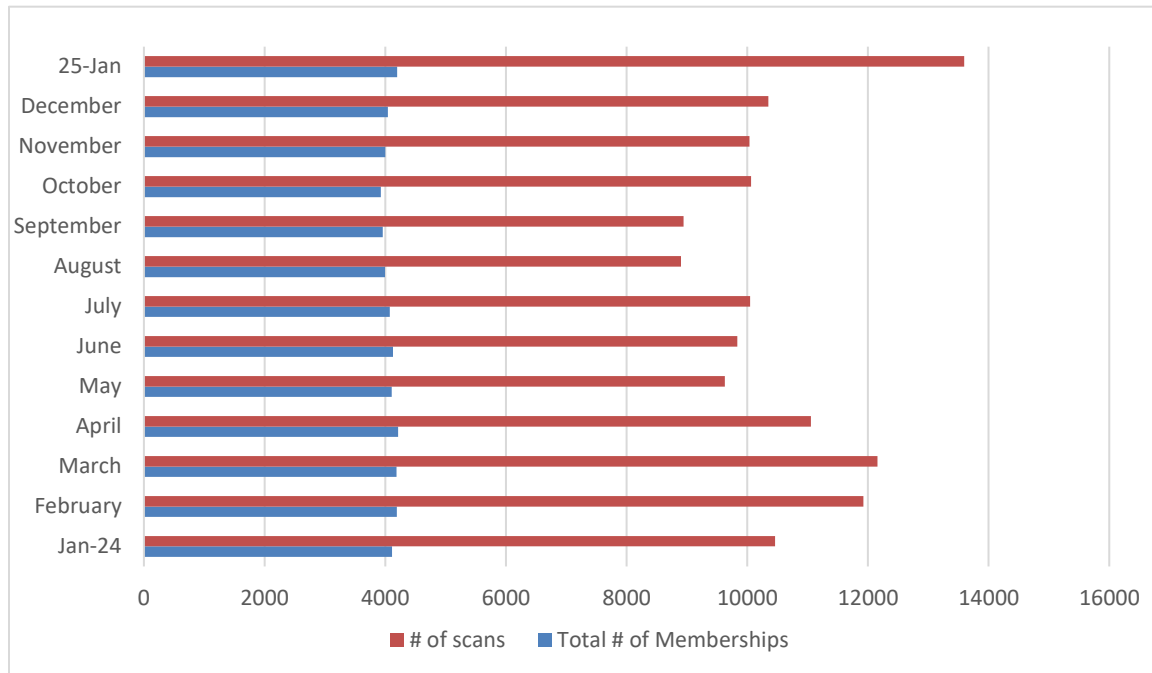
Guest Pass Revenue

Type of Pass	Amount	Total Revenue
Youth 0-17	187	\$1,496.00
Adult 18+	151	\$1,812.00
Family	41	\$820.00
		\$4,128.00

Pickleball Revenue

Type of Pass	Amount	Total Revenue
Drop In Member	103	\$206.00
Drop In Non-Member	194	\$776.00
		\$982.00

Members Total- 4195
Membership Scans – 13,598



Submitted by: David Driskill, Sports Field Maintenance

Campbell Sports Complex

- Routine checks on the park for damage with none found

Douglas Park

- Worked through check list of build items for the bleachers
- Better organization of the shed to have the room to store all equipment and supplies.
- Continued painting press box/ concession interior and making improvements
- Mulched some leaves and picked up litter.

In-town

- Check fields periodically for damage

Submitted by: Marc DeMarlie, Chief Horticulturist

Greenhouse prep for upcoming season is being done. Pots, soil and fertilizer has been ordered. First plants arriving the second week of February. Longview sidewalk has been completed and all that needs to be done is fill the planter with planting soil. We built a new potting table to take advantage of our space when working on annuals. Whitewater sign base being built but we still need the sign. Bed maintenance has been done as we get to it. Mower maintenance has been done and a new replacement mower has been ordered.

Projects: New areas developed or anything that is not our normal day-to-day tasks.

Lawn Care: Areas that we mow every week. **Irrigation systems:** Multiple systems throughout the city. **Landscape areas:** Areas that we maintain and visit at least once a week. **Watering:** Areas that need to be watered on our weekly schedule.

Lawn Care- Longview, Lincoln, SRP, RIFAC, Sylvan, Realtor.

Irrigation systems-5 Bridge, SRP, WWJ.

Watering- Longview greenhouse up to 3 times a week. Hanging baskets and planters as needed.

Landscape areas-23 Parks and City entryways. Work as weather allows

Projects- New signs at Longview, Lincoln and Shadybrook, mowing naturalized areas, Hodge walk path. White water sign.



Memorandum Parks & Recreation Department



To: Park Board
Subject: 4.5 Easter Egg-stravaganza
Date: Wednesday, February 5, 2025

Background Information:

River City Church is seeking approval to host their annual Easter Egg-stravaganza at Schwiebert Park. They will have free give-aways to kids, age group egg hunts and inflatables. Seeking to have Amplified sound permit as well to play music during their event.

Recommendation:

It would be staffs recommendation to approve the application as written.

Fee:

Deposit: \$200

Amp Sound: \$25

Space Rental: \$625

Submitted by: Daniel Gleason, Special Events & Fundraising Manager

Approved by:

Park Board: ☐ Yes ☐ No

Reviewed: John Gripp, Director; Todd Winter, Asst Director

SPECIAL EVENT PERMIT APPLICATION

A Special Event refers to an event that takes place on parks & Recreation property that is open to the public, or where an admission fee is charged, or food/alcohol is served or sold. This application to the Park Board should be submitted at least six weeks prior to the event; or eight weeks if requesting alcohol service or sales. The Park Board meets the third Tuesday of each month. The request MUST be received one week prior to the Park Board meeting to be included in agenda for approval.

APPLICANT INFORMATION

Name of Applicant/Event Organizer: <u>Lisa Kipper</u>		
Organization/Production Company: <u>River City Church</u>		
Federal Tax ID or 501©3 #:		(attach current verification)
Address: <u>2305 7th Ave</u>	Apt/Ste:	
City: <u>Moline</u>	State: <u>IL</u>	Zip: <u>61205</u>
Email: <u>lisa.kipper@myrcc.church</u>	Phone: <u>309-764-5685</u>	
Event Day On-Site Contact: <u>Lisa Kipper</u>	Cell: <u>563-484-9089</u>	
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)		(NO) YES
Only fill out if you answered YES above.		
Name of Organization:		
Sponsoring Organization Contact Name:		
Address:		Apt/Ste:
City:	State:	Zip:

EVENT INFORMATION

Event Name: <u>Easter EGG-stravaganza</u>			
Location/Facility Requested (Check all that apply):			
☒ Schwiebert Riverfront Park	☐ Sunset Park	☐ Lincoln Park	☐ Martin Luther King Jr. Park
☒ Main Stage & Great Lawn	☐ Longview Park	☐ Band Shell & Shelter	☐ Terry Brooks Performance Stage & Shelter
☒ Observation Shelter	☐ Douglas Park	☐ Gazebo	
☒ Triangle Lawn		☐ Wedding Plaza	
☐ Other _____			
Event Date(s): <u>Saturday April 5</u>	Event Time:	<u>2pm</u>	to <u>4pm</u>
Set-Up Date(s): <u>Saturday April 5</u>	Set-Up Time:	<u>12pm</u>	to
Tear-Down Date(s): <u>Saturday April 5</u>	Tear-Down Time:	<u>4pm</u>	to <u>5pm</u>
Estimated Number of Attendees/Participants: <u>500+</u>			
Will this event interfere with/impede normal use of the area by the public?		(NO) YES	
What actions will be taken to reduce impact to others?			
Previous Year Date/Location: Has this event been previously held?		NO	(YES)
Location: <u>Schwiebert Park</u>	Date:	<u>March 23, 2024</u>	
Do you plan to charge admission/participation fees?		(NO) YES	(Please fill out info below)
Fee Per Adult: \$	Fee Per Child: \$	or General Admission: \$	
Who is the recipient of the monies collected?			
Additional Fees may apply with admission/participation fees.			

EVENT INFORMATION Cont.**Event Description:**

Provide a detailed description of your event. Additional information may be attached.

Our annual Easter Egg-strawaganza is a community Easter egg hunt for kids up to 5th grade. We offer age/grade divided hunts at timed intervals. Additionally we'll have inflatables, games and give-aways.

EVENT FEATURES

All event features are subject to the approval of the Park Board. Additionally, certain features such as street closures and those mentioned below may require separate permits from the City of Rock Island. For more information regarding City of

FOOD & NON-ALCOHOLIC BEVERAGESAre you requesting permission to **sample** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ NoAre you requesting permission to **sell** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ No**IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.**

If vendors/caterers are known please list:

Indicate the number of vendors and type of stand for each (tent/trailer/grill/table only/truck/etc.):

Beverages: _____

Food: _____

Merchandise: _____

Info/Registration: _____

Other: _____

ALCOHOL

Alcohol for Special Events is only allowed on park property when a permit has been issued and the alcohol being provided is by a company that has appropriate licenses from the State of Illinois Liquor Commission, and has been approved by the Rock Island Park Board and given a license from the City of Rock Island. Request must be given to the Park Board eight-weeks in advance. Requests must be given to the City of Rock Island at least 30 days in advance. Approved copy of the appropriate licenses must be submitted to the Park Board within 30 days of the event. Please plan accordingly by **submitting all appropriate paperwork at least eight week prior to your event date** to allow the Park Board and City of Rock Island time to make recommendations to ensure participant and public

Are you requesting permission to have beer or wine at your event?

☐ Serve☐ Sell☒ NO

YES (Please continue)

Please attach a detailed plan for serving alcohol and preventing underage drinking.

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol? _____

Additional charges may apply with Serving/Selling Alcohol.

EVENT FEATURES

MERCHANDISE

Are you requesting permission to **sample** merchandise?

☐ Yes (Event Participants only) ☐ Yes (to the General Public) ☒ No

Are you requesting permission to **sell** merchandise?

☐ Yes (Event Participants only) ☐ Yes (to the General Public) ☒ No

ELECTRICAL (Additional fees may apply)

Indicate the number of electrical outlets that will be needed, and attach a description or site map:

Electrical outlets needed: _____ Location: _____ Purpose: _____

Electrical outlets needed: _____ Location: _____ Purpose: _____

AMPLIFIED SOUND (Additional fees may apply)

Are you requesting permission to have amplified sound?

NO YES (Please continue)

Hours of Amplified Sound: 2pm to 4pm

Description (Please describe purpose and plans for amplified sound)

Music and direction for egg hunt & raffles.

Will music/sound be monitored for language content?

NO YES

Are you planning to provide live entertainment as a feature of your event?

NO YES (Please continue)

Description: _____

Will you provide sound equipment or rent from Rock Island Parks & Recreation? (Renting only available to Schwiebert Park)

☒ Provide ☐ Rent Includes 2 speakers, 2 microphones with stands, and adaptor for CD player, MP3 Player or IPOD (players not included). System is designated for speaking and solo artists; not suitable for band amplification.

How will you be using the System? _____

VEHICLES

The Park Board may consider granting permission for the delivery of equipment and supplies for event set-up and tear-down. Additional Fees apply.

Driving and/or Parking vehicles on grass/athletic fields is STRICTLY PROHIBITED.

Are you requesting permission to operate staff/supply vehicles on Park Board service roads for delivery of equipment and supplies?

NO YES (Please continue)

Cars: 1 # Trailers: 1 # Buses: _____ # Semi Trucks: _____
Golf Carts: _____ # Other: _____ Describe: To drop off supplies

EVENT ADDITIONS

If you're planning to erect, install, or use any of these structures, describe below. A separate sheet with additional details may be attached.

Will your event include the installation of **STAGES/PLATFORMS**? NO YES (Please continue)

Description: _____

Will your event include the use of **PORTABLE TOILETS**? NO YES (Please continue)

Required at MLK Jr. Park & Park Board may require at other locations.

Number of Toilets: _____ Locations: _____

Will your event include the use of **DUMPSTERS** or Garbage Control? NO YES (Please continue)

Park Board may require, Garbage May Not Overflow at any time during your event.

Description: _____

Are you requesting that your event include the installation of **FENCING**? NO YES (Please continue)

Required at any park if Serving Alcohol.

Describe purpose and location: _____

Will signage be used in the Park and what type: yes - displaying age groups for hunt, flags for direction and branding

Will your event include the use of **OTHER STRUCTURES OR FEATURES** not identified above?

(Inflatable's, Fireworks, Barricades, Bleachers, Table/Chairs, Etc...)

NO

YES (Please continue)

Description: Tables and Tents for registration - Will bring own Tents

Will your event require the use of **TENTS OR CANOPIES**? NO YES (Please continue)

Permit required for tents over 1,000 square feet. Additional fees may also apply.

Number of Tents: _____ Size: _____ x _____

Number of Tents: _____ Size: _____ x _____

→ inflatables

RENTAL OF EQUIPMENT

Rental of Chairs, Tables, Stanchions & Fences are **ONLY** available at Schwiebert Riverfront Park.

Are you requesting rental of any of the following from RI Parks & Rec? NO YES (Please continue)

Chairs: _____ # Tables: _____ # Stanchions: _____ # of Fence Sections: _____

(90 Available)

(10 Available)

(20 Available)

(60 Available)

(Each 8' wide x 4' high)

(Required if serving alcohol)

Attach a Site Map if you plan to include any of the previously mentioned features at your event. The Site Map should indicate the relative location of the following: all sources of amplified sound and direction of sound, tents and canopies with sizes, stages, promotional cars, inflatable's, portable toilets, dumpsters, fences & barricades, and other structures; proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on Park Board property during the event; locations a alcohol, food and merchandise services/sales; and proposed street closures. Site Maps are subject to the approval of the Park Board.

EVENT PLANS**ADVERTISING AND MARKETING**

Please note that all costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Rock Island Park Board and Changes/modifications relative to the event from the Park Board/or City of Rock Island is at the sole expense of the Event Organizer.

How will your event attendees be notified or invited to the event?

Social Media, Flyers

Will your event be publicly advertised?

NO

YES (Please continue)

Description: Facebook, Instagram

Will your event have a Webpage and/or Social Media?

NO

YES (Please continue)

Link: www.myrcc.church

Link: www.facebook.com/myrcc.gc

SECURITY (Park Board may require)

Have you made provisions for on-site security services?

NO

YES (Please continue)

Security Company: River City Church

Contact Name: Nate Anderson

Address: 2305 7th Ave

City: Moline

St: IL

Zip: 61205

Email Address:

Phone:

Event Day Cell #: 309-738-5720

Insurance Company:

MEDICAL SERVICES (Park Board may require)

Have you made provisions for on-site medical services?

NO

YES (Please continue)

Medical Company:

Contact Name:

Address:

City:

St:

Zip:

Email Address:

Phone:

Event Day Cell #:

STREET CLOSURES OR USE OF PUBLIC WAY

If you are requesting the closure of/use of park roads you must receive permission from the Park Board. For closure of public city street or public city way (including sidewalks or street closing) you must obtain approval and all necessary permits from the City of Rock Island. For more information, call 309-732-2010. If your event is a run, walk or other activity in which participants will be following a course, attach a map with a written description of the proposed

Will you be requesting permission from the City of Rock Island to close a street/other public way for your event?

NO

YES (Please continue)

Location Description: _____

Will you be requesting permission to close a park road from the Rock Island Park Board?

NO

YES (Please continue)

Location Description: _____

PARKING AND TRANSPORTATION PLAN Parking is only allowed in parking lots and designated street parking.

Have you made provisions for safe transportation and/or parking?

NO

YES (Please continue)

Description: _____

INSURANCE "Certificate of Insurance in the amount of \$1,000,000 worth of General Liability coverage that name the Rock Island Park B Board as an additional insured" required by Park Board. ***Certificate required AFTER event approval by Park Board - Submit to Events Manager

Is your agency covered by Liability Insurance?

NO

Yes

Please attach letter of verification is applicable.

POLICIES

- Alcohol is not allowed in the park without proper documentation and fees.
 - No set-up or decorating may take place until RI Parks & Rec staff is present.
 - Refundable damage deposit is required for special event along with a valid credit card on file.
 - Applicant is responsible for set-up and tear-down of all chairs, tables, equipment and decoration, as well as clean-up and taking trash to dumpster. Failure to do so will result in additional fees.
 - Parks Staff will set up sound system (if rented) and applicant will appoint person to operate system.
 - Prohibited: confetti, bird seed, rice, silk petals, or any other material that may cause litter.
 - In case of inclement weather, equipment rental fees will be refunded. Park rental fee is non-refundable.
 - Stakes may not be used in lawn due to irrigation system.
 - Failure to clean up park after use may result in additional clean-up fees.
 - Glass bottles are not allowed in the park for safety reasons.
 - Cancellation policy: With at least a 30-day notice, the applicant will receive a refund of fees, less a cancellation of a \$50 fee.
- With at least a 15-day notice, the applicant will receive a refund of fees, less a cancellation of a \$100 fee.
- Within a 15-day notice, no refunds will be issued.
- Inclement Weather cancellations must be discussed with Parks Special Event Manager.

SIGNATURE

Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met.

GENERAL CONDITIONS

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to pay by credit card on file if damage cost are greater than the refundable deposit; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees, or agents or any person under applicant's contract; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and I agree to abide by them.

The Undersigned has full authority to represent the sponsoring organization:

Printed Name: Lisa Kipper

Signature: 

Date: 2-5-25



Memorandum Parks & Recreation Department



To: Park Board
Subject: 4.5 1st Annual LoPro Open Disc Golf Tournament
Date: Wednesday, January 29, 2025

Background Information:

This would be a PDGA sanctioned Disc Golf Tournament put on by Iron Lion Disc Golf Supply. They are an experienced group that have been bringing Disc Golf to the Quad Cities for many years. They are looking at using Longview Park and Prospect Park (Moline) for the tournament.

Recommendation:

It would be staff's recommendation to approve the application as written.

Fee:

Disc Golf / Large Shelter Rental: \$95

Submitted by: Daniel Gleason, Special Events & Fundraising Manager

Approved by:

Park Board: ☐ Yes ☐ No

Reviewed: John Gripp, Director; Todd Winter, Asst Director

SPECIAL EVENT PERMIT APPLICATION

A Special Event refers to an event that takes place on parks & Recreation property that is open to the public, or where an admission fee is charged, or food/alcohol is served or sold. This application to the Park Board should be submitted at least six weeks prior to the event; or eight weeks if requesting alcohol service or sales. The Park Board meets the third Tuesday of each month. The request MUST be received one week prior to the Park Board meeting to be included in agenda for approval.

APPLICANT INFORMATION

Name of Applicant/Event Organizer: <u>Jessica Argyle</u>		
Organization/Production Company: <u>Iron Lion Disc Golf Supply</u>		
Federal Tax ID or 501©3 #: <u>20-4251810</u>		(attach current verification)
Address: <u>243016th St</u>		Apt/Ste:
City: <u>Moline</u>	State: <u>IL</u>	Zip: <u>61705</u>
Email: <u>Store@ironliondgs.com</u>	Phone: <u>309-757-7685</u>	
Event Day On-Site Contact: <u>Collin Thompson</u>	Cell: <u>309-428-5558</u>	
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)		(NO) YES
Only fill out if you answered YES above.		
Name of Organization: <u>N/A</u>		
Sponsoring Organization Contact Name:		
Address:		Apt/Ste:
City:	State:	Zip:

EVENT INFORMATION

Event Name: <u>1st Annual LoPro Open</u>		
Location/Facility Requested (Check all that apply):		
☐ Schwiebert Riverfront Park ☐ Main Stage & Great Lawn ☐ Observation Shelter ☐ Triangle Lawn ☐ Other _____	☐ Sunset Park ☒ Longview Park <u>DGC</u> ☐ Douglas Park	☐ Lincoln Park ☐ Band Shell & Shelter ☐ Gazebo ☐ Wedding Plaza
☐ Martin Luther King Jr. Park ☐ Terry Brooks Performance Stage & Shelter		
Event Date(s): <u>4/5/25</u>	Event Time: <u>8am</u>	to <u>5pm</u>
Set-Up Date(s):	Set-Up Time:	to
Tear-Down Date(s):	Tear-Down Time:	to
Estimated Number of Attendees/Participants: <u>< 100</u>		
Will this event interfere with/impede normal use of the area by the public?		(NO) YES
What actions will be taken to reduce impact to others?		
Previous Year Date/Location: Has this event been previously held?		(NO) YES
Location:	Date:	
Do you plan to charge admission/participation fees?	NO	(YES) (Please fill out info below)
Fee Per Adult: \$ <u>35-60</u>	Fee Per Child: \$	or General Admission: \$
Who is the recipient of the monies collected? <u>Iron Lion, PDGA, Collin Thompson</u>		

Additional Fees may apply with admission/participation fees.

EVENT INFORMATION Cont.**Event Description:**

Provide a detailed description of your event. Additional information may be attached.

PDGA Sanctioned Disc Golf Tournament - C-Tier
 We plan to play 1 or both rounds at Longview depending
 on how many people sign up. We are also
 using Prospect Park in Moline. The players will
 play 18 holes at each course.

EVENT FEATURES

All event features are subject to the approval of the Park Board. Additionally, certain features such as street closures and those mentioned below may require separate permits from the City of Rock Island. For more information regarding City of

FOOD & NON-ALCOHOLIC BEVERAGESAre you requesting permission to **sample** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ NoAre you requesting permission to **sell** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ No**IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.**

If vendors/caterers are known please list:

Indicate the number of vendors and type of stand for each (tent/trailer/grill/table only/truck/etc.):

Beverages:

Food:

Merchandise:

Info/Registration:

Other:

ALCOHOL

Alcohol for Special Events is only allowed on park property when a permit has been issued and the alcohol being provided is by a company that has appropriate licenses from the State of Illinois Liquor Commission, and has been approved by the Rock Island Park Board and given a license from the City of Rock Island. Request must be given to the Park Board eight-weeks in advance. Requests must be given to the City of Rock Island at least 30 days in advance. Approved copy of the appropriate licenses must be submitted to the Park Board within 30 days of the event. Please plan accordingly by **submitting all appropriate paperwork at least eight week prior to your event date** to allow the Park Board and City of Rock Island time to make recommendations to ensure participant and public

Are you requesting permission to have beer or wine at your event?

☐ Serve☐ Sell

Please attach a detailed plan for serving alcohol and preventing underage drinking.

☒ NO

YES (Please continue)

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol?

Additional charges may apply with Serving/Selling Alcohol.

EVENT FEATURES**MERCHANDISE**Are you requesting permission to **sample** merchandise?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ NoAre you requesting permission to **sell** merchandise?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ No**ELECTRICAL** (Additional fees may apply)

Indicate the number of electrical outlets that will be needed, and attach a description or site map:

Electrical outlets needed: _____ Location: _____ Purpose: _____

Electrical outlets needed: _____ Location: _____ Purpose: _____

AMPLIFIED SOUND (Additional fees may apply)

Are you requesting permission to have amplified sound?

☒ NO

YES (Please continue)

Hours of Amplified Sound: _____ to _____

Description (Please describe purpose and plans for amplified sound)

Will music/sound be monitored for language content?

N/A

NO

YES

Are you planning to provide live entertainment as a feature of your event?

☒ NO

YES (Please continue)

Description: _____

Will you provide sound equipment or rent from Rock Island Parks & Recreation? (Renting only available to Schwiebert Park)

☐ Provide☐ Rent

Includes 2 speakers, 2 microphones with stands, and adaptor for CD player, MP3 Player or IPOD (players not included). System is designated for speaking and solo artists; not suitable for band amplification.

How will you be using the System? _____

_____**VEHICLES**

The Park Board may consider granting permission for the delivery of equipment and supplies for event set-up and tear-down. Additional Fees apply.

Driving and/or Parking vehicles on grass/athletic fields is STRICTLY PROHIBITED.

Are you requesting permission to operate staff/supply vehicles on Park Board service roads for delivery of equipment and supplies?

☒ NO

YES (Please continue)

Cars: _____ # Trailers: _____ # Buses: _____ # Semi Trucks: _____

Golf Carts: _____ # Other: _____ Describe: _____

EVENT ADDITIONS

If you're planning to erect, install, or use any of these structures, describe below. A separate sheet with additional details may be attached.

Will your event include the installation of **STAGES/PLATFORMS**?

NO

YES (Please continue)

Description: _____

Will your event include the use of **PORTABLE TOILETS**?

NO

YES (Please continue)

**unless public bathrooms are not available*
Required at MLK Jr. Park & Park Board may require at other locations.

Number of Toilets: _____

Locations: _____

Will your event include the use of **DUMPSTERS** or Garbage Control?

NO

YES (Please continue)

Park Board may require, Garbage May Not Overflow at any time during your event.

Description: _____

Are you requesting that your event include the installation of **FENCING**?

NO

YES (Please continue)

Required at any park if Serving Alcohol.

Describe purpose and location: _____

Will signage be used in the Park and what type: _____

Potentially to mark the tee pads

Will your event include the use of **OTHER STRUCTURES OR FEATURES** not identified above?

(Inflatable's, Fireworks, Barricades, Bleachers, Table/Chairs, Etc...)

NO

YES (Please continue)

Description: _____

Will your event require the use of **TENTS OR CANOPIES**?

NO

YES (Please continue)

Permit required for tents over 1,000 square feet. Additional fees may also apply.

Number of Tents: _____

Size: _____ x _____

Number of Tents: _____

Size: _____ x _____

RENTAL OF EQUIPMENT

Rental of Chairs, Tables, Stanchions & Fences are **ONLY** available at Schwiebert Riverfront Park.

Are you requesting rental of any of the following from RI Parks & Rec?

NO

YES (Please continue)

Chairs: _____ # Tables: _____ # Stanchions: _____ # of Fence Sections: _____

(90 Available)

(10 Available)

(20 Available)

(60 Available)

(Each 8' wide x 4' high)

(Required if serving alcohol)

Attach a Site Map if you plan to include any of the previously mentioned features at your event. The Site Map should indicate the relative location of the following: all sources of amplifies sound and direction of sound, tents and canopies with sizes, stages, promotional cars, inflatable's, portable toilets, dumpsters, fences & barricades, and other structures; proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on Park Board property during the event; locations a alcohol, food and merchandise services/sales; and proposed street closures. Site Maps are subject to the approval of the Park Board.

EVENT PLANS**ADVERTISING AND MARKETING**

Please note that all costs incurred promoting and marketing events prior to the insurance of an approved Special Event Permit from the Rock Island Park Board and Changes/modifications relative to the event from the Park Board/or City of Rock Island is at the sole expense of the Event Organizer.

How will your event attendees be notified or invited to the event?

PDA website, Disc golf scene, Iron Lion website + FB

Will your event be publicly advertised?

NO

YES (Please continue)

Description: _____

Will your event have a Webpage and/or Social Media?

NO

YES (Please continue)

Link: _____

Link: _____

SECURITY (Park Board may require)

Have you made provisions for on-site security services?

NO

YES (Please continue)

Security Company: _____

Contact Name: _____

Address: _____

City: _____

St: _____

Zip: _____

Email Address: _____

Phone: _____

Event Day Cell #: _____

Insurance Company: _____

MEDICAL SERVICES (Park Board may require)

Have you made provisions for on-site medical services?

NO

YES (Please continue)

Medical Company: _____

Contact Name: _____

Address: _____

City: _____

St: _____

Zip: _____

Email Address: _____

Phone: _____

Event Day Cell #: _____

STREET CLOSURES OR USE OF PUBLIC WAY

If you are requesting the closure of/use of park roads you must receive permission from the Park Board. For closure of public city street or public city way (including sidewalks or street closing) you must obtain approval and all necessary permits from the City of Rock Island. For more information, call 309-732-2010. If your event is a run, walk or other activity in which participants will be following a course, attach a map with a written description of the proposed

Will you be requesting permission from the City of Rock Island to close a street/other public way for your event?

NO

Yes (Please continue)

Location Description: _____

Will you be requesting permission to close a park road from the Rock Island Park Board?

NO

Yes (Please continue)

Location Description: _____

PARKING AND TRANSPORTATION PLAN Parking is only allowed in parking lots and designated street parking.

Have you made provisions for safe transportation and/or parking?

NO

Yes (Please continue)

Description: _____

INSURANCE "Certificate of Insurance in the amount of \$1,000,000 worth of General liability coverage that name the Rock Island Park B Board as an additional insured" required by Park Board. ***Certificate required AFTER event approval by Park Board - Submit to Events Manager

Is your agency covered by Liability Insurance?

NO

Yes

Please attach letter of verification is applicable.

POLICIES

- Alcohol is not allowed in the park without proper documentation and fees.
- No set-up or decorating may take place until RI Parks & Rec staff is present.
- Refundable damage deposit is required for special event along with a valid credit card on file.
- Applicant is responsible for set-up and tear-down of all chairs, tables, equipment and decoration, as well as clean-up and taking trash to dumpster. Failure to do so will result in additional fees.
- Parks Staff will set up sound system (if rented) and applicant will appoint person to operate system.
- Prohibited: confetti, bird seed, rice, silk petals, or any other material that may cause litter.
- In case of inclement weather, equipment rental fees will be refunded. Park rental fee is non-refundable.
- Stakes may not be used in lawn due to irrigation system.
- Failure to clean up park after use may result in additional clean-up fees.
- Glass bottles are not allowed in the park for safety reasons.

• Cancellation policy: With at least a 30-day notice, the applicant will receive a refund of fees, less a cancellation of a \$50 fee.

With at least a 15-day notice, the applicant will receive a refund of fees, less a cancellation of a \$100 fee.

Within a 15-day notice, no refunds will be issued.

Inclement Weather cancellations must be discussed with Parks Special Event Manager.

SIGNATURE

Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met.

GENERAL CONDITIONS

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit; to reimburse the Park Board of all such costs incurred by the Park Board; to pay by credit card on file if damage cost are greater than the refundable deposit; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's contract; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and I agree to abide by them.

The Undersigned has full authority to represent the sponsoring organization:

Printed Name:

Jessica Angile

Signature:

Jessica Angile

Date:

1/27/25

Memorandum Parks & Recreation Department



To: Park Board
Subject: 4.12 Eggstravaganza
Date: Monday, February 3, 2025

Background Information:

Word of Life church is asking to use Longview Park again this year for their annual Eggstravaganza. They will be doing an egg hunt and giving away free food to people who attend.

Recommendation:

It would be staffs recommendation to approve the application as written.

Fee:

Deposit: \$100
Amp Sound: \$25
Park Rental \$175

Submitted by: Daniel Gleason, Special Events & Fundraising Manager

Approved by:

Park Board: ☐ Yes ☐ No

Reviewed: John Gripp, Director; Todd Winter, Asst Director

SPECIAL EVENT PERMIT APPLICATION

A Special Event refers to an event that takes place on parks & Recreation property that is open to the public, or where an admission fee is charged, or food/alcohol is served or sold. This application to the Park Board should be submitted at least six weeks prior to the event; or eight weeks if requesting alcohol service or sales. The Park Board meets the third Tuesday of each month. The request **MUST** be received one week prior to the Park Board meeting to be included in agenda for approval.

APPLICANT INFORMATION

Name of Applicant/Event Organizer: Amy Payton

Organization/Production Company: Word of Life

Federal Tax ID or 501©3 #: _____ (attach current verification)

Address: 1804 7th Avenue Apt/Ste: N/A

City: Rock Island State: IL Zip: 61201

Email: amy.payton@rocketmail.com Phone: 309-912-3936

Event Day On-Site Contact: Amy Payton Cell: 309-912-3936

Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?) NO YES

Only fill out if you answered YES above.

Name of Organization: _____

Sponsoring Organization Contact Name: _____

Address: _____ Apt/Ste: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION

Event Name: Eggstravaganza

Location/Facility Requested (Check all that apply):

☐ Schwiebert Riverfront Park	☐ Sunset Park	☐ Lincoln Park	☐ Martin Luther King Jr. Park
☐ Main Stage & Great Lawn	☐ Longview Park	☐ Band Shell & Shelter	☐ Terry Brooks Performance Stage & Shelter
☐ Observation Shelter	☐ Douglas Park	☐ Gazebo	
☐ Triangle Lawn		☐ Wedding Plaza	
☐ Other _____			

Event Date(s): 4/12/2025 Event Time: 11:00 am to 1:00 pm

Set-Up Date(s): 4/12/2025 Set-Up Time: 9:00 am to 11:00 am

Tear-Down Date(s): 4/12/2025 Tear-Down Time: 1:00 pm to 3:00 pm

Estimated Number of Attendees/Participants: 400

Will this event interfere with/impede normal use of the area by the public? NO YES

What actions will be taken to reduce impact to others? Everyone is welcome to join. we will not block any playground equipment or restrooms

Previous Year Date/Location: Has this event been previously held? NO YES

Location: Longview Date: March 2023

Do you plan to charge admission/participation fees? NO YES (Please fill out info below)

Fee Per Adult: \$ _____ Fee Per Child: \$ _____ or General Admission: \$ _____

Who is the recipient of the monies collected? _____

Additional Fees may apply with admission/participation fees.

EVENT INFORMATION Cont.**Event Description:**

Provide a detailed description of your event. Additional information may be attached.

Free Community egg hunt. We will provide free food, inflatables (we will carry event insurance) and egg hunt.

EVENT FEATURES

All event features are subject to the approval of the Park Board. Additionally, certain features such as street closures and those mentioned below may require separate permits from the City of Rock Island. For more information regarding City of

FOOD & NON-ALCOHOLIC BEVERAGES

Are you requesting permission to **sample** food and/or beverages?

- ☐ Yes (Event Participants only) ☒ Yes (to the General Public) ☐ No

Are you requesting permission to **sell** food and/or beverages?

- ☐ Yes (Event Participants only) ☐ Yes (to the General Public) ☒ No

IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.

If vendors/caterers are known please list:

Indicate the number of vendors and type of stand for each (tent/trailer/grill/table only/truck/etc.):

Beverages:

Food:

Merchandise:

Info/Registration:

Other:

ALCOHOL

Alcohol for Special Events is only allowed on park property when a permit has been issued and the alcohol being provided is by a company that has appropriate licenses from the State of Illinois Liquor Commission, and has been approved by the Rock Island Park Board and given a license from the City of Rock Island. Request must be given to the Park Board eight-weeks in advance. Requests must be given to the City of Rock Island at least 30 days in advance. Approved copy of the appropriate licenses must be submitted to the Park Board within 30 days of the event. Please plan accordingly by **submitting all appropriate paperwork at least eight week prior to your event date** to allow the Park Board and City of Rock Island time to make recommendations to ensure participant and public

Are you requesting permission to have beer or wine at your event?

☐ Serve

☐ Sell

☒ NO

YES (Please continue)

Please attach a detailed plan for serving alcohol and preventing underage drinking.

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol?

Additional charges may apply with Serving/Selling Alcohol.

EVENT FEATURES**MERCHANDISE**Are you requesting permission to **sample** merchandise?

- ☐ Yes (Event Participants only) ☐ Yes (to the General Public) ☒ No

Are you requesting permission to **sell** merchandise?

- ☐ Yes (Event Participants only) ☐ Yes (to the General Public) ☒ No

ELECTRICAL (Additional fees may apply)

Indicate the number of electrical outlets that will be needed, and attach a description or site map:

Electrical outlets needed: 3 Location: pavilion Purpose: MUSIC

Electrical outlets needed: _____ Location: _____ Purpose: _____

AMPLIFIED SOUND (Additional fees may apply)

Are you requesting permission to have amplified sound?

NO

☒ YES (Please continue)Hours of Amplified Sound: 11:00 am to 1:00 pm

Description (Please describe purpose and plans for amplified sound)

Family friendly music

Will music/sound be monitored for language content?

NO

☒ YES

Are you planning to provide live entertainment as a feature of your event?

☒ NO

YES (Please continue)

Description: _____

Will you provide sound equipment or rent from Rock Island Parks & Recreation? (Renting only available to Schwiebert Park)

☒ Provide☐ Rent

Includes 2 speakers, 2 microphones with stands, and adaptor for CD player, MP3 Player or IPOD (players not included). System is designated for speaking and solo artists; not suitable for band amplification.

How will you be using the System? _____

VEHICLES

The Park Board may consider granting permission for the delivery of equipment and supplies for event set-up and tear-down. Additional Fees apply.

Driving and/or Parking vehicles on grass/athletic fields is STRICTLY PROHIBITED.

Are you requesting permission to operate staff/supply vehicles on Park Board service roads for delivery of equipment and supplies?

☒ NO

YES (Please continue)

Cars: _____ # Trailers: _____ # Buses: _____ # Semi Trucks: _____

Golf Carts: _____ # Other: _____ Describe: _____

EVENT ADDITIONS

If you're planning to erect, install, or use any of these structures, describe below. A separate sheet with additional details may be attached.

Will your event include the installation of **STAGES/PLATFORMS**?

☒ NO

YES (Please continue)

Description: _____

Will your event include the use of **PORTABLE TOILETS**?

☒ NO

YES (Please continue)

Required at MLK Jr. Park & Park Board may require at other locations.

Number of Toilets: _____

Locations: _____

Will your event include the use of **DUMPSTERS** or Garbage Control?

☒ NO

YES (Please continue)

Park Board may require, Garbage May Not Overflow at any time during your event.

Description: _____

Are you requesting that your event include the installation of **FENCING**?

☒ NO

YES (Please continue)

Required at any park if Serving Alcohol.

Describe purpose and location: _____

Will signage be used in the Park and what type:

poster boards listing easter egg hunt times, posted on pavilion

Will your event include the use of **OTHER STRUCTURES OR FEATURES** no identified above?

(Inflatable's, Fireworks, Barricades, Bleachers, Table/Chairs, Etc...)

☒ NO

YES (Please continue)

Description: _____

Will your event require the use of **TENTS OR CANOPIES**?

☒ NO

YES (Please continue)

Permit required for tents over 1,000 square feet. Additional fees may also apply.

Number of Tents: _____

Size: _____ x _____

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Size: _____ x _____

RENTAL OF EQUIPMENT

Rental of Chairs, Tables, Stanchions & Fences are **ONLY** available at Schwiebert Riverfront Park.

Are you requesting rental of any of the following from RI Parks & Rec?

☒ NO

YES (Please continue)

Chairs: _____

Tables: _____

Stanchions: _____

of Fence Sections: _____

(90 Available)

(10 Available)

(20 Available)

(60 Available)

(Each 8' wide x 4' high)

(Required if serving alcohol)

Attach a Site Map if you plan to include any of the previously mentioned features at your event. The Site Map should indicate the relative location of the following: all sources of amplifies sound and direction of sound, tents and canopies with sizes, stages, promotional cars, inflatable's, portable toilets, dumpsters, fences & barricades, and other structures; proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on Park Board property during the event; locations a alcohol, food and merchandise services/sales; and proposed street closures. Site Maps are subject to the approval of the Park Board.

EVENT PLANS**ADVERTISING AND MARKETING**

Please note that all costs incurred promoting and marketing events prior to the insurance of an approved Special Event Permit from the Rock Island Park Board and Changes/modifications relative to the event from the Park Board/or City of Rock Island is at the sole expense of the Event Organizer.

How will your event attendees be notified or invited to the event?

Facebook / Flyers at schools

Will your event be publicly advertised?

NO

☒ YES (Please continue)

Description: _____

Will your event have a Webpage and/or Social Media?

☒ NO

YES (Please continue)

Link: _____

Link: _____

SECURITY (Park Board may require)

Have you made provisions for on-site security services?

☒ NO

YES (Please continue)

Security Company: _____

Contact Name: _____

Address: _____

City: _____

St: _____

Zip: _____

Email Address: _____

Phone: _____

Event Day Cell #: _____

Insurance Company: _____

MEDICAL SERVICES (Park Board may require)

Have you made provisions for on-site medical services?

☒ NO

YES (Please continue)

Medical Company: _____

Contact Name: _____

Address: _____

City: _____

St: _____

Zip: _____

Email Address: _____

Phone: _____

Event Day Cell #: _____

STREET CLOSURES OR USE OF PUBLIC WAY

If you are requesting the closure of/use of park roads you must receive permission from the Park Board. For closure of public city street or public city way (including sidewalks or street closing) you must obtain approval and all necessary permits from the City of Rock Island. For more information, call 309-732-2010. If your event is a run, walk or other activity in which participants will be following a course, attach a map with a written description of the proposed

Will you be requesting permission from the City of Rock Island to close a street/other public way for your event?

☒ NO

Yes (Please continue)

Location Description: _____

Will you be requesting permission to close a park road from the Rock Island Park Board?

☒ NO

Yes (Please continue)

Location Description: _____

PARKING AND TRANSPORTATION PLAN Parking is only allowed in parking lots and designated street parking.

Have you made provisions for safe transportation and/or parking?

NO

☒ Yes (Please continue)

Description: utilize parking available, parking attendants

INSURANCE "Certificate of Insurance in the amount of \$1,000,000 worth of General liability coverage that name the Rock Island Park B Board as an additional insured" required by Park Board. ***Certificate required AFTER event approval by Park Board - Submit to Events Manager

Is your agency covered by Liability Insurance?

NO

☒ Yes

Please attach letter of verification is applicable.

POLICIES

- Alcohol is not allowed in the park without proper documentation and fees.
 - No set-up or decorating may take place until RI Parks & Rec staff is present.
 - Refundable damage deposit is required for special event along with a valid credit card on file.
 - Applicant is responsible for set-up and tear-down of all chairs, tables, equipment and decoration, as well as clean-up and taking trash to dumpster. Failure to do so will result in additional fees.
 - Parks Staff will set up sound system (if rented) and applicant will appoint person to operate system.
 - Prohibited: confetti, bird seed, rice, silk petals, or any other material that may cause litter.
 - In case of inclement weather, equipment rental fees will be refunded. Park rental fee is non-refundable.
 - Stakes may not be used in lawn due to irrigation system.
 - Failure to clean up park after use may result in additional clean-up fees.
 - Glass bottles are not allowed in the park for safety reasons.
 - Cancellation policy: With at least a 30-day notice, the applicant will receive a refund of fees, less a cancellation of a \$50 fee.
 - With at least a 15-day notice, the applicant will receive a refund of fees, less a cancellation of a \$100 fee.
 - Within a 15-day notice, no refunds will be issued.
- Inclement Weather cancellations must be discussed with Parks Special Event Manager.

SIGNATURE

Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met.

GENERAL CONDITIONS

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to pay by credit card on file if damage cost are greater than the refundable deposit; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's contract; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and I agree to abide by them.

The Undersigned has full authority to represent the sponsoring organization:

Printed Name:

Amy Payton

Signature:

Amy Payton

Date:

2/3/25

Memorandum Parks & Recreation Department



To: Park Board
Subject: 8.5 National Night Out Application
Date: Wednesday, February 12, 2025

Background Information:

Community Caring Conference is seeking permission to have its annual National Night Out event at Longview Park. This event brings the community of Rock Island and Law Enforcement together to improve relations and neighborhood safety.

Recommendation:

It would be staffs recommendation to approve the application as written.

Fee:

Park Rental: \$95

Submitted by: Daniel Gleason, Special Events & Fundraising Manager

Approved by:

Park Board: ☐ Yes ☐ No

Reviewed: John Gripp, Director; Todd Winter, Asst Director



SPECIAL EVENT PERMIT APPLICATION

A Special Event refers to an event that takes place on parks & Recreation property that is open to the public, or where an admission fee is charged, or food/alcohol is served or sold. This application to the Park Board should be submitted at least six weeks prior to the event; or eight weeks if requesting alcohol service or sales. The Park Board meets the third Tuesday of each month. The request MUST be received one week prior to the Park Board meeting to be included in agenda for approval.

APPLICANT INFORMATION

Name of Applicant/Event Organizer: <u>Ametra Carrol, Community Organizer</u>		
Organization/Production Company: <u>Community Caring Conference (CCC)</u>		
Federal Tax ID or 501©3 #: _____ (attach current verification)		
Address: <u>1114 12th Street</u>	Apt/Ste: _____	
City: <u>Rock Island</u>	State: <u>IL</u>	Zip: <u>61201</u>
Email: _____	Phone: _____	
Event Day On-Site Contact: _____		Cell: <u>309-373-1202</u>
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)		NO ☐ YES ☒
Only fill out if you answered YES above.		
Name of Organization: <u>Community Caring Conference (CCC)</u>		
Sponsoring Organization Contact Name: _____		
Address: _____		Apt/Ste: _____
City: _____	State: _____	Zip: _____

EVENT INFORMATION

Event Name: <u>NATIONAL NIGHT OUT</u>			
Location/Facility Requested (Check all that apply):			
☐ Schwiebert Riverfront Park	☐ Sunset Park	☐ Lincoln Park	☐ Martin Luther King Jr. Park
☐ Main Stage & Great Lawn		☐ Band Shell	☐ Terry Brooks
☐ Observation Shelter	☒ Longview Park	& Shelter	Performance Stage
☐ Triangle Lawn	☐ Douglas Park	☐ Gazebo	& Shelter
☐ Other _____		☐ Wedding Plaza	
Event Date(s): <u>August 5, 2025</u>	Event Time: <u>5:30 pm</u>	to <u>8:30 pm</u>	
Set-Up Date(s): <u>August 5, 2025</u>	Set-Up Time: <u>4:30 pm</u>	to <u>5:30 pm</u>	
Tear-Down Date(s): <u>"</u>	Tear-Down Time: <u>8:30 pm</u>	to <u>9:00 pm</u>	
Estimated Number of Attendees/Participants: <u>200+</u>			
Will this event interfere with/impede normal use of the area by the public?		☒ NO	YES ☐
What actions will be taken to reduce impact to others? _____			
Previous Year Date/Location: Has this event been previously held?		NO ☐	YES ☒
Location: <u>8/6/24 - Longview Park</u> Date: _____			
Do you plan to charge admission/participation fees?		☒ NO	YES ☐ (Please fill out info below)
Fee Per Adult: \$ _____	Fee Per Child: \$ _____	or General Admission: \$ _____	
Who is the recipient of the monies collected? _____			
Additional Fees may apply with admission/participation fees.			

EVENT INFORMATION Cont.**Event Description:**

Provide a detailed description of your event. Additional information may be attached.

Community of Rock Island and Law Enforcement come together to improve relations and neighborhood safety. Generate support for local anti-crime efforts. Firefighters are also included as well as other city personnel. Includes refreshments, K9 unit demonstration, tug of war between youth & police, bouncy house, music, small program by Community Caring Conference.

EVENT FEATURES

All event features are subject to the approval of the Park Board. Additionally, certain features such as street closures and those mentioned below may require separate permits from the City of Rock Island. For more information regarding City of

FOOD & NON-ALCOHOLIC BEVERAGESAre you requesting permission to **sample** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☐ NoAre you requesting permission to **sell** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ No**IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.**

If vendors/caterers are known please list:

Grilled hot dogs, chips, cookies & non alcoholic beverages.

Food is free to ALL!!

Indicate the number of vendors and type of stand for each (tent/trailer/grill/table only/truck/etc.):

Beverages: _____

Food: _____

Merchandise: _____

Info/Registration: _____

Other: _____

ALCOHOL

Alcohol for Special Events is only allowed on park property when a permit has been issued and the alcohol being provided is by a company that has appropriate licenses from the State of Illinois Liquor Commission, and has been approved by the Rock Island Park Board and given a license from the City of Rock Island. Request must be given to the Park Board eight-weeks in advance. Requests must be given to the City of Rock Island at least 30 days in advance. Approved copy of the appropriate licenses must be submitted to the Park Board within 30 days of the event. Please plan accordingly by **submitting all appropriate paperwork at least eight week prior to your event date** to allow the Park Board and City of Rock Island time to make recommendations to ensure participant and public

Are you requesting permission to have beer or wine at your event?

☐ Serve☐ Sell

Please attach a detailed plan for serving alcohol and preventing underage drinking.

☒ NO

YES (Please continue)

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol? _____

Additional charges may apply with Serving/Selling Alcohol.

EVENT FEATURES**MERCHANDISE**Are you requesting permission to **sample** merchandise?

- ☐ Yes (Event Participants only) ☐ Yes (to the General Public)

~~Yes~~ NoAre you requesting permission to **sell** merchandise?

- ☐ Yes (Event Participants only) ☐ Yes (to the General Public)

~~Yes~~ No**ELECTRICAL** (Additional fees may apply)

Indicate the number of electrical outlets that will be needed, and attach a description or site map:

Electrical outlets needed:

2

Location: _____

Purpose: music/PA system/roaster
keep food warm

Electrical outlets needed: _____

Location: _____

Purpose: 1**AMPLIFIED SOUND** (Additional fees may apply)

Are you requesting permission to have amplified sound?

~~YES~~ NO

YES (Please continue)

Hours of Amplified Sound: _____ to _____

Description (Please describe purpose and plans for amplified sound)

Will music/sound be monitored for language content?

~~YES~~ NO

YES

Are you planning to provide live entertainment as a feature of your event?

~~YES~~ NO

YES (Please continue)

Description: _____

Will you provide sound equipment or rent from Rock Island Parks & Recreation? (Renting only available to Schwiebert Park)

- ☐ Provide ☐ Rent

Includes 2 speakers, 2 microphones with stands, and adaptor for CD player, MP3 Player or IPOD (players not included). System is designated for speaking and solo artists; not suitable for band amplification.

How will you be using the System? _____

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The Park Board may consider granting permission for the delivery of equipment and supplies for event set-up and tear-down. Additional Fees apply.

Driving and/or Parking vehicles on grass/athletic fields is STRICTLY PROHIBITED.

Are you requesting permission to operate staff/supply vehicles on Park Board service roads for delivery of equipment and supplies?

~~YES~~ NO

YES (Please continue)

Cars: _____ # Trailers: _____ # Buses: _____ # Semi Trucks: _____

Golf Carts: _____ # Other: _____ Describe: _____

EVENT ADDITIONS

If you're planning to erect, install, or use any of these structures, describe below. A separate sheet with additional details may be attached.

Will your event include the installation of **STAGES/PLATFORMS**?

NO

YES (Please continue)

Description: _____

Will your event include the use of **PORTABLE TOILETS**?

NO

YES (Please continue)

Required at MLK Jr. Park & Park Board may require at other locations.

Number of Toilets: _____

Locations: _____

Will your event include the use of **DUMPSTERS** or Garbage Control?

NO

YES (Please continue)

Park Board may require, Garbage May Not Overflow at any time during your event.

Description: _____

Are you requesting that your event include the installation of **FENCING**?

NO

YES (Please continue)

Required at any park if Serving Alcohol.

Describe purpose and location: _____

Will signage be used in the Park and what type: _____

Will your event include the use of **OTHER STRUCTURES OR FEATURES** not identified above?

(Inflatable's, Fireworks, Barricades, Bleachers, Table/Chairs, Etc...)

NO

YES (Please continue)

Description: _____

Will your event require the use of **TENTS OR CANOPIES**?

NO

YES (Please continue)

Permit required for tents over 1,000 square feet. Additional fees may also apply.

Number of Tents: _____

Size: _____ x _____

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RENTAL OF EQUIPMENT

Rental of Chairs, Tables, Stanchions & Fences are **ONLY** available at Schwiebert Riverfront Park.

Are you requesting rental of any of the following from RI Parks & Rec?

NO

YES (Please continue)

Chairs: _____

Tables: _____

Stanchions: _____

of Fence Sections: _____

(90 Available)

(10 Available)

(20 Available)

(60 Available)

(Each 8' wide x 4' high)

(Required if serving alcohol)

Attach a Site Map if you plan to include any of the previously mentioned features at your event. The Site Map should indicate the relative location of the following: all sources of amplified sound and direction of sound, tents and canopies with sizes, stages, promotional cars, inflatable's, portable toilets, dumpsters, fences & barricades, and other structures; proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on Park Board property during the event; locations a alcohol, food and merchandise services/sales; and proposed street closures. Site Maps are subject to the approval of the Park Board.

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Please note that all costs incurred promoting and marketing events prior to the insurance of an approved Special Event Permit from the Rock Island Park Board and Changes/modifications relative to the event from the Park Board/or City of Rock Island is at the sole expense of the Event Organizer.

How will your event attendees be notified or invited to the event?

Newspaper | Email | Facebook

Will your event be publicly advertised?

NO

☒ YES (Please continue)

Description:

See Above

Will your event have a Webpage and/or Social Media?

NO

YES (Please continue)

Link:

Link:

SECURITY (Park Board may require)

Have you made provisions for on-site security services?

NO

YES (Please continue)

Security Company:

RIPD will be in attendance - Event for Law Enforcement & Community

Contact Name:

Address:

City:

St:

Zip:

Email Address:

Phone:

Event Day Cell #:

Insurance Company:

MEDICAL SERVICES (Park Board may require)

Have you made provisions for on-site medical services?

☒ NO

YES (Please continue)

Medical Company:

Contact Name:

Address:

City:

St:

Zip:

Email Address:

Phone:

Event Day Cell #:

STREET CLOSURES OR USE OF PUBLIC WAY

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☒ NO

Yes (Please continue)

Location Description:

Will you be requesting permission to close a park road from the Rock Island Park Board?

☒ NO

Yes (Please continue)

Location Description:

PARKING AND TRANSPORTATION PLAN Parking is only allowed in parking lots and designated street parking.

Have you made provisions for safe transportation and/or parking?

NO

Yes (Please continue)

Description:

INSURANCE "Certificate of Insurance in the amount of \$1,000,000 worth of General liability coverage that name the Rock Island Park B Board as an additional insured" required by Park Board. ***Certificate required AFTER event approval by Park Board - Submit to Events Manager

Is your agency covered by Liability Insurance?

NO

Yes

Please attach letter of verification is applicable.

POLICIES

- Alcohol is not allowed in the park without proper documentation and fees.
 - No set-up or decorating may take place until RI Parks & Rec staff is present.
 - Refundable damage deposit is required for special event along with a valid credit card on file.
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 - Glass bottles are not allowed in the park for safety reasons.
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- With at least a 15-day notice, the applicant will receive a refund of fees, less a cancellation of a \$100 fee.
- Within a 15-day notice, no refunds will be issued.
- Inclement Weather cancellations must be discussed with Parks Special Event Manager.

SIGNATURE

Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met.

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Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to pay by credit card on file if damage cost are greater than the refundable deposit; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's contract; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and I agree to abide by them.

The Undersigned has full authority to represent the sponsoring organization:

Printed Name:

Ametra Carroll, Community Organizer for CCC

Signature:

Ametra Carroll

Date:

01/23/25