

ROCK ISLAND PARKS &
RECREATION – PARK BOARD
April 15th, 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 March Minutes
4. Correspondence
 - a. Thank You: Morrie Unterscheidt
5. Finances:
 - a. Monthly Report from Finance Department
 - b. Bills for the month of March 2025: \$230,435.97
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 & Adaptive Programming
- 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 Application: Pride Festival
- b. Special Event Application: Evening of Opera
- c. Special Event Application: Petting Zoo in the Park
- d. Special Event Application: Multi Church Service
- e. Special Event Application: Floatzilla
- f. Special Event Application: MoPars in Sunset
- g. Update on Mel McKay Tennis Courts

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

13. Adjourn

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

3/18/25– 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, Venessa Taylor

Members Absent: Bill Anderson

Staff Present: Todd Winter, Assistant Director; Nick Frey, RIFAC Front Office Manager; Kathy Bailey, Preschool Director

Staff Absent: John Gripp, Executive Director; Kimberly Kruse, Parks Administrative Office Manager

Audience: none

3. February Park Board Minutes

Minutes are adopted as written.

4. Motion to move to 11A by Mr. McEvoy. Seconded by Mr. Foley. All said yes. Introduction of Nick Frey and Kathy Bailey to the Parks & Recreation Department

5. Correspondence

Thank you's from Jordan Catholic School, Farm Fresh Reading, Sherrard High School, and Community Christian Fellowship were recognized.

6. Monthly Report from Finance Department as of January 2025 was given

7. Approval of the Bills for the Month of February for \$293,804.17

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

8. Director's Report and other reports

Monthly Reports given by Executive Director and Assistant Director as written in the park board packet available on the rigov.org website.

9. New Business

Covered previously with 11A item

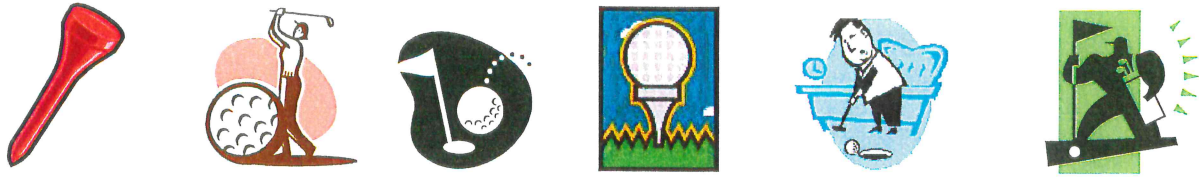
10. Other Business

None

The meeting was adjourned at 5:56 pm

Kimberly B Kruse,
Parks & Recreation
Admin Office Manager

DRAFT



**THE TWENTY-NINTH ANNUAL
CHAD UNTERSCHIEDT MEMORIAL GOLF TOURNAMENT – JUNE 7, 2025**

*Morrie Unterscheidt
2049 42nd Street
Rock Island, IL 61201*

Let me take this opportunity to thank you for your generous contribution to the Chad Unterscheidt Memorial Golf Tournament. It is because of people like you that this tournament has been such a success.

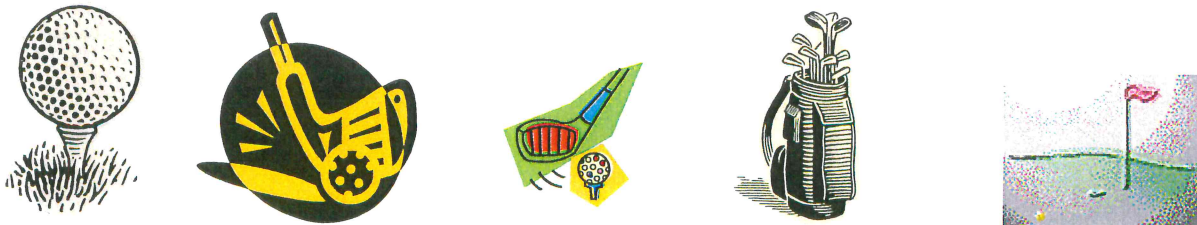
Last year, we were able to award **TWENTY-ONE** \$500.00 scholarships to deserving area high school students. Hopefully, after this year’s tournament, we will be able to increase the number of scholarships this tournament provides.

We continue to support local high school students with individual scholarship funding in the memory of Chad Unterscheidt.

THANK YOU!!!!!!

Sincerely;
Morrie Unterscheidt
Morrie Unterscheidt

I do have a tax ID#. Please contact me if you need this information.



PARKS AND RECREATION
MONTHLY FINANCIAL REVIEW
STATEMENT OF REVENUES AND EXPENDITURES
For the One Month Ended February 28, 2025

	ORIGINAL BUDGET	REVISED BUDGET	YTD ACTUAL	% OF BUDGET
ADMIN				
REVENUES	253,126.00	253,126.00	42,187.66	17%
EXPENDITURES*	859,336.00	859,336.00	130,220.72	15%
NET	(606,210.00)	(606,210.00)	(88,033.06)	
PARKS MAINTENANCE				
REVENUES	1,447,505.48	1,445,405.00	600.00	0%
EXPENDITURES*	1,386,515.00	1,686,159.82	171,950.47	10%
NET	60,990.48	(240,754.82)	(171,350.47)	
RECREATION PROGRAMS				
REVENUES	1,263,262.00	1,263,262.00	8,410.00	1%
EXPENDITURES*	814,783.00	720,858.00	85,651.88	12%
NET	448,479.00	542,404.00	(77,241.88)	
WHITEWATER JUNCTION				
REVENUES	510,900.00	510,900.00	-	0%
EXPENDITURES*	507,424.00	513,274.00	10,573.34	2%
NET	3,476.00	(2,374.00)	(10,573.34)	
HIGHLAND SPRINGS GOLF COURSE				
REVENUES	1,322,250.00	1,322,250.00	4,894.51	0%
EXPENDITURES*	1,142,565.00	1,143,765.00	71,951.46	6%
NET	179,685.00	178,485.00	(67,056.95)	
SAUKIE GOLF COURSE				
REVENUES	704,750.00	704,750.00	3,672.56	1%
EXPENDITURES*	810,778.00	811,778.00	29,063.79	4%
NET	(106,028.00)	(107,028.00)	(25,391.23)	
GOLF PRO SHOP				
REVENUES	45,050.00	45,050.00	-	0%
EXPENDITURES*	30,200.00	30,200.00	-	0%
NET	14,850.00	14,850.00	-	
ROCK ISLAND FITNESS AND ACTIVITY CENTER				
REVENUES	1,751,827.00	1,751,827.00	266,733.45	15%
EXPENDITURES*	1,435,482.00	1,527,207.00	185,292.46	12%
NET	316,345.00	224,620.00	81,440.99	
SCHWIEBERT RIVERFRONT PARK				
REVENUES	156,916.00	156,916.00	1,775.00	1%
EXPENDITURES*	161,603.00	161,603.00	3,024.95	2%
NET	(4,687.00)	(4,687.00)	(1,249.95)	
TOTAL (LESS CAPITAL PROJECTS)				
REVENUES	7,455,586.48	7,453,486.00	328,273.18	4%
EXPENDITURES*	7,148,686.00	7,454,180.82	687,729.07	9%
DEPRECIATION	566,970.00	566,970.00	-	
NET	(260,069.52)	(567,664.82)	(359,455.89)	
CAPITAL PROJECTS (HODGE PARK TRAIL, HIGHLAND SPRINGS & SAUKIE CLUBHOUSES)				
REVENUES	-	-	2,100.48	#DIV/0!
EXPENDITURES*	304,800.00	1,157,562.75	115,585.81	31%
NET	(304,800.00)	(1,157,562.75)	(113,485.33)	

*LESS DEPRECIATION

PARKS AND RECREATION
PRELIMINARY MONTHLY FINANCIAL REVIEW
2 YEAR COMPARISON
FOR THE ONE MONTH ENDED FEBRUARY 28, 2025 & 2024

During the budget process for CY 2025, \$507,866 was transferred from the General Fund surplus to the Parks and Recreation Fund to assist with balancing the 2025 budget. The City's annual audit for CY 2024 will be held in April 2025. All applicable audit adjustments will be performed once the audit is completed. Monthly depreciation for 2025 will not be calculated until after the annual audit adjustments have been performed, but are still reflected in the 2024 actuals. Some of the revenue received in through February 2025, such as property tax revenue, was prior year revenue and has been accrued back to CY 2024.

1. Revenue:

Golf	Down \$3,628 (34%) from the same period in 2024
Memberships	Up \$10,828 (8%) from the same period in 2024
Programs	Up \$11,783 (12%) from the same period in 2024
Concessions	Down \$29 (1%) from the same period in 2024
Rentals	Down \$5,463 (52%) from the same period in 2024

2. Wage Expenses are down \$659 (0.22%) from the same period in 2024

3. Supply and Service Expenses are up \$69,920 (37%) over the same period in 2024

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

2025	2024
\$ 330,374	\$ 326,545

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

2025	2024
\$ 803,315	\$ 562,400

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

2025	2024
\$ (472,941)	\$ (235,855)

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 MARCH 01 2025 TO MARCH 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
PARK/REC ADMINISTRATION					
	02411	IL ASSN PARK DISTRICTS	Rock Island Parks 2025 dues	938.20	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	admin elec	100.00	555 PARK & RECREATION
				TOTAL :	1038.20
RECREATION					
	18243	CHRIS ONTIVEROS	tennis lessons	480.00	555 PARK & RECREATION
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	42.42	555 PARK & RECREATION
	17917	ENTERPRISE FM TRUST	Enterprise Lease	1352.40	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	elec/complex	257.49	555 PARK & RECREATION
			elec/hauberg	246.90	555 PARK & RECREATION
			gas/hauberg	1717.36	555 PARK & RECREATION

				2221.75	
	01781	MILLENNIUM/BFI	hauberg garbage	160.76	555 PARK & RECREATION
	18067	THYMET PEST CONTROL / BCRGEHN INC	carriage house bug spray	60.00	555 PARK & RECREATION
			hauberg bug spray	26.00	555 PARK & RECREATION

				86.00	
				TOTAL :	4343.33
WHITEWATER AQUATIC CTR					
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	31.81	555 PARK & RECREATION
	16204	GLOBAL WIRELESS LTD	wj sirius music annual bill	599.88	555 PARK & RECREATION
	18218	LILLICRAP INC	wj signs	723.67	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	elec/whitewater junction	1483.04	555 PARK & RECREATION
			gas/whitewater junction	372.33	555 PARK & RECREATION

				1855.37	
	18795	ORIGINAL WATERMEN INC	wj lifeguard suits	1764.90	555 PARK & RECREATION
				TOTAL :	4975.63
SCHWIEBERT RIVERFRONT PA					
	01200	C D FORD & SONS INC	plants	650.00	555 PARK & RECREATION
	10039	CLOWN-A-ROUND INC.	RWB face painting	450.00	555 PARK & RECREATION

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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	5.30	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	elec/schwiebert	849.11	555 PARK & RECREATION
	18945	RANJANI GOPIKRISHNA	refund for Revive RI	40.00	555 PARK & RECREATION
			TOTAL :	1994.41	
PARKS					
	01200	C D FORD & SONS INC	hort plants	151.20	555 PARK & RECREATION
			plants	845.00	555 PARK & RECREATION
			plants	1040.20	555 PARK & RECREATION
				2036.40	
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	5.30	555 PARK & RECREATION
			TELEPHONE SERVICES	15.91	555 PARK & RECREATION
				21.21	
	17917	ENTERPRISE FM TRUST	Enterprise Lease	450.80	555 PARK & RECREATION
	18547	ESI ENVIRONMENTAL SERVICES LLC	skafidas and douglas portapots	205.00	555 PARK & RECREATION
	19097	HERITAGE TRACTOR LLC	hort trade in	7900.00	555 PARK & RECREATION
	13872	LAUTERBACH & AMEN LLP	OSLAD '23 audit	5000.00	555 PARK & RECREATION
	15622	MANATT'S INC	pvsf f25	1103.13	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	gas/parks	1375.51	555 PARK & RECREATION
			elec/parks	3278.19	555 PARK & RECREATION
				4653.70	
	14928	MILL CREEK MINING INC	ca6	207.02	555 PARK & RECREATION
	01781	MILLENNIUM/BFI	parks garbage	84.28	555 PARK & RECREATION
	00899	REPUBLIC ELECTRIC CAOMPNY LLC	douglas outlets for rec cooler	42.34	555 PARK & RECREATION
	14856	ROCK ISLAND COUNTY ETSB	309-429-3006	135.87	555 PARK & RECREATION
	18067	THYMET PEST CONTROL / BCRGEHN INC	chalet bug spray	26.00	555 PARK & RECREATION
	00629	TOTAL MAINTENANCE IN	hort boile sensor	611.50	555 PARK & RECREATION
			TOTAL :	22477.25	
HIGHLAND GOLF MAINTENANC					
	16496	ADVANCED TURF SOLUTIONS INC	highland supp	2701.30	555 PARK & RECREATION

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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			highland cup setter, marker, r	1163.40	555 PARK & RECREATION
				3864.70	
15725	ARNOLD MOTOR SUPPLY LLP		highland tie wrap	68.99	555 PARK & RECREATION
			highland tie wraps	68.99	555 PARK & RECREATION
				137.98	
00297	BLICK & BLICK OIL		highland diesel	1055.25	555 PARK & RECREATION
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	10.60	555 PARK & RECREATION
15433	KIMBALL MIDWEST		highland extractor, term, disc	314.23	555 PARK & RECREATION
00528	MENARDS INC		highland 110W T12 42K HO	99.90	555 PARK & RECREATION
			highland funnel, markers	97.01	555 PARK & RECREATION
				196.91	
00560	MIDAMERICAN ENERGY		elec/highland springs	753.23	555 PARK & RECREATION
			gas/highland springs	889.73	555 PARK & RECREATION
				1642.96	
12083	MTI DISTRIBUTING INC		highland bedknife, screw	308.34	555 PARK & RECREATION
			highland seat, parts	363.52	555 PARK & RECREATION
			highland drive assy parts	4244.31	555 PARK & RECREATION
				4916.17	
04257	PHELPS UNIFORM SPECIALISTS INC		highland laundry	7.25	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	7.25	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	7.25	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	7.25	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
				142.08	
01168	R & R PRODUCTS INC		highland mower blade	74.70	555 PARK & RECREATION
			TOTAL :	12355.58	
HIGHLAND CLUBHOUSE					
01274	A & A AC & REFRIGERATION INC		highland ice machine rent	175.00	555 PARK & RECREATION
00387	CITY OF ROCK ISLAND		food & bev permit	100.00	555 PARK & RECREATION

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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
15887	CS	TECHNOLOGIES, INC	TELEPHONE SERVICES	31.81	555 PARK & RECREATION
09929	EUCLID	BEVERAGE OF GALESBURG	highland beer	524.10	555 PARK & RECREATION
16204	GLOBAL	WIRELESS LTD	highland sirius music annual b	599.88	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
02905	HIGHLAND	PACKING CO INC	highland sandwiches	663.12	555 PARK & RECREATION
01781	MILLENNIUM/BFI		highland garbage	392.00	555 PARK & RECREATION
12284	MYERS	COX CO	highland can liners	5.09	555 PARK & RECREATION
			highland food	1297.04	555 PARK & RECREATION
			2024 credits	191.42-	555 PARK & RECREATION

				1110.71	
19105	SAGACITY	GOLF TECHNOLOGIES INC	highland/saukie mobile app	1200.00	555 PARK & RECREATION
01174	STERN	BEVERAGE INC	highland beer	764.10	555 PARK & RECREATION
17008	WP	BEVERAGE LLC	highland drinks	1410.19	555 PARK & RECREATION
			TOTAL :	8028.91	
GOLF PRO SHOP					
01147	HORNUNGS	PRO GOLF SA	proshop martini tees	219.64	555 PARK & RECREATION
			proshop perf prints	706.17	555 PARK & RECREATION

				925.81	
11410	TAYLOR	MADE GOLF COMPANY INC	proshop hats/caps	475.50	555 PARK & RECREATION
			proshop gloves	182.89	555 PARK & RECREATION
			proshop caps	58.68	555 PARK & RECREATION

				717.07	
01181	TITLEIST		proshop balls	1698.63	555 PARK & RECREATION
			proshop merch gloves	801.35	555 PARK & RECREATION

				2499.98	
12720	WILLICK	CORP, DBA BURLINGTON GOLF	proshop golf balls	6000.00	555 PARK & RECREATION
			TOTAL :	10142.86	
SAUKIE GOLF MAINTENANCE					
16496	ADVANCED	TURF SOLUTIONS INC	saukie supp	1614.56	555 PARK & RECREATION

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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			saukie cup setter, markers, ro	305.70	555 PARK & RECREATION

				1920.26	
15725	ARNOLD MOTOR SUPPLY LLP		saukie ball bearings	8.93	555 PARK & RECREATION
			saukie safety pins	4.61	555 PARK & RECREATION
			saukie ball bearings	53.58	555 PARK & RECREATION
			saukie return core	32.00-	555 PARK & RECREATION

				35.12	
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	5.30	555 PARK & RECREATION
00164	ILLINOIS DEPARTMENT OF AGRICULTURE		operator lic john lauer	90.00	555 PARK & RECREATION
12959	M & M GOLF CARS LLC		saukie shoe kit, hardware, del	875.31	555 PARK & RECREATION
00560	MIDAMERICAN ENERGY		gas/saukie	664.41	555 PARK & RECREATION
			elec/saukie	144.60	555 PARK & RECREATION

				809.01	
04257	PHELPS UNIFORM SPECIALISTS INC		saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie laundry	9.50	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	9.50	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	9.50	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	9.50	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie towels	14.55	555 PARK & RECREATION
			saukie laundry	9.50	555 PARK & RECREATION

				199.48	
01165	PRESTIGE FLAG		saukie flags, dirt guard	991.47	555 PARK & RECREATION
			TOTAL :	4925.95	
SAUKIE CLUBHOUSE					
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	31.81	555 PARK & RECREATION
18547	ESI ENVIRONMENTAL SERVICES LLC		saukie portapots	205.00	555 PARK & RECREATION
11313	ESTES CONSTRUCTION		suakie clubhouse construction	128507.07	555 PARK & RECREATION

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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
09929		EUCLID BEVERAGE OF GALESBURG	saukie beer	836.80	555 PARK & RECREATION
18711		GOLF COMPETE INC	saukie golf software	428.00	555 PARK & RECREATION
05159		JOSEPH ARCHITECTURAL GROUP PC	Saukie const arch services	1250.00	555 PARK & RECREATION
00560		MIDAMERICAN ENERGY	saukie temp trail elec	136.64	555 PARK & RECREATION
			Saukie gas line install	3099.83	555 PARK & RECREATION

				3236.47	
01781		MILLENNIUM/BFI	saukie garbage	179.52	555 PARK & RECREATION
12284		MYERS COX CO	saukie food	422.93	555 PARK & RECREATION
			saukie cups, spoons	88.15	555 PARK & RECREATION

				511.08	
03063		RAGAN MECHANICAL	Saukie RPZs	202.00	555 PARK & RECREATION
01174		STERN BEVERAGE INC	saukie beer	791.10	555 PARK & RECREATION
17008		WP BEVERAGE LLC	saukie drinks	496.60	555 PARK & RECREATION
			TOTAL :	136675.45	
RIFAC					
18142		ADAM JOHNSON	basketball ref	60.00	555 PARK & RECREATION
			basketball ref	60.00	555 PARK & RECREATION

				120.00	
00101		AUGUSTANA COLLEGE	spring break volleyball	310.00	555 PARK & RECREATION
18947		AUSTIN BORN	basketball league	40.50	555 PARK & RECREATION
00386		CITY OF MOLINE	sweetheart dance 2/8/25	521.97	555 PARK & RECREATION
19089		CRAIG YEOCUM	basketball ref	120.00	555 PARK & RECREATION
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	68.93	555 PARK & RECREATION
			TELEPHONE SERVICES	21.21	555 PARK & RECREATION

				90.14	
08398		DANIEL P BAKER	racquetball tourn cons fee	82.00	555 PARK & RECREATION
18757		DREW BOFFELI	basketball ref	60.00	555 PARK & RECREATION
			basketball ref	60.00	555 PARK & RECREATION

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FROM MARCH 01 2025 TO MARCH 31 2025

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
				120.00	
00365	GRAINGER		supplies	135.13	555 PARK & RECREATION
			wire rope	60.49	555 PARK & RECREATION
			90 extruded street elbow	6.12	555 PARK & RECREATION
			hex busing brass	15.06	555 PARK & RECREATION
			paper towel sheets	329.90	555 PARK & RECREATION
				546.70	
00146	HANDY TRUE VALUE		snap links,connectors etc	59.69	555 PARK & RECREATION
			cleaner/battery	48.97	555 PARK & RECREATION
			brass rd swivel quick	19.77	555 PARK & RECREATION
			scour pad,wht liq rubber, brus	35.65	555 PARK & RECREATION
				164.08	
06030	HAWKINS INC		azone	921.25	555 PARK & RECREATION
08664	INTEGRITY CLEANING S		rifac cleaning	1440.00	555 PARK & RECREATION
00199	INTERSTATE BATTERY OF THE QC		supplies	337.20	555 PARK & RECREATION
18693	JACOB PAUWELS		basketball ref	60.00	555 PARK & RECREATION
19093	JAMES VANDEHEEDE		basketball ref	60.00	555 PARK & RECREATION
19013	JOHN DOPLER		basketball ref	60.00	555 PARK & RECREATION
19090	MARCELLOUS JOHNSON		basketball ref	120.00	555 PARK & RECREATION
05685	MEDIACOM		acct # 8384890010103896	393.90	555 PARK & RECREATION
00528	MENARDS INC		door sweep commer 36 brz	44.37	555 PARK & RECREATION
			compr elbow tub/compunion	17.16	555 PARK & RECREATION
			supplies	98.34	555 PARK & RECREATION
				159.87	
00560	MIDAMERICAN ENERGY		rifac elec	5407.73	555 PARK & RECREATION
01781	MILLENNIUM/BFI		rifac garbage	267.49	555 PARK & RECREATION
18428	MODERN PIPING INC		plumbing repairs/backwater val	226.50	555 PARK & RECREATION
			Preschool rm overheating	664.00	555 PARK & RECREATION
				890.50	
13395	MOLINE GLASS		rifac mirrors replace	759.44	555 PARK & RECREATION
17397	PEISCH INC		rifac detergent	319.50	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

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

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
01067		PERFORMANCE FOOD GROUP TPC	rec gym food	42.84	555 PARK & RECREATION
			rec gym food	25.43	555 PARK & RECREATION

				68.27	
18183		QC CUSTOM TEES & MORE	basketball names/numbers	660.00	555 PARK & RECREATION
12822		RAUL CERVANTES SR.	basketball ref	120.00	555 PARK & RECREATION
00899		REPUBLIC ELECTRIC CAOMPNY LLC	supplies	383.88	555 PARK & RECREATION
17374		RUBEN RANGEL	basketball ref	60.00	555 PARK & RECREATION
18181		UNIVERSAL BUILDING MAINTENANCE LLC	rifac monthly cleaning	8487.06	555 PARK & RECREATION
17008		WP BEVERAGE LLC	rec gym drinks	329.85	555 PARK & RECREATION
			rec gym drinks	57.07	555 PARK & RECREATION

				386.92	
			TOTAL :	23478.40	
			GRAND TOTAL :	230435.97	

010 CITY OF ROCK ISLAND

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

SUMMARY BY FUND

555	PARK & RECREATION	230435.97
	TOTAL :	----- 230435.97



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

**Director
John Gripp**

- **Mel Mckay Park Tennis Courts**

I have been working with the USTA (United States Tennis Association) on refurbishing the tennis courts at Mel McKay Park. This project was spurred by Madison Keys winning the Australian Open tennis tournament. I met contractors at the courts to get estimates on refurbishing the tennis courts and replacing the fencing. The goal is to complete the project by September and possibly get Madison to come to Rock Island for a ribbon cutting.

- **Staff Appraisal**

Todd and I completed a staff appraisal in March.

- **Friends of Longview Park**

I met with Tom Sparkman, President of the Friends of Longview Park. While we did not get the OSLAD Grant to make many improvements in the park, the group continues to work on the conservatory and lagoon. We are also planning park cleanup days as well. The QC Disc Club is also volunteering to construct new tee boxes and installing new baskets. We will continue to work together to fundraise, stretch funding as far as we can and promote FOLP membership.

- **Saukie Clubhouse**

Todd and I went to the Great Escape to pick out furniture for the Saukie Clubhouse. We selected inside and outside tables and chairs. The furniture will be very similar to what was selected for Highland Springs. It is much more cost effective for us to do this compared to a contractor.

- **Downtown Events & Applications**

Todd and I met with the Mayor and other city staff to discuss the process for holding an event in the city. Right now, the city has several different event applications for various activities. The goal is to streamline the process to make it easier for staff and the customer.

- **Vacation**

I was able to take some time off in March. Our department has a number of staff that tend to build up time off and scramble to get it taken before it is lost at the end of the year. This year I am encouraging folks to take their earned time before they lose it.

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.

- **Denkman Park**

This project is complete.

- **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.

- **Genesis Guild**

The Genesis Guild has received \$26,000 in ARPA funds to conduct a structural engineering study on the Genesis 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: Siding is complete. Drywall is installed. Interior painting will start in April. Concrete work in the parking lot will be completed in April. We received bids to replace the fence along the parking lot and install a fenced dumpster enclosure. John and I purchased furniture from the Great Escape. The furniture will be very similar to what we have at Highland Springs. The project is nearing the finish line with an anticipated opening date of May 24th.
- The golf courses opened for the 2025 season on Friday March 21st. It was a chilly opening weekend but the courses are starting to get busy! Golf leagues and outings will begin in late April.
- John and I met with USTA representatives to discuss potential funding opportunities to redo the tennis courts at Mel McKay park.
- John and I met with the Parks & Rec Foundation chairman, Daryl Empen, to discuss fundraising opportunities and activities for the Foundation to offer.

- The Library presented their strategic plan to staff at our March Recreation Team meeting. The Library continues to be a core partner of ours and our planning will align in several ways.
- Conducted interviews for the part time RIFAC office worker position.
- Attended the Rock Island-Milan School District Community Power Hour event. This is a quarterly meeting the school district hosts to bring together a wide variety of service providers.



Saukie Monday Spring League

- \$120 per player (Greens Fees Only)
- Starts April 21st for 8 weeks 5:00 pm shotgun start

PLAY SPARK GOLF

Highland Springs Municipal Monday League

Spark is a 9-hole, social golf league organized to be casual and fun, with a touch of friendly competition

Plays Mondays at 5:10pm starting April 14th



Highland Springs Thursday 2-Man Golf League

Starts Thursday May 1st for 11 Weeks 5:00 pm shotgun start 2 Person Teams

- \$205 per player-Greens Fees Only
- \$285 per player (includes cart)
- \$40 Passholders—Greens Fees only
- \$120 Passholders (Includes Cart)

Format:

- Teams paired up against a different team each week
- Best Ball Format (low ball)
- Scores will be handicapped
- Teams compete head to head for 9 holes
- Weekly Contests and Prizes
- 11th round is a fun play day with awards/ dinner banquet following golf

Call (309) 732-7265 or email winter.todd@rigov.org to sign your team up

Ri PARKS & RECREATION
ROCK ISLAND ILLINOIS

Saukie Thursday League

Spark is a 9-hole, social golf league organized to be casual and fun, with a touch of friendly competition

Plays Thursdays at 5:00pm starting April 17th



Submitted by: Nikki Carr, Community Recreation & Facilities Manager

Special Interest Programs/Events Offered	Revenue
Tai Chi Chuan – Beginner & Intermediate	\$515.00

RIFAC	Revenue
Membership	\$57,622.72
Guest Pass	\$4,304.00
Punch Pass (Fitness)	\$905.00
Land Fitness	\$2,306.00
Aquatic Fitness	\$1,950.00
Swim Lessons	\$4,918.00
Pickleball	\$786.00
Concessions	\$1,138.00
Rentals	\$2,480.00

Upcoming Activities/General Info

- We have completed the hiring process for WWJ. We will have 108 staff this year, 32 of them are new. Training for WWJ starts on May 5th and we are no longer taking applications.
- I finalized my summer Aquatics Management team for Whitewater Junction. We have six Lifeguard Instructors that will be leading the lifeguard team.
- We hosted a CPR Review in March for our internal staff.
- I have been working with the Preschools Director and Community Recreation Manager for summer camp training.

Submitted by: Nick Frey – Front Office Manager

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

How People Heard About RIFAC:

- former/past member/renewal/transfer -- 49
- referral – 18
- employer/school – 1
- drive by/walk in/local - 12
- programs – 1
- Google/online – 1
- Silversneakers - 5
- Silver/Active and Fit - 0
- Fitness Passport – 15
- Health Alliance - 5

Cancellations

ECP/Payroll Cancellations - 37
 Top Reasons People Canceled their ECP in March:

1. Don't use - 12
2. Moved away - 8
3. Health – 4

Babysitting Room – 207
RIFAC Rentals – party rentals 15

Guest Pass Revenue

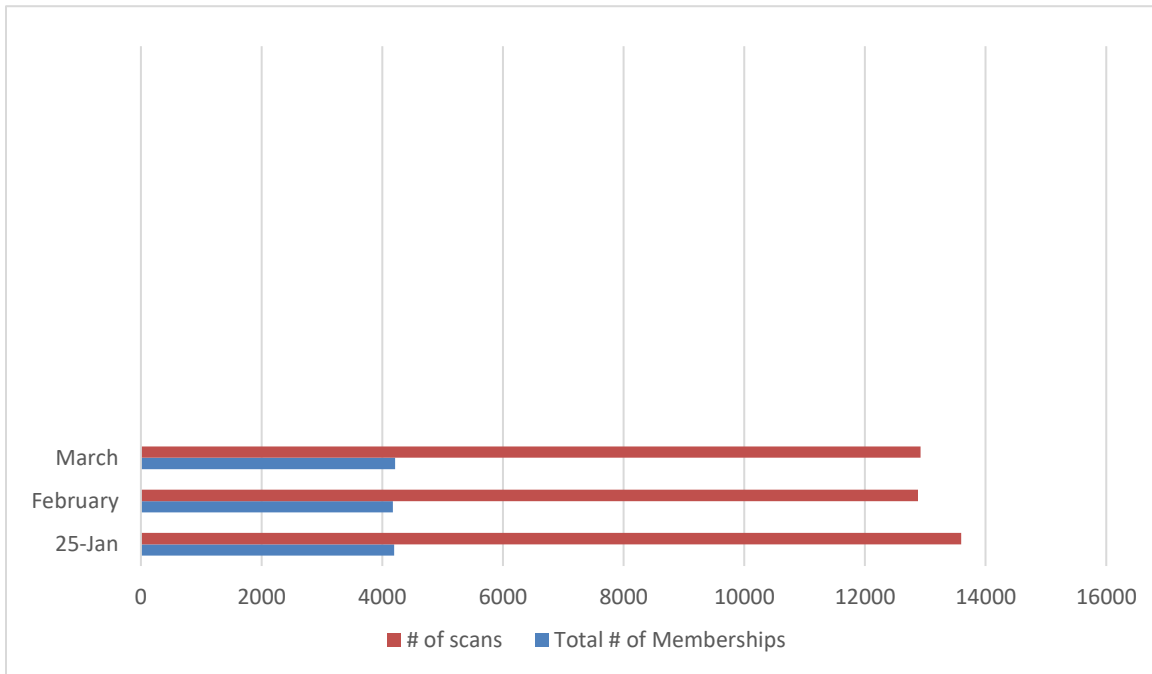
Type of Pass	Amount	Total Revenue
Youth 0-17	209	\$1,672.00
Adult 18+	136	\$1,632.00
Family	50	\$1,000.00
		\$3,304.00

Pickleball Revenue

Type of Pass	Amount	Total Revenue
Drop In Member	77	\$154.00

Drop In Non-Member	157	\$628.00
		\$782.00

Members Total – 4,216
Membership Scans – 12,924



Submitted by: Lauren Pannier – Community Recreation Manager

Programs	Revenue
Day Trippers Spring Break Camp	\$10,066.50
Daily Average: 35 kids	
Total Number of kids that attended: 384	

Upcoming Activities/General Info

- Have completed some interviews for Summer Adventure Camp counselor positions.
- Set up a table at the MLK Center to talk about some of our Spring programs coming up. Assisted parents with registering their child for those programs.
- Spring Break Day trippers camp was held March 18 – 31st. We took a field trip to Elevate and swam multiple days at RIFAC. Augustana College students from the French Department visited and provided games and activities for 2 afternoons of camp. Rock Island Public Library visited and provided a craft 2 days of camp as well.



Submitted by: Kathryn Bailey, RIFAC Preschool Director

Registration for August opened on March 4. We had about 20 people come to sign up their children at 8:00 am.

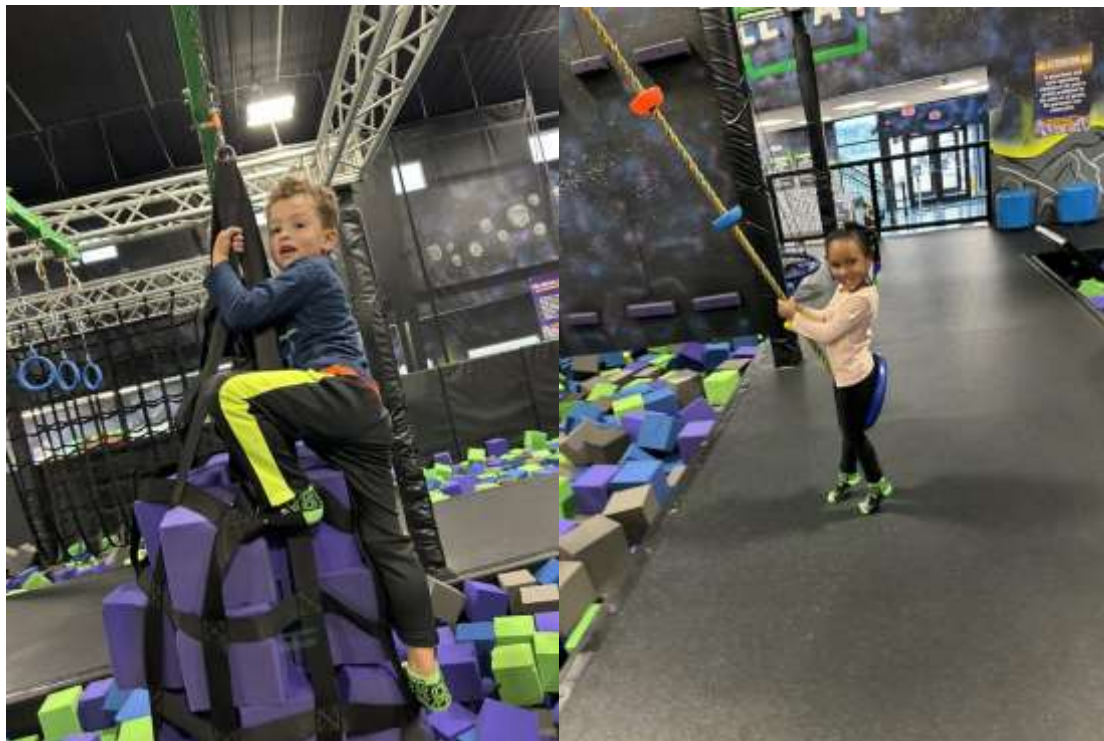
Spring Camp (March 17-28) was a success with about 30 children signed up each week.



"I do so like green eggs and ham! Thank you! Thank you, Sam-I-am!"-Dr. Seuss



Elevate Trampoline Park



Submitted by: Chris Steeber- Golf Course Superintendent Highland Springs

- Highland Springs opened Friday, March 21st. We mowed greens and had no restrictions on carts. The driving range opened on mats. We will open the grass tee on April 25th.
- For the month we had 2.95 inches of rain and a small amount of snow. Only one cart path only day.
- An application of Poa seed control was applied to the greens.
- Crabgrass control was applied to various areas in the rough.
- A lot of cleanup from this winter was completed throughout the course.
- We transplanted 19 trees from our no-mows onto the golf course. These trees were placed in areas where we lost the ash trees. If these transplanted trees thrive I plan on moving more trees in the coming years.
- We had a company come in and clean up a couple of our no-mows. The left side of eighteen next to the tee and in front of fifteen were cleaned up. This will make it easier for us to maintain in the future. I also plan on seeding these areas with native seed.
- We've put out three truckloads of mulch. The clubhouse, tee signs and all but two flower beds are completed.
- The new bunkers are looking great. In March we put out fertilizer and seeded the thin areas. Just waiting on some rain and warm days. Most of the bunkers will be open for play at the end of April.

April Projects

- Turn on irrigation and get restrooms open.
- Begin applying fertilizer to greens, tees, fairways and rough.
- Slice fairways.
- Put dirt around new shelter and seed, fertilizer and cover.
- Build berms for newly transplanted trees.



Transplanted oak tree right side fifteen.



Cleaning up the no-mow #18 tee box.

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

- Course clean-up was continuing so that we will be ready to open
- The course opened for play on March 21st
- The second half of our cutting reels have been sharpened and were picked up so they could be installed on the mowers
- Flowerbed clean-up has begun and will continue
- BRL Land Improvements came to the course and worked on shredding some brush and small trees from the wood lines behind hole 12 and around to the nursery green area
- Greens and tees were mowed for the first time in preparation for opening day



Brush being cut on hole #12

Upcoming Work for April

- Mowing frequency will increase as temperatures warm
- Greens and tees will be brushed
- Tees will be topdressed with left over sand from last season
- Fairways will be aerified
- Preemergent will be spread in flowerbeds
- Our first applications of fungicides will be put out on greens, tees, and fairways
- The backflow preventer will be reinstalled
- The irrigation system will be charged once the low temperatures get above freezing at night

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

- Filed quarterly BAAD grant reports
- Sent out RWB vendor agreements and starting getting things tied up for the big event.
- Had my annual report with John and Todd. Had a great mutual conversation that brought on some great ideas for things going forward.
- Went to Rock Island Academy to read to the kids for the national Read Across America event.
- Participated in the Quad Cities Arts Grant review panel and helped award funds.

- Presented our two-grant request to United Way with Todd. I thought both went really well. Still waiting to hear back
- Went to The Arc of the Quad Cities to do egg stuffing for the spring egg hunt.



- Met with Moline and Bettendorf for a new event called QC Urban Scramble.
- Worked with Pete on the sports schedules for Volleyball and soccer.

Submitted by: Carrie Roelf, Marketing Manager

Social Media:

Channel	Posts	Reach
Parks & Rec Facebook Page	21	40,581 Views Followers 8,407
Parks & Rec Instagram	11	Views 802 1,532 followers
Parks & Rec Twitter	0	159 followers
Whitewater Junction Facebook		446 organic reach 8,157 followers
Whitewater Junction Instagram		878 followers views

Golf Facebook Page	7	8,818 organic reach (total 1,839 followers)
RIFAC Facebook Page	2	2,657 organic reach (followers 2,402)

(Organic Reach: The number of unique people who saw your content)
 (New page likes: The number of new people who liked your page this month)
 (post clicks: The number of times your posts were clicked on)
 (Likes/Comments/Shares: the number of times people like, comment on or share your post)

eBlasts:

Channel	Eblasts sent by staff	Reach
Golf Eclub	2	45% average open rate 1,611 opens 34 clicks
Golf Fore UP	10	11,358 recipients
Active Net	Promotions Sports Sponsorships 822 Updates/Changes Communications Daytrippers 140	962
	Total	
	Grand Total	13,931

(Open Rate: Industry average is 23.9%, so whenever our open rate is above that we are doing very well)

News Releases

Golf Courses Open	3/20/25

Text Messaging

- RIFAC
 - Billboards up
 - Direct Mail postcards, Website lead pop ups, email drip campaign, and online ads
 - 130 postcards sent to prospective members
 - 39 web leads
 - 19,974. 341 clicks google ads
 - 9,233, 233 clicks Facebook and Instagram ads
 - 21,728 Gmail ads
 - 803 YouTube ads
 - 11,886 behavioral ads
 - Our managed Google display ads: 20,857 impressions, 841 clicks

- Recreation
 - Donation requests
 - Preschool webpages updated, flyers, socials for Registration date
 - New park maps from Bi-State updated on website
 - Daytripper's flyer
 - Sports surveys
 - Sports shirts logo
 - Staff webinar
 - Started design on summer Activity Guide
 - Trained and set up new staff on our social media

- Golf
 - PGA commercials ran in March on KWQC
 - Golf flyers
 - Opening news release



DAY TRAPPERS SCHOOL BREAK Spring

Socialize • Create • Learn • Play • Field Trips • FUN!!

Grades K-6th

Running: March 18-Monday, March 23
Rock Island Fitness & Activity Center

Fee:

- Week 6 (9:00 am-4:00 pm) 20/day
- Day Trips (8:00 am-4:00 pm) \$25/day
- Shy & Play (4:00 pm-5:30 pm) \$10/day
- 10% off non-child discount available.
- Financial assistance is available.
- March 18 & 25- Comes with Registration
- March 27- Comes with Registration

Children must be registered before they come at 2019. Parents need to fill out a consent form before. Wednesday and Friday we will set up a WAC. We will have all kinds of snacks and drinks provided. We have a lot of fun activities and games. Games that are not allowed. For more information visit our website at 319.732.7275.

Rock Island Parks & Recreation: 6183 24th St
Rock Island: (319) 732-7275
Online Registration: www.rigov.org/park
Code#: 13485

Rock Island Parks & Recreation



JOIN TODAY

YOUTH on course

Join Youth on Course and youth 6-18 play at Saukie Golf Course for **\$5**

Monday-Friday after 11am
Saturday/Sunday after 12pm

Saukie



Submitted by: **Pete Pena, Sports Recreation Manager**

<u>Programs/Events Offered</u>	<u>Number of Participants</u> ⁷²²	<u>Revenue</u>
YTD		
1. Youth Tennis Lessons	8	\$ 440
2. Tumbling	17	\$ 912
3. Spring Break Volleyball Camp	31	\$ 1,270
4. Youth Volleyball League	60	\$ 3,284
5. Spring Soccer	281	\$ 15,278

TOTAL \$ 21,184
38,686

Facility Rental – Douglas Ball Diamonds

Number of Events 0
TOTAL \$ 0
0

Facility Rental – Intown Ball Diamonds

Number of Events 0
TOTAL \$ 0
0

Facility Rental – Rec Gym

1. Special Olympics Basketball practice

Number of Events 11
3
TOTAL \$ n/a
1,033 \$ 0

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

39,719

- Spring Break Volleyball Camp went great. Registration was up +39%
- Held a one-week Basketball Camp for Spring Forward Intercession
- Youth Volleyball League started. This is the second season offering Spring League in March. Registration for the league is up +35% Six team league.
- Spring Soccer Jamboree took place at Douglas Park.



Submitted by: David Driskill, Sports Field Maintenance

Campbell Sports Complex

- Routine checks on the park for damage with none found
- Removed storage items from Campbell for Douglas

Douglas Park

- Continued to organize the Douglas shed to make room for Campbell supplies and equipment
- Made upgrades to the press box/ concession interior.
- Continued trash and litter pick up around park.
- Maintaining ballfields and preparing for rentals.
- Clean bathrooms and make adjustments/repairs to plumbing
- Installed player benches on youth field.
- Set up soccer fields for programs.

In-town

- Set up in-town fields for public use.
- Began weekly maintenance schedule for the ballfields.
- Applied preemergent to infield material to control weeds

Submitted by: Marc DeMarlie, Chief Horticulturist

Greenhouse watering every couple of days. Annuals are all in and planted. Hodge path is being prepped and dug out. Calendar boxes have been planted. White water sign base being built. Bed maintenance has been done as we get to it. Fence behind maintenance garage being put up. Leaf cleanup and mulched when the weather allows. Looking for

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: 6.6 Quad Cities Pride Festival
Date: Friday, April 4, 2025

Background Information:

Quad Cities Pride Alliance is asking for use of Schwiebert Park again this year for a two-day festival. They are asking permission to sell alcohol, food, and have an Amplified Sound Permit.

They have also provided the Park Board with a map of the Front Gate area where the organization plans to have concrete blocks from AAA Rents brought in for extra security.

Recommendation:

It is the staffs recommendation to approve the application as written.

Fee:

Deposit: \$400

Rental: \$2600

Amp Sound: \$25

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:		
Organization/Production Company:		
Federal Tax ID or 501©3 #:		(attach current verification)
Address:	Apt/Ste:	
City:	State:	Zip:
Email:	Phone:	
Event Day On-Site Contact:	Cell:	
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:		
Location/Facility Requested (Check all that apply):		
<input type="checkbox"/> Schwiebert Riverfront Park <input type="checkbox"/> Main Stage & Great Lawn <input type="checkbox"/> Observation Shelter <input type="checkbox"/> Triangle Lawn <input type="checkbox"/> Other _____	<input type="checkbox"/> Sunset Park <input type="checkbox"/> Longview Park <input type="checkbox"/> Douglas Park	<input type="checkbox"/> Lincoln Park <input type="checkbox"/> Band Shell & Shelter <input type="checkbox"/> Gazebo <input type="checkbox"/> Wedding Plaza
<input type="checkbox"/> Martin Luther King Jr. Park <input type="checkbox"/> Terry Brooks Performance Stage & Shelter		
Event Date(s):	Event Time:	to
Set-Up Date(s):	Set-Up Time:	to
Tear-Down Date(s):	Tear-Down Time:	to
Estimated Number of Attendees/Participants:		
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: \$	Fee Per Child: \$	or General Admission: \$
Who is the recipient of the monies collected?		
Additional Fees may apply with admission/participation fees.		

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: _____ to _____

Description (Please describe purpose and plans for amplified sound)

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: _____

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** 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 _____

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? _____

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 g 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:

Signature:

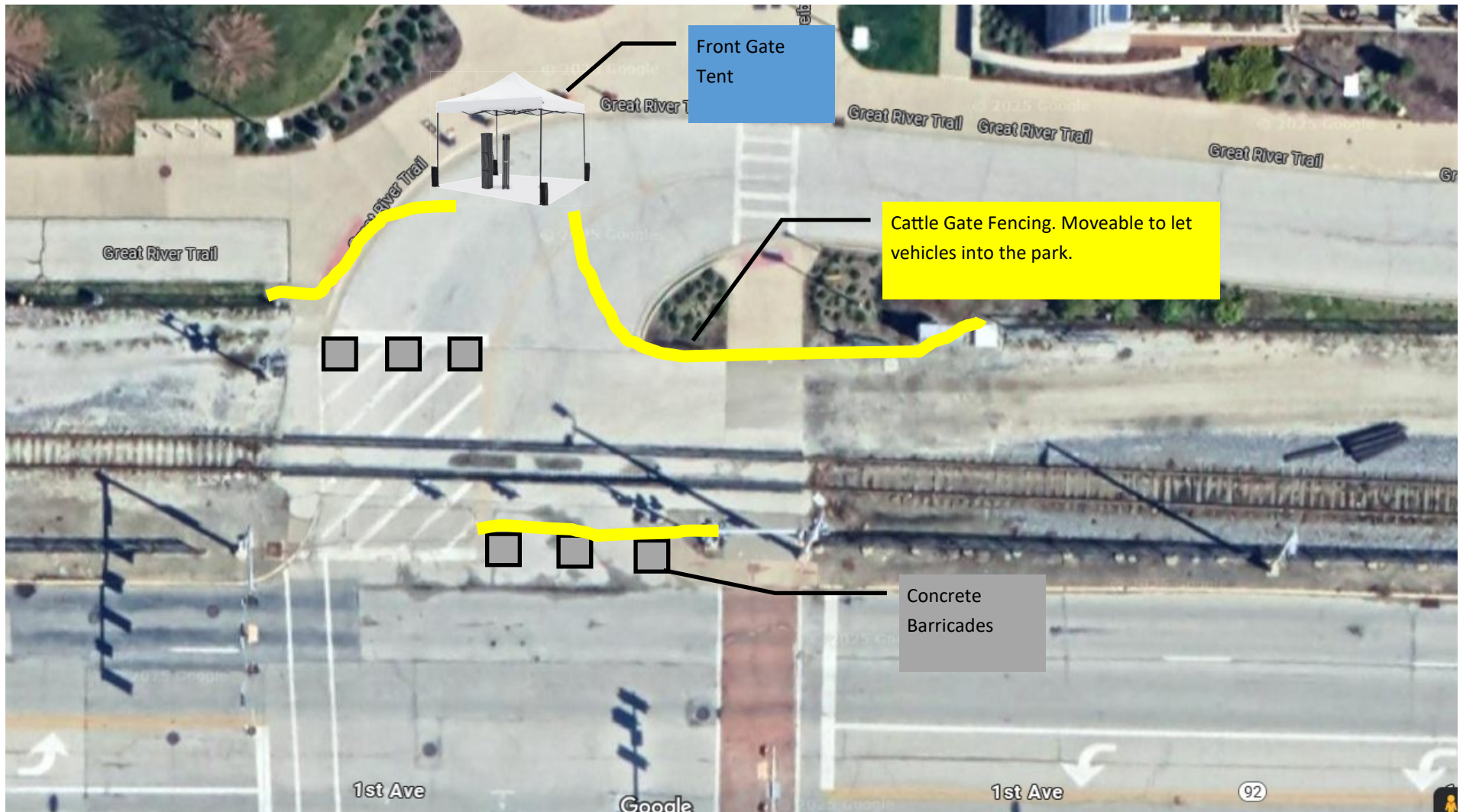
Date:

Extra Front Gate Security Measures for Quad Cities Pride Festival.

Due to the nature of the political climate, the Quad Cities Pride Alliance (QCPA) is taking extra precautions this year to protect the attendees of the event. QCPA is asking for permission to place concrete barricades at the entrance of Schwiebert Park. These Barricades will be rented through AAA Rents and placed at the front entrance of 18th Street and 1st Ave.

The function of these barricades will be to allow vehicles and emergency vehicles in and out of the park, but slow vehicles down that may try to drive into the park to disrupt the event and cause harm to the attendees.

Below is the Draft of the layout that we plan on having.



**Memorandum
Parks & Recreation Department**



To: Park Board
Subject: 7.6 An Evening of Opera
Date: Thursday, March 27, 2025

Background Information:

Opera Quad Cities and Genesius Guild are looking at hosting, An Evening of Opera, at the Lincoln Park Band Shell. They are asking for Amplified Sound Permit. They are looking at options of bringing in a food truck or using the Rock Island Parks Concession Stand.

Recommendation:

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

Fee:

Amplified Sound Permit: \$25
Park Rental: \$125

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: Genesius Guild Theater			
Organization/Production Company: Genesius Guild			
Federal Tax ID or 501©3 #: 36-3852749		(attach current verification)	
Address: 1120 40th Street		Apt/Ste:	
City: Rock Island	State: IL	Zip: 61201	
Email: guild@genesius.org		Phone:	
Event Day On-Site Contact: Marc Nelson		Cell: 312-593-1908	
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)			NO
<small>Only fill out if you answered YES above.</small>			
Name of Organization:			
Sponsoring Organization Contact Name:			
Address:		Apt/Ste:	
City:	State:	Zip:	

EVENT INFORMATION

Event Name: An Evening of Opera			
Location/Facility Requested (Check all that apply):			
<input type="checkbox"/> Schwiebert Riverfront Park	<input type="checkbox"/> Sunset Park	<input type="checkbox"/> Lincoln Park	<input type="checkbox"/> Martin Luther King Jr. Park
<input type="checkbox"/> Main Stage & Great Lawn	<input type="checkbox"/> Longview Park	<input type="checkbox"/> Band Shell	<input type="checkbox"/> Terry Brooks
<input type="checkbox"/> Observation Shelter	<input type="checkbox"/> Douglas Park	<input type="checkbox"/> & Shelter	<input type="checkbox"/> Performance Stage
<input type="checkbox"/> Triangle Lawn		<input type="checkbox"/> Gazebo	<input type="checkbox"/> & Shelter
<input type="checkbox"/> Other _____		<input type="checkbox"/> Wedding Plaza	
Event Date(s): July 6, 2025	Event Time: 7:00 PM	to	8:30 PM
Set-Up Date(s): July 6, 2025	Set-Up Time: 5:00 PM	to	6:30 PM
Tear-Down Date(s): July 6, 2025	Tear-Down Time: 8:30 PM	to	9:15 PM
Estimated Number of Attendees/Participants: 75			
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?		Show will replace normal Genesius Guild performance	
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: \$ 0	Fee Per Child: \$ 0	or General Admission: \$	
Who is the recipient of the monies collected?			
<small>Additional Fees may apply with admission/participation fees.</small>			

EVENT INFORMATION Cont.

Event Description:

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

The Genesis Guild would like to use the band shell for a performance by Opera Quad Cities. This will replace one of our normal show dates with something that will be shorter and more well-suited to the occasional fireworks going off around the park.

Opera Quad Cities has expressed interest in arranging for a food truck; I don't know what the process would look like, or exactly how to fill out the section below since we would not be selling or sampling food ourselves, but there might be a food vendor if it is allowed.

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? **NO** YES (Please continue)
 Serve Sell 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: 1 Location: In band shell Purpose: Electric piano

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?

NO

YES

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

NO

YES (Please continue)

Description: Performance by Opera Quad Cities

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: _____

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 _____

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 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 of an 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? _____

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:

Signature:

Date:

**Memorandum
Parks & Recreation Department**



To: Park Board
Subject: 7.26 Petting Zoo in the Park
Date: Thursday, March 27, 2025

Background Information:

This will be the first year that the Rock Island Parks & Recreation Department along with the Rock Island Public Library will be partnering together to have a Petting Zoo in the Park. We are working with Miller’s Petting Zoo that will have around 25 small farm animals (pot belly pigs, sheep, goats, etc..). The Library will have their book mobile and different activity for kids there, and the parks department will be doing free popcorn for attendees and other activities.

Recommendation:

It would be the staffs recommendation to approve as written.

Fee:

This is an internal event happening, so fees will not be charged to use the park.

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: Rock Island Parks & Recreation			
Organization/Production Company:			
Federal Tax ID or 501©3 #:		(attach current verification)	
Address: 4303 24th Street		Apt/Ste:	
City: Rock Island		State: IL	Zip: 61201
Email: gleason.daniel@rigov.org		Phone: 309-732-7439	
Event Day On-Site Contact: Daniel Gleason		Cell:	
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)			<input checked="" type="checkbox"/> NO <input type="checkbox"/> 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: Petting Zoo in the Park			
Location/Facility Requested (Check all that apply):			
<input type="radio"/> Schwiebert Riverfront Park <input type="radio"/> Main Stage & Great Lawn <input type="radio"/> Observation Shelter <input type="radio"/> Triangle Lawn <input type="radio"/> Other _____	<input type="radio"/> Sunset Park <input checked="" type="radio"/> Longview Park <input type="radio"/> Douglas Park	<input type="radio"/> Lincoln Park <input type="radio"/> Band Shell & Shelter <input type="radio"/> Gazebo <input type="radio"/> Wedding Plaza	<input type="radio"/> Martin Luther King Jr. Park <input type="radio"/> Terry Brooks Performance Stage & Shelter
Event Date(s): 7/26/2025		Event Time: 10 to 2	
Set-Up Date(s):		Set-Up Time: to	
Tear-Down Date(s):		Tear-Down Time: to	
Estimated Number of Attendees/Participants: 200			
Will this event interfere with/impede normal use of the area by the public? What actions will be taken to reduce impact to others?			<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Previous Year Date/Location: Has this event been previously held?			<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Location:		Date:	
Do you plan to charge admission/participation fees?		<input checked="" type="checkbox"/> NO <input type="checkbox"/> 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.

~~Petting Zoo in the Park!~~

~~It's a barnyard book bash, as the Rock Island Public Library and Rock Island Parks & Recreation host Miller's Petting Zoo at Longview Park, 1300 17th Street, Rock Island. Join us Saturday, July 26, from 10am to 2pm for free petting zoo admission, books, complimentary popcorn, and more fun!~~

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: _____ 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: 10 to 2

Description (Please describe purpose and plans for amplified sound)

Light Music Playing during the event

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: 1 # Buses: _____ # Semi Trucks: _____

Golf Carts: _____ # Other: _____ Describe: Depending on weather

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** 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 _____

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 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? _____

Will your event be publicly advertised?

 NO

 YES (Please continue)

Description: Library and Parks Social Media

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 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 g 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: Daniel Gleason

Signature:



Date:

3/27/2025

**Memorandum
Parks & Recreation Department**



To: Park Board
Subject: 8.3 Multi Church Service Application
Date: Thursday, March 27, 2025

Background Information:

The House – A Local Church, is asking to use Schwiebert Park again this year for a multi-church service in the park. They bring together people from around the Quad Cities for an outdoor prayer service with music. They are asking for a Amplified Sound Permit.

Recommendation:

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

Fee:

Amplified Sound Permit: \$25

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:

Organization/Production Company: The House - a Local Church

Federal Tax ID or 501©3 #: 46-3107883 (attach current verification)

Address: 2623 5th Ave Apt/Ste: 103

City: Rock Island State: IL Zip: 61201

Email: Phone: 563-265-2975

Event Day On-Site Contact: Gregg Hampton Cell: 563-650-5553

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: Multi-Church Worship in the Park

Location/Facility Requested (Check all that apply):

<input checked="" type="checkbox"/> Schwiebert Riverfront Park	<input type="checkbox"/> Sunset Park	<input type="checkbox"/> Lincoln Park	<input type="checkbox"/> Martin Luther King Jr. Park
<input checked="" type="checkbox"/> Main Stage & Great Lawn	<input type="checkbox"/> Longview Park	<input type="checkbox"/> Band Shell & Shelter	<input type="checkbox"/> Terry Brooks Performance Stage & Shelter
<input type="checkbox"/> Observation Shelter	<input type="checkbox"/> Douglas Park	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Wedding Plaza
<input type="checkbox"/> Triangle Lawn			
<input type="checkbox"/> Other <u>BATHROOM</u>			

Event Date(s): 8/3/25 Event Time: 10:30am to 11:30am

Set-Up Date(s): 8/3/25 Set-Up Time: 9:00am to 10:30am

Tear-Down Date(s): 8/3/25 Tear-Down Time: 11:30am to 12:00pm

Estimated Number of Attendees/Participants:

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? ONLY THE LAWN

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

Location: Same, Schwiebert Band Shell Date: 2024, 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.

Multiple churches will be having a shared service together, including singing, discussion, and community building.

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
- 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: 2 Location: Band Shell Purpose: Small Sound System

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: 10am to 11:30am

Description (Please describe purpose and plans for amplified sound)

Mostly speaking on a microphone, some music

Will music/sound be monitored for language content?

NO

YES x

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

NO

YES (Please continue)

Description:

We aren't sure yet whether we will have someone play an instrument or if we will sing without instruments

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: 2 # Trailers: _____ # Buses: _____ # Semi Trucks: _____

Golf Carts: _____ # Other: _____ Describe: _____

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? Emails to our respective churches and a facebook post

Will your event be publicly advertised? NO YES (Please continue)

Description: JUST ON OUR FACEBOOK PAGE

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: Parking in existing lots and across the street.

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 x
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 g 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.

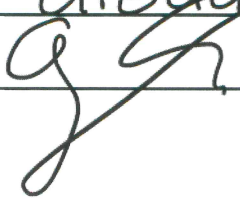
I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and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

The Undersigned has full authority to represent the sponsoring organization:

Printed Name:

GREGG HAMPTON

Signature:



Date:

3/24/25

**Memorandum
Parks & Recreation Department**



To: Park Board
Subject: 8.16 Floatzilla
Date: Wednesday, April 2, 2025

Background Information:

River Action is looking at hosting their Floatzilla Event again down at Sunset Park/Potter's Lake and Skafidas Parkway. They are asking to close down Sunset Lane and Skafidas Parkway for the event. Also asking for serving of Food and an Amplified Sound Permit.

Daniel met with Chief Graff from RI Fire about this event. Mr. Graff has some major concerns with this event and the safety of the boaters. Daniel approached River Action and they provided us with their Emergency Action Plans which will be shared with Mr. Graff from RI Fire.

River Action also has turned in their insurance policy as well with the City of Rock Island and Parks Department listed as additional insured.

Recommendation:

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

Fee:

Deposit: \$200
Amplified Sound Permit: \$25
All-Day Rental: \$600

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: Chris True

Organization/Production Company: River Action

Federal Tax ID or 501©3 #: 42-1267366 (attach current verification)

Address: 822 E River Drive Apt/Ste:

City: Davenport State: IA Zip: 52803

Email: Ctrue@riveraction.org Phone: 563-322-2969

Event Day On-Site Contact: Chris True Cell: 563-232-9751

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: Floatzilla

Location/Facility Requested (Check all that apply):

<input type="radio"/> Schwiebert Riverfront Park	<input checked="" type="radio"/> Sunset Park	<input type="radio"/> Lincoln Park	<input type="radio"/> Martin Luther King Jr. Park
<input type="radio"/> Main Stage & Great Lawn		<input type="radio"/> Band Shell	<input type="radio"/> Terry Brooks
<input type="radio"/> Observation Shelter	<input type="radio"/> Longview Park	<input type="radio"/> & Shelter	<input type="radio"/> Performance Stage
<input type="radio"/> Triangle Lawn	<input type="radio"/> Douglas Park	<input type="radio"/> Gazebo	<input type="radio"/> & Shelter
		<input type="radio"/> Wedding Plaza	

Event Date(s): 8/16/25 Event Time: 8am to 3pm

Set-Up Date(s): 8/15/25 & 8/16/25 Set-Up Time: 8/15-10am-8pm to 8/16-6am-8am

Tear-Down Date(s): 8/16/25 Tear-Down Time: 3pm to 5pm

Estimated Number of Attendees/Participants: 1,500

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?

3 Police officers, signage, volunteers

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

Location: Sunset Park / Potter Lake Date: 8/17/24

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

Fee Per Adult: \$ Fee Per Child: \$ or General Admission: \$30

Who is the recipient of the monies collected? River Action - Floatzilla participants pay to do the float we do not charge money to enter the gathering at Sunset Park. It is free to the public to enjoy music and food trucks.

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.

Floatzilla, the largest paddle event on the Mississippi! Held annually in the beautiful Quad Cities region, Floatzilla brings together paddling enthusiasts from all over the country for a day of fun and adventure on the Mississippi River.

With over a 1200 participants and the river closed down to commercial watercraft, Floatzilla offers a unique opportunity to explore the area's natural beauty. Whether you're an experienced paddler or just starting, there's something for everyone at Floatzilla. And after a day on the water, the fun doesn't

stop! Join us for our post-paddle event, featuring live music and food vendors, where you can relax and connect with other paddling enthusiasts.

We will have live music, games, and food trucks at Potter Lake. It will be the same as 2024.

We would also like to utilize the pavillion at Sunset Park on 8/14/25 In the evening to host our volunteer safety meeting.

We would like to utilize the Rock Island Beach (Immediately downstream from the Centennial Bridge) as we did in 2024 as an official "pit stop" on the Floatzilla route.

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:

Probably will have the same food trucks as 2024. Still confirming with them.

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

Beverages: ~4

Food: ~8

Merchandise: ~4

Info/Registration: ~3

Other: ~4

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)

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: 4+? Location: Parking lot N of Potter Lake Purpose: Live Music / PA System

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: 10am to 3pm

Description (Please describe purpose and plans for amplified sound)

Live Music / PA System

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: Live Music / PA System

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: Stage of live music band and announcements

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: 20 Locations: 18th Ave/West end by boat ramp & near boat ramp at Sunset Lane

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: We will rent a dumpster

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: Parking designation and traffic flow

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: Possible inflatables, tables, chairs

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: 1 Size: 200 x 400
 Number of Tents: 1 Size: 10 x 20

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?

TV, Print, Online, Signage, Social Media, Mail, Email.

Will your event be publicly advertised?

NO

YES (Please continue)

Description: **TV, Print, Online, Signage, Social Media, Mail, Email.**

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

NO

YES (Please continue)

Link: **floatzillaqc.org**

Link: **https://www.facebook.com/RiverActionQC**

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: **Trying to coordinate with Illini Hospital in Silvis and / or Rock Island Medic / Fire / Paramedic to be on-site**

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: **18th Ave West of Mill St**

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

NO

Yes (Please continue)

Location Description: **Sunset Ln**

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: **Bus Service - School Busses**

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.

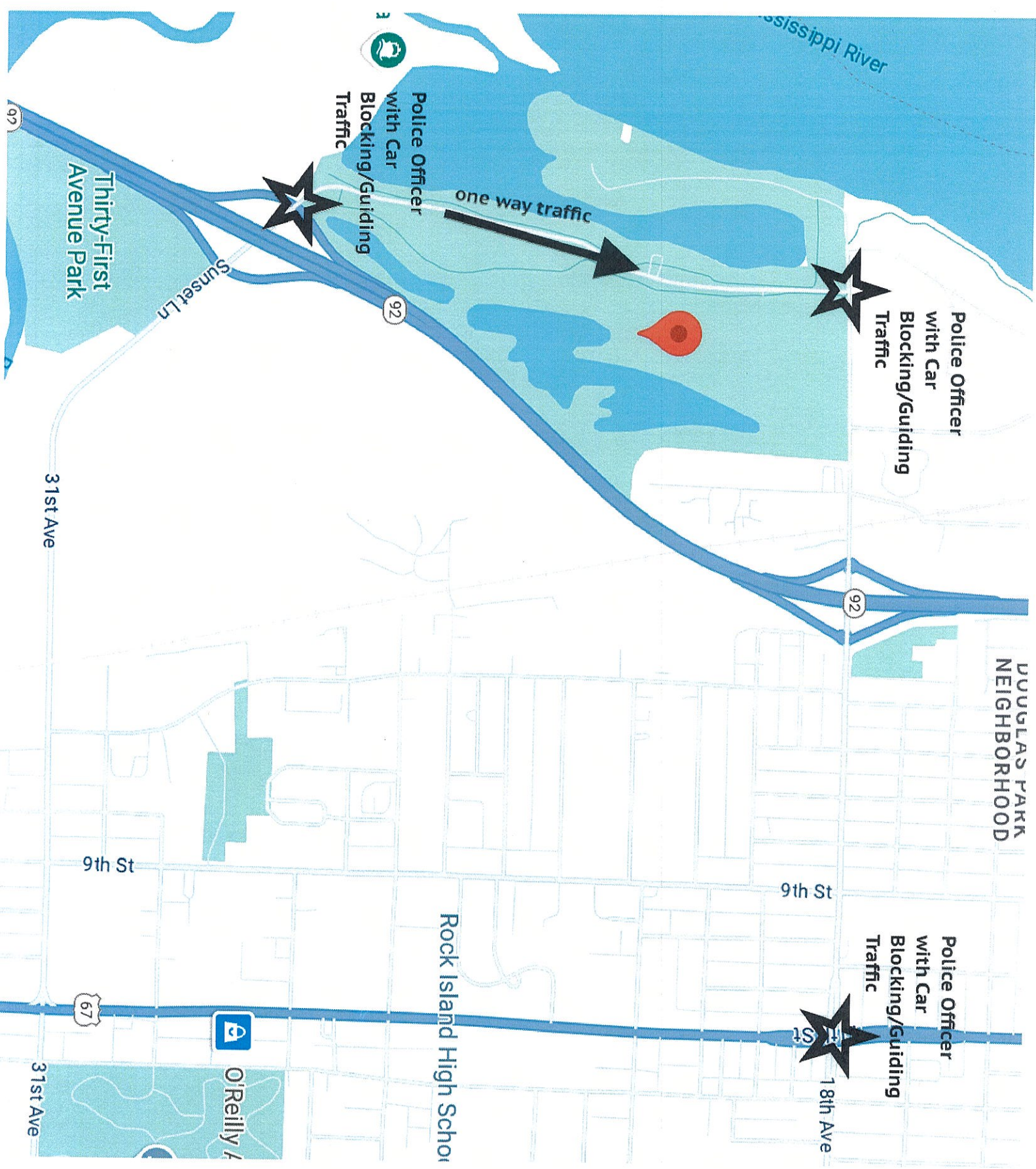
I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and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

The Undersigned has full authority to represent the sponsoring organization:

Printed Name: **Chris True**

Signature: 

Date: **4/1/25**



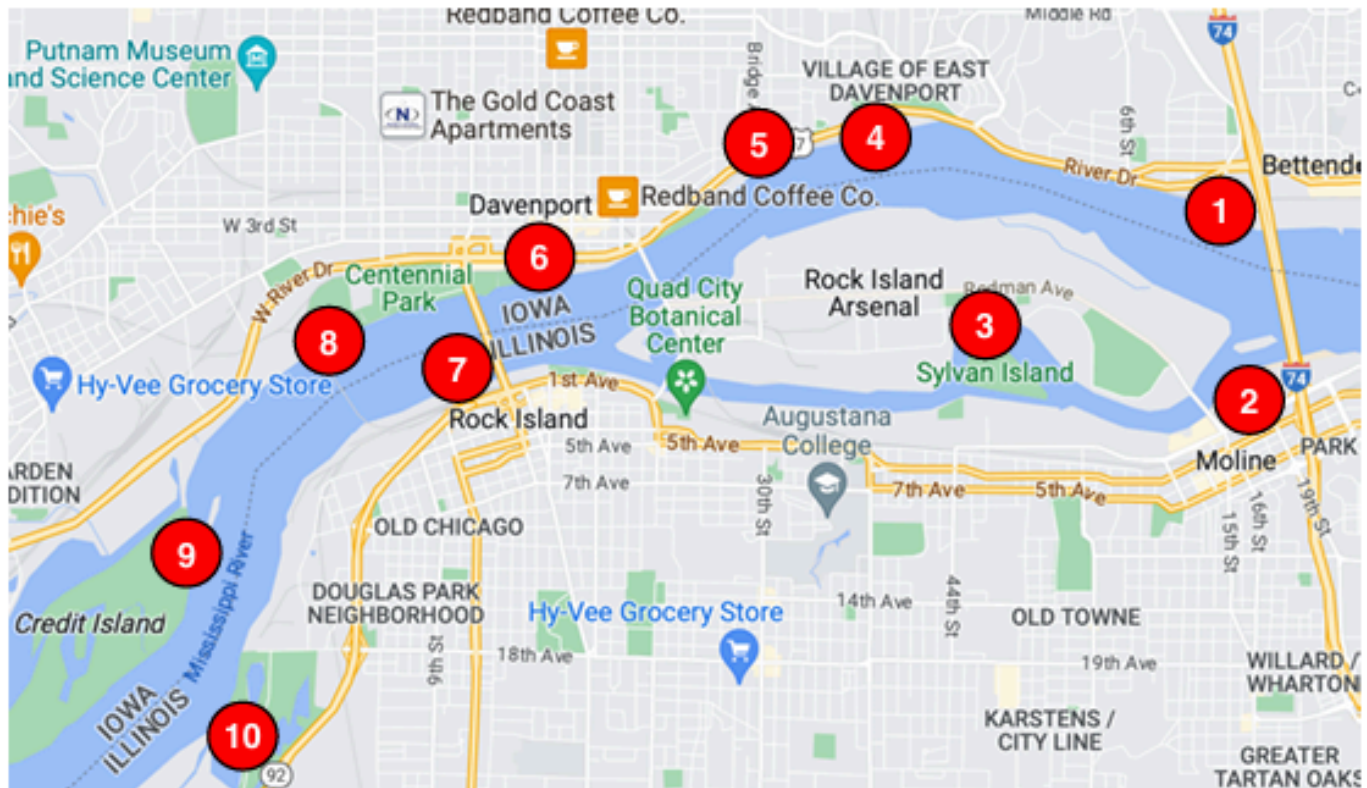
Floatzilla 2025 Safety Information

The following Information is provided to facilitate smooth communications between agencies and provide guidelines to support Floatzilla Safety Rules for Participation

Communications Center			
Call Sign	AUX BASE	Telephone	563.499.0001 563.499.0217
Assigned Communications Frequencies for Safety Vessels			
Communications Frequency		Purpose / Comments	
Primary COMMS	Marine Channel 6	Main Communications Frequency	
Secondary COMMS	Marine Channel 83A	Alternate to Chanel 6 if interference experienced or a secondary tactical channel needed	
Tertiary COMMS	Marine Channel 22A	Optional Channel for AUX Base to utilize, if needed	
Public Safety Agencies	P-25 System Talk Group: QC Event 1	For Law Enforcement and Fire agencies in addition to the Marine frequencies	

- ❖ When you become operational on the water, please notify **AUXBASE** as soon as you can by calling on Marine Channel 6 or by cell phone 563.499.0001.
 - Advise your location – Upper Mississippi River Mile Marker (UMR) 48*. * or a Land Mark such as just below I-74 Bridge
 - How many persons are on board your vessel
 - If Paramedic equipped
- ❖ If you feel that your assigned location is no longer needed and should relocate to another location, need relief, ready to return to shore and secure patrol, advise AUX BASE.
 - AUX BASE will relocate you
 - Mark you off the air, completed, etc.
 - The locations marked on the maps are suggested areas
- ❖ The Communications Center, AUX BASE will be conducting COMMS checks with each Safety Vessel (Non-Auxiliary) once every hour at the top of the hour.
 - Please report your Operations status such as "Normal" and your position
 - UMR Mile Marker and/or a Land Mark
- ❖ If you need assistance or have an emergency call AUX BASE.
- ❖ If you are assisting a Paddler-In-The-Water, advise AUX BASE when able.
- ❖ USCG Auxiliary Resources, same as above except every half hour on the ¼ and ¾ hour.
- ❖ If there are issues with people who are intoxicated or suspected to be intoxicated, immediately notify AUX BASE to notify closest law enforcement vessel.
- ❖ Paddlers have been advised to sound their whistle as a Distress Signal.
- ❖ Paddlers are required to wear Life Jackets to participate.

- ❖ Paddlers are not allowed to tow coolers or any other object.
- ❖ Safety vessel crews should prepare for hot and sunny conditions and hydrate often.
- ❖ AUX BASE will be monitoring weather conditions and will have contact with the Floatzilla Leadership Team if threatening weather is predicted. The event would be cancelled if it is determined to be in the best interest of safety.
- ❖ If evacuation of the river is called by the USCG Patrol Commander and/or Safety Vessel Coordinator, the following locations have been identified as exit points:



EVACUATION POINT LEGEND

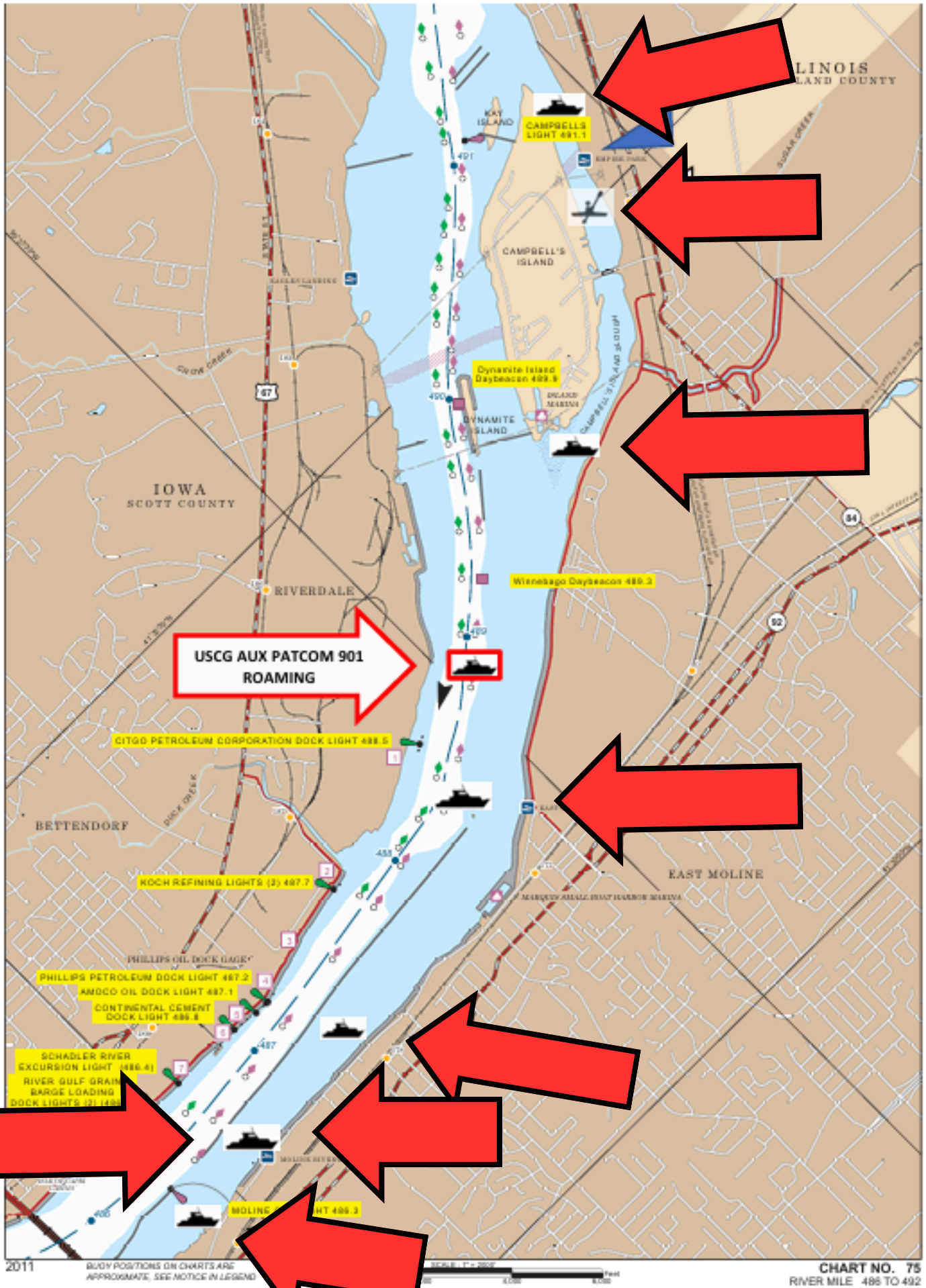
1	Leach Park, Bettendorf	6	Main Street Landing, Davenport
2	Bass Street YMCA, Moline	7	Below the Centennial Bridge, Rock Island
3	Sylvan Island, Moline	8	Marquette Street Landing, Davenport
4	Lindsay Park Yacht Club, Davenport	9	Credit Island, Davenport
5	Davenport Sailing Club, Davenport	10	Sunset Park, Rock Island

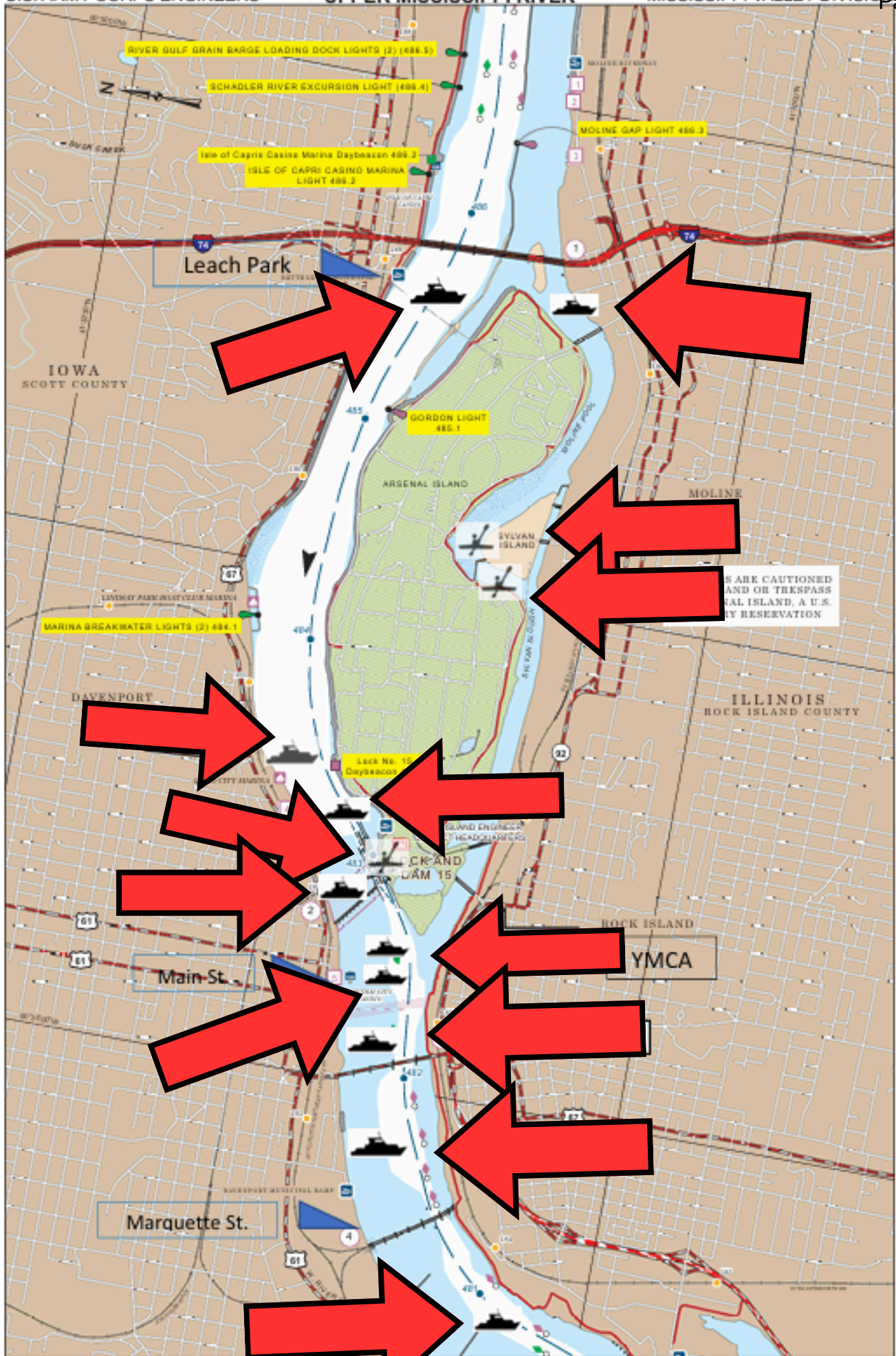
Any updates to the COMMS Plan, Tactical Chart and/or this communications will be made via email on

If you have any questions, comments and/or concerns please feel free to contact either of us at anytime, at the numbers below. If you notice someone did not receive this packet of info, please forward it to them and give us their information so they can be added to the email list.

Tom Bolton
 Floatzilla Safety Vessel Coordinator
rivercaptain@gmail.com
 563.343.1790

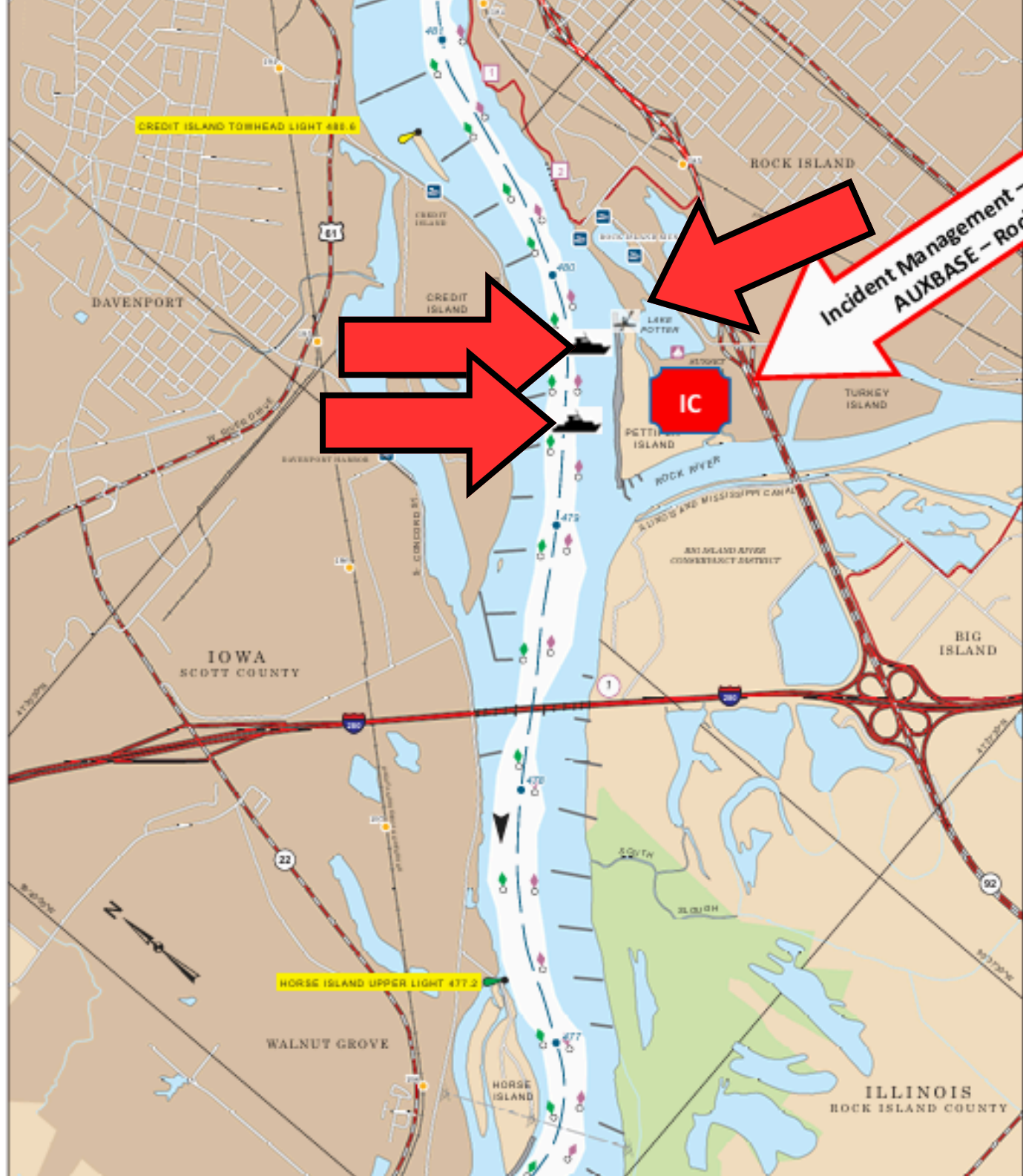
Michael Brooks
 USCG Patrol Commander
Michael.Brooks@CGAuxDiv9.org
 563.343.1724





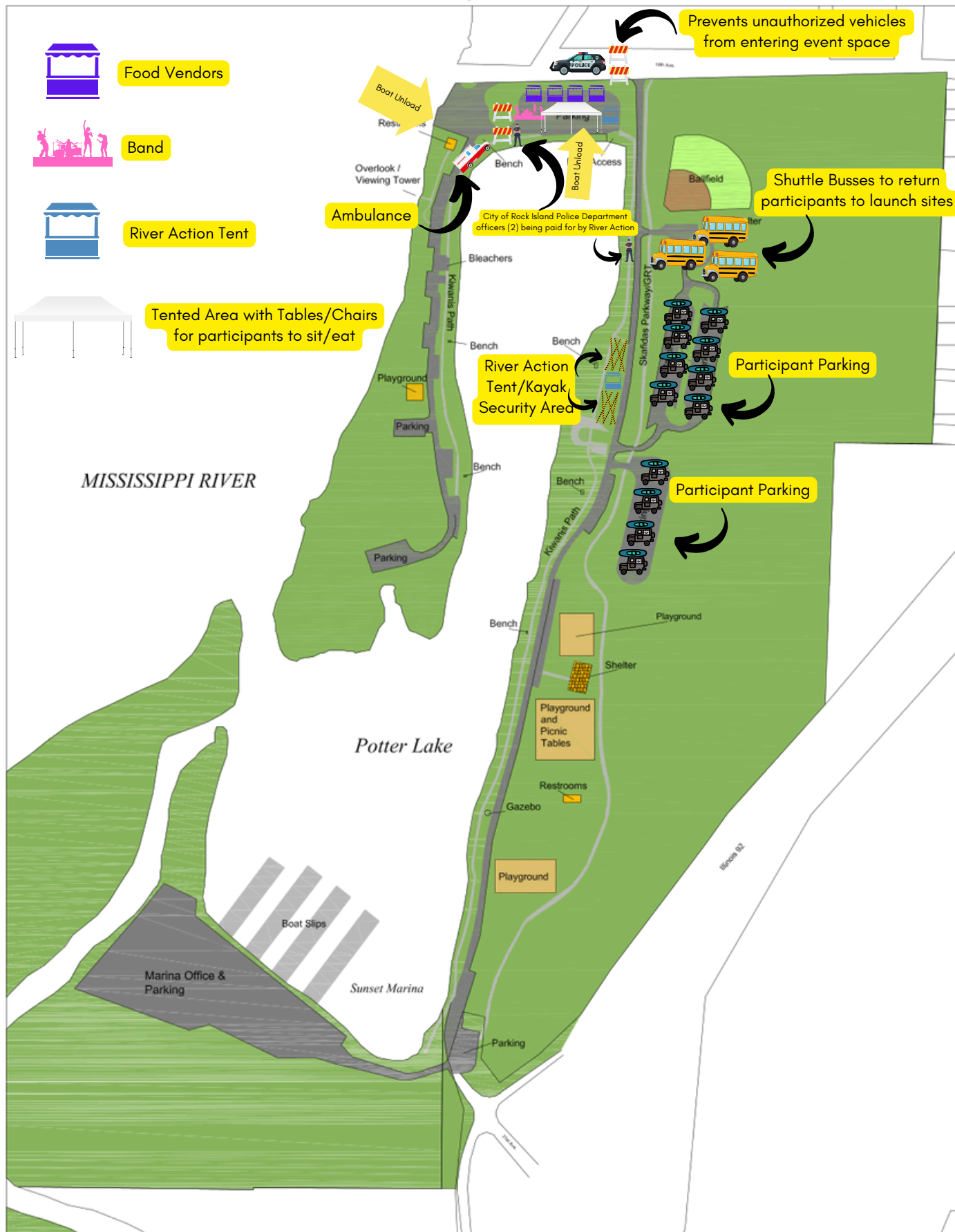
USERS ARE CAUTIONED AND OR TRESPASSING ON ARSENAL ISLAND, A U.S. MILITARY RESERVATION

U.S. ARMY CORPS ENGINEERS UPPER MISSISSIPPI RIVER MISSISSIPPI VALLEY DIVISION



Sunset Park Community Park

MAP RI-7



Disclaimer: This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. Bi-State Regional Commission disclaims all responsibility for the accuracy or completeness of the data shown hereon.



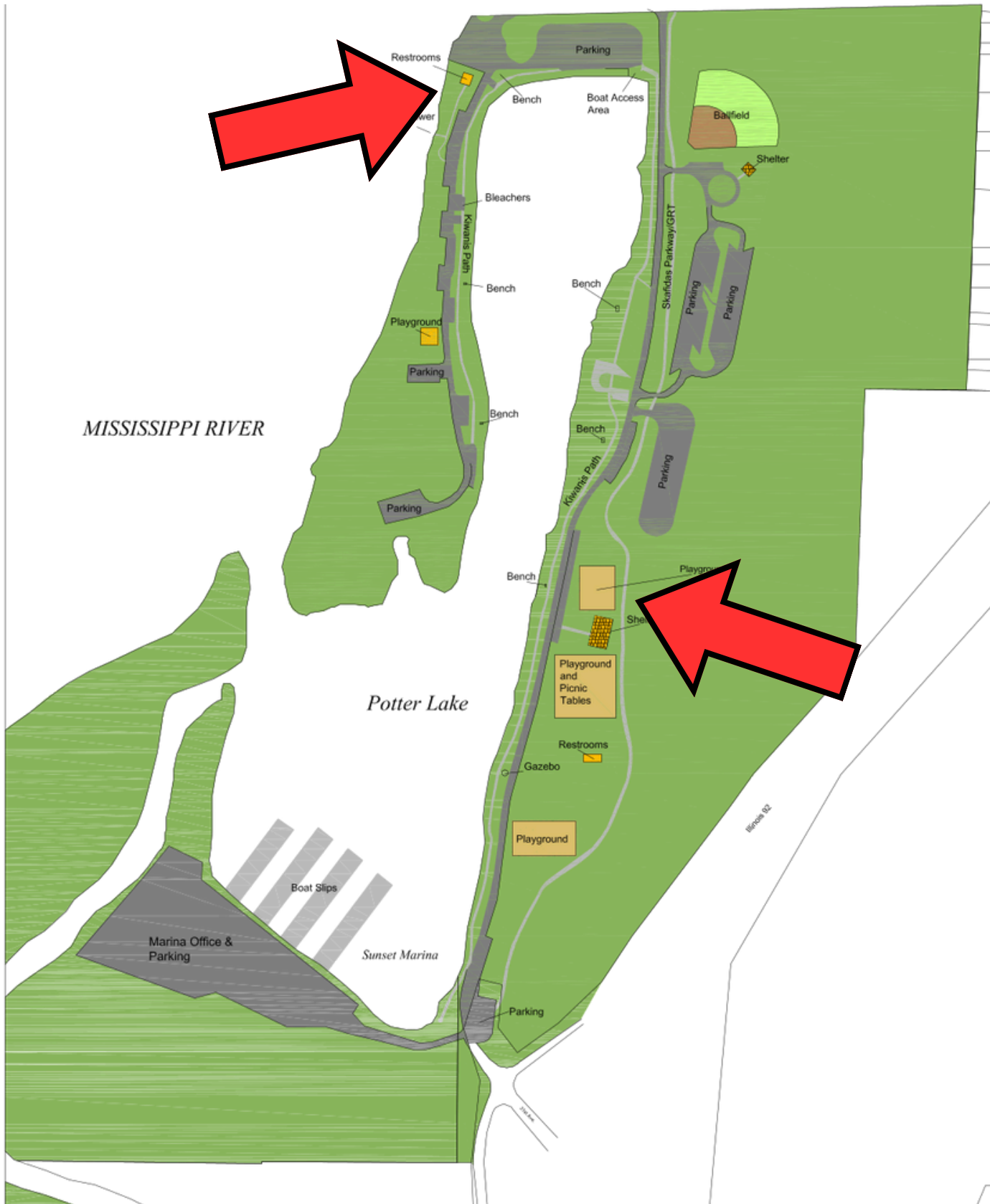
Map prepared by:



March 2005
<http://www.bistateonline.org>

Sunset Park Community Park

Thunderstorm Shelter Locations



Disclaimer: This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. Bi-State Regional Commission disclaims all responsibility for the accuracy or completeness of the data shown hereon.

Map prepared by:



**Memorandum
Parks & Recreation Department**



To: Park Board
Subject: 9.14 MoPars in Sunset
Date: Monday, April 7, 2025

Background Information:

Randy Devoss is requesting to host the annual "MoPars in Sunset" Car Show at Sunset/Skafidas Park again in 2025. The event traditionally takes place along Skafidas Parkway, and he is asking for permission to close the roadway for the duration of the show. Additionally, he is requesting a sound permit and approval to have a food vendor on site.

Recommendation:

It is the staffs recommendation to approve the application as written.

Fee:

Damage Deposit: \$100

Sound Permit: \$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: <u>RANDY DeVoss</u>			
Organization/Production Company: <u>QUAD CITY MOPAR CLUB</u>			
Federal Tax ID or 501©3 #: <u>342461071</u>		(attach current verification)	
Address: <u>709-24TH AVE.</u>		Apt/Ste:	
City: <u>ROCK ISLAND</u>		State: <u>IL.</u>	Zip: <u>61201</u>
Email: <u>r.devoss64@yahoo.com</u>		Phone: <u>309-788-8881</u>	
Event Day On-Site Contact: <u>RANDY DeVoss</u>		Cell: <u>309-752-8081</u>	
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)			YES
			<input checked="" type="radio"/> NO
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>MOPARS IN THE SUNSET</u>			
Location/Facility Requested (Check all that apply):			
<input type="radio"/> Schwiebert Riverfront Park	<input type="radio"/> Sunset Park	<input type="radio"/> Lincoln Park	<input type="radio"/> Martin Luther King Jr. Park
<input type="radio"/> Main Stage & Great Lawn		<input type="radio"/> Band Shell	<input type="radio"/> Terry Brooks
<input type="radio"/> Observation Shelter	<input type="radio"/> Longview Park	<input type="radio"/> & Shelter	<input type="radio"/> Performance Stage
<input type="radio"/> Triangle Lawn	<input type="radio"/> Douglas Park	<input type="radio"/> Gazebo	<input type="radio"/> & Shelter
<input checked="" type="checkbox"/> Other <u>GEORGE SKAFIDIS PARK</u>		<input type="radio"/> Wedding Plaza	
Event Date(s): <u>SEPT. 14TH 2025</u>	Event Time: <u>9 AM</u>	to <u>3 PM</u>	
Set-Up Date(s): <u>SAME</u>	Set-Up Time: <u>8 AM</u>	to <u>9 AM</u>	
Tear-Down Date(s): <u>SAME</u>	Tear-Down Time: <u>3 PM</u>	to <u>4 PM</u>	
Estimated Number of Attendees/Participants: <u>160</u>			
Will this event interfere with/impede normal use of the area by the public?			NO
What actions will be taken to reduce impact to others?			<input checked="" type="radio"/> YES
<u>SANDWICH BOARD - MEMBERS AT ENTRY GATE</u>			
Previous Year Date/Location: Has this event been previously held?			NO
			<input checked="" type="radio"/> YES
Location: <u>GEORGE SKAFIDIS PARK</u>		Date: <u>SEPT 8TH 2024</u>	
Do you plan to charge admission/participation fees?		NO	
		<input checked="" type="radio"/> YES (Please fill out info below)	
Fee Per Adult: <u>\$5-\$15 PER CAR</u>		Fee Per Child: <u>\$0</u>	or General Admission: \$
Who is the recipient of the monies collected? <u>QUAD CITY MOPAR CLUB</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.

CAR SHOW WITH DOOR PRIZES AND 50/50 FOR GILDA'S CLUB OF THE QUAD CITIES:

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:

THE FULL NELSON

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

Beverages:

Food: 1

Merchandise:

SOLD AT REG. TABLE

Info/Registration: 1

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: 2 Location: GEORGE SKAFIDAS Purpose: DJ OR MISC.

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: 10:00 to 3:00

Description (Please describe purpose and plans for amplified sound)

MUSIC / MIC / NATIONAL ANTHEM

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: 2 Locations: N AND S END

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: ADD'L GARBAGE CANS

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: NO

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: 1 Size: 10 x 10
 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?

FLYERS / SOCIAL MEDIA / EMAILS

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: @QUAD CITY MOPAR CLUB @FACEBOOK

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: GEORGE SKAFIDAS PARK ROAD / NOT SIDEWALK

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

NO Yes (Please continue)

Location Description: GEORGE SKAFIDAS PARK

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: MEMBERS PARKING CARS

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: BANDY J DeVoss

Signature: [Handwritten Signature]

Date: 4-2-25