

ROCK ISLAND PARKS &
RECREATION – PARK BOARD
April 16th , 2024

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: Heart of Hope Ministries
5. Finances:
 - a. Monthly Report from Finance Department
 - b. Bills for the month of March 2024: \$172,203.41
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 Report
 - b. Preschool Report
8. Golf Maintenance:
 - a. Golf Superintendents Reports
 - i. Highland Springs

ii. Saukie

9. Recreational Field Reports:

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

10. Park Field Reports:

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

11. Business:

- a. Special Event Application: Grow It or Sew It
- b. Special Event Application: Quad City Heart Walk
- d. Special Event Application: Adams Fuller Wedding
- e. Special Event Application: Grand Prix Concert
- f. Special Event Application: Mopars in the Sunset
- g. Backwater Gamblers Concessions Update

12. Other Business:

- a. None

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

14. Adjourn

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

3/19/24– 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, Paul Hansen, Venessa Taylor

Members Absent: Bill Anderson, John McEvoy

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

Staff Absent: John Gripp, Executive Director

Audience: none

3. February Park Board Minutes

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

4. Correspondence

We have a thank you from Sherrard Library District and Every Child that were recognized.

5. Monthly Report from Finance Department as of January

Finances are through January. Expenses will show high without matching revenue as most facilities are closed during this time. Capital projects are separated out now. Saukie will have a large adjustment with the budget approved for the clubhouse expense. The golf courses were opened in March and will see a strong revenue increase as it is open earlier than usual.

6. Approval of the Bills for the Month of February for \$309,524.86

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

7. Director's Report and other reports

The locker rooms are done. There has been a little adjustment but over all going well. The RIFAC windows are not quite done. Eagle Scouts are working on a portapot enclosure for Lincoln Park and Denkmann Park to reduce vandalism as well as finish picnic table projects for Sunset Park. Hodge Park grant was received to build a trail around the park with ADA accessibility. Mel McKay pickleball courts are done. Lincoln Park tennis courts are done. Currently Augustana has full use and closed to the public currently as per the agreement and will be open to the public in the summer. Saukie has selected J's Pro Draft and will bid for a general contractor soon. It is the hope to begin construction this summer. The Saukie Stone House is going to be the temporary location for the clubhouse operations while the new clubhouse is being built. Funding is being sought out through Halpin grant and other fundraising efforts to bring the house up to code. This location will have limited concessions and will probably bring in a food truck to help with offerings. The new clubhouse will have a golf simulator and will be available for use year-round. The new golf software is live for tee times. Fore UP is working well so far and the staff has done a great job picking it up. The Bally's partnership is going well with several tee times already booked.

Sponsorships are going well and currently looking for sponsors for adult programming and theme nights. Preschool is almost full. The sweetheart dance was held with several attendees. RIFAC gained 86 new members. Efforts to work with the Library and MLK Center to hold more coop programming are underway. A team building/employee day is planned at MLK Center. Another event called Soul of the City will be held in the summer as a collaboration effort. Working with the Library to have pickleball paddles, set of clubs, and so on that can be rented out to promote activities and engage the community. It is also a great way for seniors to find things to do outside of classes along with the Library doing their outdoor book club and working with the parks. MLK has a new steam lab and working on opportunities to bring camps in. Community conversations were done to engage the community on their feedback on the Library and Parks and Recreation offerings and services. Working with Carrie for community surveys. The golf course is starting to received the large pieces of equipment from the new lease. It will be arriving sporadically due to the supply chain. There will also be a beverage gator. Several trees were taken down at the courses. There have been requests to donate to have memorials done so working on how to maybe donate several trees or new signage rather than a bench. It is more impactful to the course.

Volleyball camp is going on. Soccer has been pushed back a week due to weather. Sports bus trips are selling out. The Campbell Sports Complex is in transition to move salvageable items in town. The plant calendar will be placed out on May 15th at Longview Park. Met with Friends of Longview Park to keep naturalized areas mowed down and meeting with disc golf group to discuss layout. There are funding requests out for the lagoon and conservatory.

8. New Business

Special Event Application: River City Church

River City Church wish to hold an egg hunt at Schwiebert Park for March 23rd and will order their own portapots and have amplified sound. Staff recommends approval. Mr. Foley motioned, Mr. Anderson seconded. All said yes.

Special Event Application: Community Church

The Community Church wish to hold a worship service at Schwiebert Park with amplified sound. Staff recommends approval. Mr. Anderson motioned, Mr. Foley seconded. All said yes.

9. Items not on the Agenda

Venessa brought up maybe having a QR Code at the parks to get easier access to the surveys the parks put out and to also let the public know about the location and upcoming events.

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

Kimberly B Kruse,
Parks & Recreation
Admin Office Manager



HEART OF HOPE MINISTRIES
A MINISTRY OF HOPE AND HEALING TO THE HURTING

1740 9TH AVENUE, ROCK ISLAND, IL 61201

(309)- 428-4752

HEARTOFOHOPE.HOH@GMAIL.COM WWW.HEARTOFOHOPEQC.ORGNEIL

March 26, 2024

Dear Carrie Roelf, Rock Island Parks and Recreation

On behalf of Heart of Hope Ministries, we extend our heartfelt gratitude to you for your generous donation to our 9th Annual Trivia Night. Your contribution to the silent auction item helped make our event a resounding success.

We are thrilled to inform you that your item was immensely popular among our attendees, contributing significantly to the overall excitement and success of the evening. Your generosity and support have not only bolstered our fundraising efforts but have also reaffirmed our shared commitment to our community's well-being.

Thanks to your participation, we are delighted to announce that we raised over \$7,500 at the event. These funds will be instrumental in our ongoing efforts to create our newly remodeled Community Resource Center located at 900 18th Ave in Rock Island. Your contribution plays a vital role in making this vision a reality, and we are deeply grateful for your dedication to our cause.

Once again, thank you for your generosity and commitment to our community. We look forward to your continued support as we strive to make a positive impact in the lives of those we serve.

Warm regards,

Lynda Sargent

Lynda Sargent, and all the Heart of Hope Team
Founder & President/CEO

*Thank you
Cullen*

*Thank you for your support!!
-Samantha Iron Shield*

Chankyan,
SZ

PARKS AND RECREATION
MONTHLY FINANCIAL REVIEW
STATEMENT OF REVENUES AND EXPENDITURES
For the One Month Ended February 29, 2024

	ORIGINAL BUDGET	REVISED BUDGET	YTD ACTUAL	% OF BUDGET
ADMIN				
REVENUES	420,846.00	420,846.00	70,141.00	17%
EXPENDITURES*	768,994.00	768,994.00	123,653.44	16%
NET	(348,148.00)	(348,148.00)	(53,512.44)	
PARKS MAINTENANCE				
REVENUES	1,407,832.00	1,407,832.00	1,207.00	0%
EXPENDITURES*	1,399,182.00	1,400,060.99	123,090.05	9%
NET	8,650.00	7,771.01	(121,883.05)	
RECREATION PROGRAMS				
REVENUES	1,098,744.00	1,098,744.00	15,913.75	1%
EXPENDITURES*	697,181.00	696,302.01	61,533.86	9%
NET	401,563.00	402,441.99	(45,620.11)	
WHITEWATER JUNCTION				
REVENUES	471,550.00	471,550.00	(425.00)	0%
EXPENDITURES*	480,011.00	480,011.00	2,638.97	1%
NET	(8,461.00)	(8,461.00)	(3,063.97)	
HIGHLAND SPRINGS GOLF COURSE				
REVENUES	1,272,746.00	1,272,746.00	7,506.68	1%
EXPENDITURES*	1,003,052.00	1,179,952.00	35,775.07	3%
NET	269,694.00	92,794.00	(28,268.39)	
SAUKIE GOLF COURSE				
REVENUES	742,200.00	742,200.00	14,009.09	2%
EXPENDITURES*	836,139.00	1,011,139.00	59,894.59	6%
NET	(93,939.00)	(268,939.00)	(45,885.50)	
GOLF PRO SHOP				
REVENUES	40,050.00	40,050.00	179.49	0%
EXPENDITURES*	25,250.00	25,250.00	3,932.27	16%
NET	14,800.00	14,800.00	(3,752.78)	
ROCK ISLAND FITNESS AND ACTIVITY CENTER				
REVENUES	1,677,483.00	1,677,483.00	253,303.09	15%
EXPENDITURES*	1,616,913.00	1,616,913.00	217,302.96	13%
NET	60,570.00	60,570.00	36,000.13	
SCHWIEBERT RIVERFRONT PARK				
REVENUES	136,292.00	136,292.00	1,740.00	1%
EXPENDITURES*	134,925.00	134,925.00	1,600.37	1%
NET	1,367.00	1,367.00	139.63	
TOTAL				
REVENUES	7,267,743.00	7,267,743.00	363,575.10	5%
EXPENDITURES*	6,961,647.00	7,313,547.00	629,421.58	9%
DEPRECIATION	534,364.00	534,364.00	-	
NET	(228,268.00)	(580,168.00)	(265,846.48)	
*LESS DEPRECIATION				
CAPITAL PROJECTS (MEL MCKAY PARK & HIGHLAND SPRINGS CLUBHOUSE)				
REVENUES	-	-	-	
EXPENDITURES*	306,096.00	400,669.00	-	
NET	(306,096.00)	(400,669.00)	-	

PARKS AND RECREATION
PRELIMINARY MONTHLY FINANCIAL REVIEW
2 YEAR COMPARISON
FOR THE ONE MONTH ENDED FEBRUARY 29, 2024 & FEBRUARY 28, 2023

During the budget process for CY 2024, \$420,846 was transferred from the General Fund surplus to the Parks and Recreation Fund to assist with balancing the 2024 budget. The City's annual audit for CY 2023 will be held in April 2024. All applicable audit adjustments will be performed once the audit is complete. Monthly depreciation for 2024 will not be calculated until after the the annual audit adjustments have been performed. Some revenue (i.e. property tax revenue) received in January and February is accrued back to the previous year. The Parks and Recreation Fund should receive property tax disbursements in May 2024.

- Revenue:
 - Golf Up \$4,776 (59%) from the same period in 2023
 - Memberships Up \$3,542 (3%) from the same period in 2023
 - Programs Down \$2,073 (2%) from the same period in 2023
 - Concessions Up \$723 (20%) from the same period in 2023
 - Rentals Up \$2,789 (35%) from the same period in 2023
- Wage Expenses are up \$21,256 (7%) from the same period in 2023
- Supply and Service Expenses are up \$26,352 (13%) over the same period in 2023
- Year-to-date Revenues and Transfers - All sources

	2024		2023
\$	363,575	\$	351,616

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

	2024		2023
\$	629,422	\$	687,625

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

	2024		2023
\$	(265,846)	\$	(336,009)

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.

Dept / Rev Exp	Original Budget	Revised Budget	YTD ACTUAL
ADMIN-REVENUE	420,846.00	420,846.00	70,141.00
ADMIN-EXPENDITURE	768,994.00	768,994.00	123,653.44
GOLF PRO SHOP-REVENUE	40,050.00	40,050.00	179.49
GOLF PRO SHOP-EXPENDITURE	25,250.00	25,250.00	3,932.27
HIGHLAND SPRINGS-REVENUE	1,272,746.00	1,272,746.00	7,506.68
HIGHLAND SPRINGS-EXPENDITURE	1,003,052.00	1,179,952.00	35,775.07
PARKS MAINTENANCE-REVENUE	1,407,832.00	1,407,832.00	1,207.00
PARKS MAINTENANCE-EXPENDITURE	1,399,182.00	1,400,060.99	123,090.05
RECREATION PROG-REVENUE	1,098,744.00	1,098,744.00	15,913.75
RECREATION PROG-EXPENDITURE	697,181.00	696,302.01	61,533.86
RIFAC-REVENUE	1,677,483.00	1,677,483.00	253,303.09
RIFAC-EXPENDITURE	1,616,913.00	1,616,913.00	217,302.96
SAUKIE-REVENUE	742,200.00	742,200.00	14,009.09
SAUKIE-EXPENDITURE	836,139.00	1,011,139.00	59,894.59
SCHWIEBERT PARK-REVENUE	136,292.00	136,292.00	1,740.00
SCHWIEBERT PARK-EXPENDITURE	134,925.00	134,925.00	1,600.37
WWJ-REVENUE	471,550.00	471,550.00	(425.00)
WWJ-EXPENDITURE	480,011.00	480,011.00	2,638.97
DEPRECIATION	534,364.00	534,364.00	#VALUE!
ASSET SALE	-	-	-
Grand Total	14,763,754.00	15,115,654.00	#VALUE!

363,575.10 Revenue
629,421.58 Expenditure
(265,846.48)

Proj / Grant	Original Budget	Revised Budget	YTD ACTUAL
OSLAD - MEL MCKAY GRANT -EXPENDITURE	-	32,352.00	-
OSLAD - MEL MCKAY GRANT -REVENUE	-	-	-
T-MOBILE GRANT-EXPENDITURE	-	-	-
T-MOBILE GRANT-REVENUE	-	-	-
BIKE PATH GRANT-EXPENDITURE	-	52,221.00	-
BIKE PATH GRANT-REVENUE	-	-	-
HIGHLAND SPRINGS CLUBHOUSE-EXPENDITURE	220,496.00	220,496.00	-
HIGHLAND SPRINGS CLUBHOUSE-REVENUE	-	-	-
2020 GO BOND PAYMENT-EXPENDITURE	85,600.00	85,600.00	-
2021 GO BOND PAYMENT-REVENUE	-	-	-
NFL EVENT-EXPENDITURE	-	10,000.00	-
NFL EVENT-REVENUE	-	-	-
PROJ/GRANT REV	-	-	-
PROJ/GRANT EXP	306,096.00	400,669.00	-
PROJ/GRANT TOTAL	306,096.00	400,669.00	-
PER GEMS	306,096.00	400,669.00	-
Per INCOME STATEMENT	306,096.00	400,669.00	-

- Revenue
- Expenditure
-

PER GEMS	15,069,850.00	15,516,323.00	992,996.68
Per INCOME STATEMENT	14,763,754.00	15,115,654.00	992,996.68

306,096.00 400,669.00 -

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM MARCH 01 2024 TO MARCH 31 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
PARK/REC ADMINISTRATION					
	17608	ATHENA ENERGY SERVICES HOLDINGS LLC	admin gas	100.00	555 PARK & RECREATION
	02411	IL ASSN PARK DISTRICTS	IAPD 2024 membership dues	907.35	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	admin elec	100.00	555 PARK & RECREATION
TOTAL :				1107.35	
RECREATION					
	18595	ANDREA LOPREATO	basketball teacher	180.00	555 PARK & RECREATION
	18243	CHRIS ONTIVEROS	tennis lessons	130.00	555 PARK & RECREATION
	00387	CITY OF ROCK ISLAND	dougals food/bev license	100.00	555 PARK & RECREATION
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	16.00	555 PARK & RECREATION
			TELEPHONE SERVICES	37.33	555 PARK & RECREATION
				53.33	
	17917	ENTERPRISE FM TRUST	Enterprise Lease	1352.40	555 PARK & RECREATION
	18091	GLOBAL SECURITY SERVICES-IA	plex security monitor	105.00	555 PARK & RECREATION
	18594	MEGHANNE FREEHILL	basketball instructor	135.00	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	elec/complex	234.43	555 PARK & RECREATION
			elec/hauberg	394.65	555 PARK & RECREATION
			gas/recreation	535.46	555 PARK & RECREATION
			gas/hauberg	930.75	555 PARK & RECREATION
				2095.29	
	01781	MILLENNIUM/BFI	hauberg garbage	310.17	555 PARK & RECREATION
	18183	QC CUSTOM TEES & MORE	soccer uniforms	1308.00	555 PARK & RECREATION
			staff shirts	76.07	555 PARK & RECREATION
				1384.07	
	01174	STERN BEVERAGE INC	return product at end of seaso	788.00-	555 PARK & RECREATION
	18067	THYMET PEST CONTROL / BCRGEHN INC	hauberg pest control	60.00	555 PARK & RECREATION
	11026	VERIZON WIRELESS	309-520-4520	36.01	555 PARK & RECREATION
TOTAL :				5153.27	
WHITEWATER AQUATIC CTR					

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM MARCH 01 2024 TO MARCH 31 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	32.00	555 PARK & RECREATION
	16204	GLOBAL WIRELESS LTD	wwj sirius annual billing	599.88	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	elec/wwj	987.52	555 PARK & RECREATION
			gas/wwj	276.97	555 PARK & RECREATION
				1264.49	
	18795	ORIGINAL WATERMAN INC	wwj swim suits for lifeguards	1251.55	555 PARK & RECREATION
			TOTAL :	3147.92	
SCHWIEBERT RIVERFRONT PA	01200	C D FORD & SONS INC	SRP Sunshine	500.00	555 PARK & RECREATION
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	5.33	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	elec/schwiebert	527.70	555 PARK & RECREATION
			TOTAL :	1033.03	
PARKS	05754	BREEDLOVE'S SPORTING GOODS	douglas field paint	390.00	555 PARK & RECREATION
	01200	C D FORD & SONS INC	hort Sunshine	800.00	555 PARK & RECREATION
			munic Sunshine	800.00	555 PARK & RECREATION
			hort mb 20-20-10, marath	358.32	555 PARK & RECREATION
				1958.32	
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	5.33	555 PARK & RECREATION
			TELEPHONE SERVICES	21.33	555 PARK & RECREATION
				26.66	
	17917	ENTERPRISE FM TRUST	Enterprise Lease	450.80	555 PARK & RECREATION
	18547	ESI ENVIRONMENTAL SERVICES LLC	skafidas portapot	80.00	555 PARK & RECREATION
	18406	EVAN HILLYER	boot reimbursement	123.04	555 PARK & RECREATION
	00164	ILLINOIS DEPARTMENT OF AGRICULTURE	David Driskill app license	120.00	555 PARK & RECREATION
	09958	JOHN DEERE GOVERNMENT & NATIONAL SALES	Utility Tractor	7000.00	555 PARK & RECREATION
			Utility Tractor	19265.42	555 PARK & RECREATION
				26265.42	
	03530	KINGS MATERIAL INC	douglas autumn red, harvest 10	701.43	555 PARK & RECREATION
			douglas harvest cap	395.74	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM MARCH 01 2024 TO MARCH 31 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			douglas keystone	147.12	555 PARK & RECREATION
			douglas concrete - sand	60.00	555 PARK & RECREATION
			pallet deposit credit	150.00-	555 PARK & RECREATION
			douglas autumn red	568.36	555 PARK & RECREATION

				1722.65	
06860	MAD DOG CONCRETE LLC		munic v block	1950.00	555 PARK & RECREATION
00560	MIDAMERICAN ENERGY		elec/parks	2134.05	555 PARK & RECREATION
			gas/parks	824.99	555 PARK & RECREATION

				2959.04	
01781	MILLENNIUM/BFI		parks garbage	293.16	555 PARK & RECREATION
04242	OREILLY AUTOMOTIVE STORES INC		hort motor oil, tire gauges	92.95	555 PARK & RECREATION
18183	QC CUSTOM TEES & MORE		staff shirts	172.75	555 PARK & RECREATION
			staff shirts	172.75	555 PARK & RECREATION

				345.50	
03063	RAGAN MECHANICAL		douglas winterize backflow	110.00	555 PARK & RECREATION
02134	RAYNOR DOOR CO INC		douglas radius track, hinge	141.00	555 PARK & RECREATION
			douglas labor	342.50	555 PARK & RECREATION

				483.50	
00607	RIVERSTONE GROUP INC		douglas screenings	18.98	555 PARK & RECREATION
			douglas screenings	18.48	555 PARK & RECREATION
			douglas screenings	18.48	555 PARK & RECREATION
			intown fields sports ag	586.21	555 PARK & RECREATION
			intown fields freight	548.79	555 PARK & RECREATION

				1190.94	
14856	ROCK ISLAND COUNTY ETSB		309-429-3006	135.09	555 PARK & RECREATION
07760	SITEONE LANDSCAPE SUPPLY HOLDINGS, LLC		munic seed & net	736.00	555 PARK & RECREATION
18067	THYMET PEST CONTROL / BCRGEHN INC		chalet bug spray	25.00	555 PARK & RECREATION
12965	VAN WALL EQUIPMENT INC		hort windowpane	265.67	555 PARK & RECREATION
			hort trimmers	1079.97	555 PARK & RECREATION
			hort hy-gard	52.98	555 PARK & RECREATION

				1398.62	
00939	XYLEM LTD / MELYX INC		munic mulch	1743.70	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM MARCH 01 2024 TO MARCH 31 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
TOTAL :				42600.39	
HIGHLAND GOLF MAINTENANC	15725	ARNOLD MOTOR SUPPLY LLP	highland nylon wrap	42.99	555 PARK & RECREATION
			highland rachet, grinder-comp,	579.54	555 PARK & RECREATION
			highland tire gauges	56.98	555 PARK & RECREATION
			highland cobalt drill	28.99	555 PARK & RECREATION
			highland perfect view	7.25	555 PARK & RECREATION
			highland gray hd tie wrap	68.99	555 PARK & RECREATION
			highland gray hd tie wrap	206.97	555 PARK & RECREATION
			highland impact wrench	332.53	555 PARK & RECREATION
			highland nylon wrap	42.99	555 PARK & RECREATION
			highland nylon wrap	42.99	555 PARK & RECREATION
			highland return core	24.00-	555 PARK & RECREATION
			highland perfect view	14.50	555 PARK & RECREATION
			highland lawn mwr bat	100.58	555 PARK & RECREATION
			highland nylon wrap	85.98	555 PARK & RECREATION

				1587.28	
16222	ARTHUR CLESEN INC		highland nufarm herbi	125.00	555 PARK & RECREATION
			highland golfbrd exc	673.91	555 PARK & RECREATION
			highland gsp renewal	2901.33	555 PARK & RECREATION
			highland anew	4255.20	555 PARK & RECREATION
			highland defendor, dimension	4076.00	555 PARK & RECREATION

				12031.44	
01768	BURNS STUMP REMOVAL		highland grind stumps	1500.00	555 PARK & RECREATION
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	10.67	555 PARK & RECREATION
00514	DAVENPORT ELECTRIC CONTRACT COMPANY		highland install driving net	466.00	555 PARK & RECREATION
18091	GLOBAL SECURITY SERVICES-IA		highland security monitor	105.00	555 PARK & RECREATION
00795	LINDE GAS & EQUIPMENT INC / PRAXAIR		highland cylinders	131.76	555 PARK & RECREATION
18779	LTL PARTNERS INC		highland grinds	1300.00	555 PARK & RECREATION
12959	M & M GOLF CARS LLC		highland rod-push	39.70	555 PARK & RECREATION
00528	MENARDS INC		HS clipboard	17.64	555 PARK & RECREATION
			HS cups, plates, can	28.39	555 PARK & RECREATION
			HS concrete mix	10.08	555 PARK & RECREATION
			HS fabric, wood	141.24	555 PARK & RECREATION
			HS preen extnd contrl	99.94	555 PARK & RECREATION

				297.29	

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LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM MARCH 01 2024 TO MARCH 31 2024

DEPT VENDOR NBR VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
00560 MIDAMERICAN ENERGY	elec/highland	582.67	555 PARK & RECREATION
	gas/highland	698.29	555 PARK & RECREATION

		1280.96	
14928 MILL CREEK MINING INC	highland ca 6 agg	222.12	555 PARK & RECREATION
12083 MTI DISTRIBUTING INC	highland drive assy	1735.41	555 PARK & RECREATION
	highland prong, hardware	557.97	555 PARK & RECREATION
	highland drive assy	618.98	555 PARK & RECREATION

		2912.36	
04257 PHELPS UNIFORM SPECIALISTS INC	highland laundry	9.61	555 PARK & RECREATION
	highland laundry	9.61	555 PARK & RECREATION
	highland mats & towels	28.27	555 PARK & RECREATION
	highland laundry	9.61	555 PARK & RECREATION
	highland mats & towels	28.27	555 PARK & RECREATION
	highland mats & towels	28.27	555 PARK & RECREATION
	highland mats and towels	28.27	555 PARK & RECREATION
	highland laundry	9.61	555 PARK & RECREATION

		151.52	
01168 R & R PRODUCTS INC	highland hardware	196.94	555 PARK & RECREATION
	highland bed bar, hardware	524.35	555 PARK & RECREATION
	highland seal kits	142.30	555 PARK & RECREATION
	highland seal kit	218.60	555 PARK & RECREATION

		1082.19	
00639 TRI STATE FIRE CONTR	highland maint fire insp	97.75	555 PARK & RECREATION
12965 VAN WALL EQUIPMENT INC	highland saw chain, bar	91.47	555 PARK & RECREATION
	highland chain sprocket	28.48	555 PARK & RECREATION
	highland spur sprocket & needl	39.48	555 PARK & RECREATION
	highland sprocket	11.49	555 PARK & RECREATION
	highland vbelt, nozzle bar	390.98	555 PARK & RECREATION
	highland saw chain	39.98	555 PARK & RECREATION
	highland key, saw chain	43.79	555 PARK & RECREATION
	highland bar oil	22.49	555 PARK & RECREATION

		668.16	
	TOTAL :	23884.20	
HIGHLAND CLUBHOUSE			
01274 A & A AC & REFRIGERATION INC	hs ice machine rent	175.00	555 PARK & RECREATION
15887 CS TECHNOLOGIES, INC	TELEPHONE SERVICES	32.00	555 PARK & RECREATION

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FROM MARCH 01 2024 TO MARCH 31 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
09929	EUCLID	BEVERAGE OF GALESBURG	highland beers	217.55	555 PARK & RECREATION
			highland beer	216.50	555 PARK & RECREATION
			highland beers	569.85	555 PARK & RECREATION

				1003.90	
17985	G & M DISTRIBUTORS INC		highland beers	260.00	555 PARK & RECREATION
			highland beers	218.00	555 PARK & RECREATION

				478.00	
16204	GLOBAL WIRELESS LTD		highland sirius annual service	599.88	555 PARK & RECREATION
18711	GOLF COMPETE INC		highland base plan	428.00	555 PARK & RECREATION
15561	GPS TECHNOLOGIES, INC.		highland gps on carts	630.00	555 PARK & RECREATION
02905	HIGHLAND PACKING CO INC		highland food	289.17	555 PARK & RECREATION
			highland food	501.80	555 PARK & RECREATION
			highland food	288.30	555 PARK & RECREATION

				1079.27	
08664	INTEGRITY CLEANING S		highland cleaning	425.00	555 PARK & RECREATION
01781	MILLENNIUM/BFI		highland garbage	755.77	555 PARK & RECREATION
12284	MYERS COX CO		highland food	348.99	555 PARK & RECREATION
			highland soap	52.65	555 PARK & RECREATION
			highland food	526.14	555 PARK & RECREATION
			highland food	879.70	555 PARK & RECREATION
			highland plates, liners, advil	57.27	555 PARK & RECREATION
			highland kitch towel	42.73	555 PARK & RECREATION

				1907.48	
13776	RANGE SERVANT AMERICA, INC.		highland baskets	203.07	555 PARK & RECREATION
01174	STERN BEVERAGE INC		highland beer	558.35	555 PARK & RECREATION
			highland beer	574.90	555 PARK & RECREATION
			highland beers	749.60	555 PARK & RECREATION

				1882.85	
05600	THE PRINTERS MARK		highland stickers	10.00	555 PARK & RECREATION
			sponsor hole signs	112.50	555 PARK & RECREATION
			highland driving range mats	48.00	555 PARK & RECREATION

				170.50	
00639	TRI STATE FIRE CONTR		highland clubhouse fire insp	100.00	555 PARK & RECREATION

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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
17008	WP	BEVERAGE LLC	highland drinks	1441.69	555 PARK & RECREATION
			highland drinks	429.58	555 PARK & RECREATION

				1871.27	
			TOTAL :	11741.99	
GOLF PRO SHOP					
01492	BRIDGESTONE	GOLF INC	proshop merch	983.53	555 PARK & RECREATION
			proshop merch	983.53	555 PARK & RECREATION

				1967.06	
01147	HORNUNGS PRO	GOLF SA	proshop merch	214.31	555 PARK & RECREATION
11410	TAYLOR MADE	GOLF COMPANY INC	proshop merch	196.65	555 PARK & RECREATION
			proshop merch	664.55	555 PARK & RECREATION
			proshop merch	1017.25	555 PARK & RECREATION
			proshop merch	519.60	555 PARK & RECREATION
			proshop merch	555.08	555 PARK & RECREATION

				2953.13	
01181	TITLEIST		proshop merch	115.40	555 PARK & RECREATION
			proshop merch	912.42	555 PARK & RECREATION

				1027.82	
12720	WILLOCK CORP,	DBA BURLINGTON GOLF	balls for range	4000.00	555 PARK & RECREATION
			TOTAL :	10162.32	
SAUKIE GOLF MAINTENANCE					
15725	ARNOLD MOTOR SUPPLY	LLP	saukie oil filters	30.76	555 PARK & RECREATION
16222	ARTHUR CLESEN	INC	saukie aneuw, broadstarg	2961.80	555 PARK & RECREATION
			saukie defendor	812.00	555 PARK & RECREATION

				3773.80	
00297	BLICK & BLICK	OIL	saukie fuel	651.09	555 PARK & RECREATION
15887	CS TECHNOLOGIES,	INC	TELEPHONE SERVICES	5.33	555 PARK & RECREATION
18779	LTL PARTNERS	INC	sharpen bedknife	500.00	555 PARK & RECREATION
00528	MENARDS	INC	saukie soap	9.94	555 PARK & RECREATION
			saukie repair trap, outle, dra	23.97	555 PARK & RECREATION

				33.91	

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FROM MARCH 01 2024 TO MARCH 31 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
00560		MIDAMERICAN ENERGY	gas/saukie	627.85	555 PARK & RECREATION
			elec/saukie	231.83	555 PARK & RECREATION
				859.68	
04257		PHELPS UNIFORM SPECIALISTS INC	saukie towels	14.52	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie towels	14.52	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie towels	14.52	555 PARK & RECREATION
			saukie towels	14.52	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
				105.52	
01165		PRESTIGE FLAG	saukie courseflags, dirt guard	962.69	555 PARK & RECREATION
01168		R & R PRODUCTS INC	saukie conversion kit roller	509.60	555 PARK & RECREATION
			saukie reels	720.10	555 PARK & RECREATION
			saukie bedknife screw driver t	71.30	555 PARK & RECREATION
			saukie armature magneto	89.10	555 PARK & RECREATION
				370.90	
09201		TURFWERKS	saukie vane spinn, hardware	305.90	555 PARK & RECREATION
			saukie vane, belt, seal	1072.43	555 PARK & RECREATION
				1378.33	
			TOTAL :	8672.01	
SAUKIE CLUBHOUSE					
04526		B & B DRAIN TECH QC INC	saukie bathroom sink repair	135.00	555 PARK & RECREATION
00297		BLICK & BLICK OIL	saukie fuel	436.80	555 PARK & RECREATION
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	32.00	555 PARK & RECREATION
09929		EUCLID BEVERAGE OF GALESBURG	saukie beer	221.00	555 PARK & RECREATION
17985		G & M DISTRIBUTORS INC	saukie beer	134.00	555 PARK & RECREATION
03057		GRAVES ENVIRONMENTAL & SAFETY INC	Saukie asbestos inspection	800.00	555 PARK & RECREATION
02905		HIGHLAND PACKING CO INC	saukie food	242.02	555 PARK & RECREATION
01781		MILLENNIUM/BFI	saukie garbage	346.30	555 PARK & RECREATION
12284		MYERS COX CO	saukie plates, tissue, bags	161.27	555 PARK & RECREATION

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LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM MARCH 01 2024 TO MARCH 31 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			saukie food	703.47	555 PARK & RECREATION
				864.74	
01174		STERN BEVERAGE INC	saukie beer	522.10	555 PARK & RECREATION
05600		THE PRINTERS MARK	sponsor hole signs	112.50	555 PARK & RECREATION
17008		WP BEVERAGE LLC	saukie drinks	511.47	555 PARK & RECREATION
			TOTAL :	4357.93	
RIFAC					
18142		ADAM JOHNSON	basketball ref	90.00	555 PARK & RECREATION
			basketball ref	180.00	555 PARK & RECREATION
				270.00	
18771		ALEXANDER J BERT	basketball ref	180.00	555 PARK & RECREATION
			basketball ref	90.00	555 PARK & RECREATION
				270.00	
18082		ANDREW J DASSO / STREAMLINE ARCHITECTS	RIFAC upgrades	2740.00	248 AMERICAN RESCUE PLAN ACT (ARPA
17608		ATHENA ENERGY SERVICES HOLDINGS LLC	rifac gas	4813.14	555 PARK & RECREATION
00101		AUGUSTANA COLLEGE	volleyball camp	100.00	555 PARK & RECREATION
18143		CARI WINTER	tumbling program	420.00	555 PARK & RECREATION
			cheer program	600.00	555 PARK & RECREATION
			tumbling program	420.00	555 PARK & RECREATION
				1440.00	
18426		CENTRAL POOL SUPPLY QC	DE powder Diatomaceous	497.52	555 PARK & RECREATION
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	69.34	555 PARK & RECREATION
			TELEPHONE SERVICES	21.33	555 PARK & RECREATION
				90.67	
03279		EAST MOLINE GLASS COMPANY	RIFAC ARPA pool window	18995.00	248 AMERICAN RESCUE PLAN ACT (ARPA
17790		FRANCIS A PROCHASKA	rifac plates for walleyball tr	94.77	555 PARK & RECREATION
14740		GENERAL PUMP & MACHINERY INC	Seal kit	248.68	555 PARK & RECREATION
18091		GLOBAL SECURITY SERVICES-IA	rifac security monitor	70.00	555 PARK & RECREATION
00365		GRAINGER	Drain/pipe clip loops/insul	221.46	555 PARK & RECREATION

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LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			Barrel bolt	34.59	555 PARK & RECREATION
			Trash bags	731.25	555 PARK & RECREATION
			Elbows	102.36	555 PARK & RECREATION
			AA Batteries	78.80	555 PARK & RECREATION
			Parts	4.14	555 PARK & RECREATION
			Return air grilles	126.84	555 PARK & RECREATION
			Fasteners	162.80	555 PARK & RECREATION
			Padlocks	164.75	555 PARK & RECREATION

				1626.99	
18126	GRAY MACHINE & WELDING INC		Nuts for BB Hoops	480.00	555 PARK & RECREATION
00373	GREAT WESTERN SUPPLY		Soap dispensers	166.66	555 PARK & RECREATION
00146	HANDY TRUE VALUE		Fasteners	8.26	555 PARK & RECREATION
			Nozzle	14.99	555 PARK & RECREATION
			Valve, faucet covers	31.16	555 PARK & RECREATION
			Enamel paint/keys	17.95	555 PARK & RECREATION
			Wall plates	5.96	555 PARK & RECREATION
			Adapter	2.29	555 PARK & RECREATION
			Fasteners	4.40	555 PARK & RECREATION
			Tee	15.99	555 PARK & RECREATION
			Rods/fasteners/adapters	75.86	555 PARK & RECREATION
			Nipples	21.56	555 PARK & RECREATION
			Adapters	21.98	555 PARK & RECREATION

				220.40	
06030	HAWKINS INC		Sodium Hypochlorite/Deldrm	777.07	555 PARK & RECREATION
08664	INTEGRITY CLEANING S		rifac cleaning	1420.00	555 PARK & RECREATION
13512	J & J LOCKS, SAFES & ALARMS, INC		S/Call, repair locks	237.50	555 PARK & RECREATION
18794	MEGHAN FLYNN		RIFAC red cross teach	579.00	555 PARK & RECREATION
00528	MENARDS INC		Sealer/covers/frames	103.64	555 PARK & RECREATION
			Boards/spray paint/stain/hooks	326.64	555 PARK & RECREATION

				430.28	
00560	MIDAMERICAN ENERGY		rifac elec	4504.26	555 PARK & RECREATION
01781	MILLENNIUM/BFI		rifac garbage	515.85	555 PARK & RECREATION
18442	MONTANA HOGAN		lifeguard instructor class	465.00	555 PARK & RECREATION
01067	PERFORMANCE FOOD GROUP TPC		rec gym snacks	134.76	555 PARK & RECREATION
18183	QC CUSTOM TEES & MORE		volleyball uniforms	247.50	555 PARK & RECREATION

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DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			volleyball camp shirts	165.00	555 PARK & RECREATION
				412.50	
15523		QUAD CITY WINDOW CLEANING INC	Clean locker room	225.00	555 PARK & RECREATION
12822		RAUL CERVANTES SR.	basketball ref	75.00	555 PARK & RECREATION
00899		REPUBLIC COMPANIES	Adj Lumens/Maxlite	254.01	555 PARK & RECREATION
06677		SCOTT CAULPETZER	tai chi teacher	240.00	555 PARK & RECREATION
18181		UNIVERSAL BUILDING MAINTENANCE LLC	rifac cleaning	7925.79	555 PARK & RECREATION
06568		W.F. SCOTT PAINTING & DECORATING	RIFAC paint locker room	9875.00	248 AMERICAN RESCUE PLAN ACT (ARPA
17008		WP BEVERAGE LLC	rec gym water	48.15	555 PARK & RECREATION
			TOTAL :	60243.00	
DONATIONS PARKS					
16056		FRANK R SLABY	memorial bricks	100.00	555 PARK & RECREATION
			TOTAL :	100.00	
			GRAND TOTAL :	172203.41	

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SUMMARY BY FUND			

248	AMERICAN RESCUE PLAN ACT (ARPA	31610.00	
555	PARK & RECREATION	140593.41	

TOTAL :		172203.41	



**Rock Island Parks & Recreation Department:
March 2024 Edition**

**Director
John Gripp**

- **Saukie Clubhouse**

Todd, Jeff Laxton and I met with Jay from J's Drafting to develop the design for the clubhouse at Saukie. Jay will have a detailed rendering for us in early April. Once dialed in, this concept will go out to bid to identify a general contractor. We have also been coordinating with MidAmerican Energy for demo and the new electrical service. We met staff from Public Works, Inspections and I.T. at the Stone House to begin coordinating temporary use of the Stone House while the new clubhouse is being constructed. This will save several thousand dollars vs renting a mobile clubhouse option during construction.

- **Community Conversations**

Todd and I participated in the Library's public meetings – community conversations. There were three meetings held and a lot of great information was exchanged. We will continue to work with the Library and MLK to strengthen our services and be more inline with the council goals.

- **Evaluations**

Todd and I conducted a staff evaluation in March.

- **Friends of Longview Park – OSLAD 2024**

Todd and I met with the Friends of Longview Park president, Tom Sparkman. Tom and his crew have become very active in the park. Two large projects they have their eyes on are restoration of the lagoon and conservatory. These projects will be large and will take a lot of planning between the City, Department and the friends group. We also met with the local disc golf club. They have been very successful in working with communities in our region to improve disc golf courses. They have expressed an interest in helping improve the course at Longview Park. They are a nonprofit group that raises money and does a lot of the work. As you know, Augustana College will be completing a strategic plan for Longview Park based on community meetings, surveys, engaging park users and door to door conversations in the surrounding neighborhoods. All of the interest and partnerships with nonprofits and educational institutions will make Longview Park a strong candidate for OSLAD Grant funding. This summer the Department will be working with all of these groups to put together a strong

OSLAD Grant application based on nonprofit support and data. While OSLAD provides 100% funding, the community engagement, nonprofit additional funding and data from a well-respected college will make Longview Park an even stronger candidate for the grant.

- **MLK Park Electrical**

I met with the City Manager and Public Works Director to discuss adding additional power to MLK Park. MLK Park hosts the annual Polyrhythms Jazz Festival and a number of other community events. The power currently in the park does not meet the needs of vendors and musicians. We will be putting a plan together to upgrade the power and add additional interior lighting in the park. This will reduce the need for loud generators for community events, and will provide more lighting within the park.

- **Lincoln Park Band Shell**

Staff and I met Public Works staff at the Band Shell in Lincoln Park. The dance floor in front of the stage is in bad shape and needs replacement. Public Work crews will be removing the existing surface and replacing it with a level concrete surface that will be more easily accessible. Leo Copland, Eagle Scout, will also be installing an ADA port o pot enclosure that will hide and help secure the port o pots from vandalism.

- **New Alderman Presentation**

I provided an overview of the Department to new council member, Kevin Maynard. Kevin is the Director of QC Arts. A lot of good information was discussed and I believe he understands what we do with the little that we have.

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

- **Douglas Park**

The lighting project at Douglas Park has been completed.

- **RIFAC**

The adult locker rooms have been completed. Lintels are being installed in the pool windows and the additional reinforcement has been completed. Minor brick work on the exterior of the pool windows is underway. We are still waiting on the windows to arrive and be installed. The preschool security wall has been completed.

- **Highland Springs Clubhouse**

The clubhouse project has been completed.

- **Denkmann Park**

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

- **Mel McKay**

This project is nearing completion. ADA entrances and walks have been installed. The contractor has completed installing the court center straps and anchors. The contractor will be installing the windscreens in the coming weeks.

Meetings for March:

- 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

- The golf courses opened for the 2024 season on March 7th. This is the earliest start since 2000. Our typical opening date is around April 1st. It should be a great long year!
- The Saukie Clubhouse project is moving along. We are working with Jeff Laxton, the City's Construction Manager to oversee the project. John, Jeff and I met with J's Pro Drafting to begin the design of the building and the floor plan. Once this is finalized we will submit an RFP for the contractor. We are also planning on using the Stone House as a temporary pro shop once the clubhouse is demolished.
- The new golf online tee sheet and Point of Sale system is up and running. ForeUp will be our online tee time system and Point of Sale at Highland Springs and Saukie. We are already seeing the benefits of having the ability to book tee times online.
- Our Saukie Monday League has 64 golfers and our Highland Springs Thursday League has 80 golfers. This is the largest these leagues have ever been. We will do a shotgun start on all 18 holes for each of these leagues. The Wednesday league at Highland Springs has over 50 golfers too.
- The Ladies Swing & Sip and Men's clinics at Highland Springs are full for the April session. All First Tee classes are full so far too!
- Hosted a Clubhouse Rental at Highland Springs on March 2nd.
- Attended three Community Conversations with the Library. These meetings allowed the public to give us feedback to help with setting our next 5-year strategic plan.

- Met with Library Staff to discuss the Library of Things program. We will have several recreation items that can be checked out at the library including: golf clubs, disc golf discs, basketballs, pickleball paddles, and more. We will also include information about our parks, golf courses, rules, etc so people know what parks they can use the equipment.
- Met with an Eagle Scout at Lincoln Park. He is going to build an enclosure for the Port-A-Pots by the band shell.
- Met with Friends of Longview Park. This will be a beneficial partnership to help with needed projects at the park.



Submitted by: Michele Gonzalez – RIFAC Preschool Director

All three morning preschool classrooms are at full-student capacity with 20 children per classroom. We currently have 17 children enrolled in our afternoon preschool class. A total of 77 students enrolled in RIFAC Preschool.

RIFAC Preschool registration is now open for the 2024-2025 RIFAC Preschool year! RIFAC Preschool is thrilled to announce we will now be offering additional enrollment options to meet family's needs.



ROCK ISLAND FITNESS & ACTIVITY CENTER
PRESCHOOL
Learning through Play

NOW ENROLLING
 2024/2025

August 5, 2024 - May 23, 2025
 Following RI/Milan School Year
 with some exceptions:
 *Preschool Camps
 will be offered over intercessions
Registration opens:
 March 1st at 8:00 am in person

Pre-School
 Morning: 8:30-11:30 am \$65
 + Before Care: 7:00-11:30 am \$85
 Afternoon: 12:30-3:30 pm \$65
 + After Care: 12:30-5:30 pm \$100
 Full Day: 7:00-5:30 pm \$175
 Full Day includes morning curriculum, lunch, nap time,
 play, and snacks
 \$50 Registration Fee

Ages 3-5

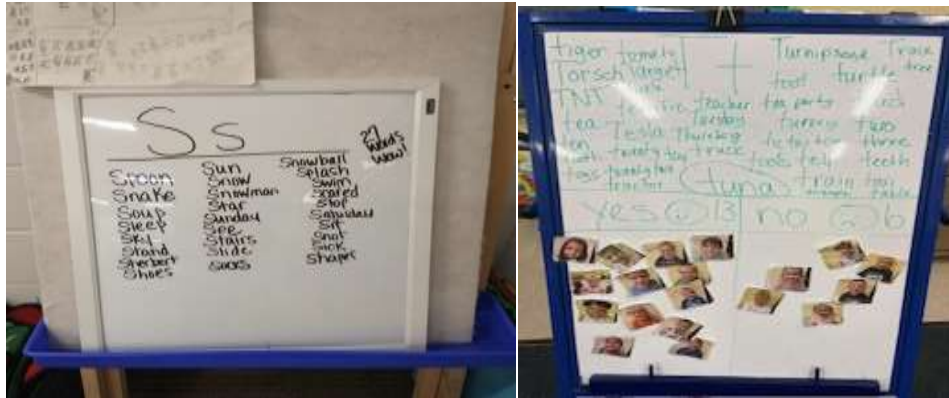
Rock Island Fitness & Activity Center
 4303 24th St
 (309) 732-PARK
www.ri.gov.org/preschool

RI PARKS & RECREATION

RIFAC Preschool is so excited to have new extra hooks for our backpacks, coats, and plenty of space to hang our swim attire!



Preschoolers had a wonderful time learning the letters S and T during the month of March!



 St. Patrick's Day Fun! 



It's always a great time to have fun in the gym and pool!



Celebrating Easter! 🐰🥚🥚🥚





RIFAC PRESCHOOL!



Submitted by: Nikki Carr, Community Recreation & Facilities Manager

Special Interest Programs/Events Offered	# of Participants	Revenue
Tai Chi Chuan – Beginner & Intermediate	11	\$612.00
Underwater Egg Hunt	75	\$750.00
Spring Break RIFAC Camp	30-40 per day	\$11,758.00

RIFAC	Revenue
Membership	\$58,240.89
Guest Pass	\$3,656.00
Punch Pass (Fitness)	\$565.00
Land Fitness	\$2,661.00
Aquatic Fitness	\$2,007.00
Swim Lessons	\$4,534.00
Pickleball	\$960.00
Concessions	\$1,076.50
Rentals	\$1,880.00

Upcoming Activities/General Info

- We are getting ready for summer! Whitewater Junction hiring and camp hiring is done.
- In March we had our annual Underwater Egg Hunt. We had 75 participants hop into the pool in small groups and collect eggs. All participants received a goodie bag.
- Spring Break Camp at RIFAC was from March 11-25. We had a bounce house, swam in the RIFAC pool, and visited Elevate Trampoline Park. The RI Library visited twice to read and do crafts.

Submitted by: Dan Gleason, Special Event & Fundraising Manager

<u>Events Offered</u>	<u>Number of Participants</u>	<u>Rev. for Program/Event</u>
Spring Egg Hunt	500	\$2000
At-Home Egg Hunt	15 home visits	\$396
Bunny Visits	6 home visits	\$234

<u>Facility Rentals</u>	<u>Number of Attendees</u>	<u>Revenue from Rental</u>
Wedding – Lincoln	20	65

Schwiebert Events Offered **Number of Participants** **Rev. for Program/Event**

<u>Schwiebert Facility Rentals</u>	<u>Number of Attendees</u>	<u>Revenue from Rental</u>
River City Church Easter	500	1325

Upcoming Activities/General Info

- Participated in Read Across America event at the Rock Island Academy.
- Met with Kristia from MLK regarding summer events and making sure that the Parks Department stays involved in their planning.
- Went to the Arc of the Quad Cities for an Egg Stuffing party!



- Attended Amplifund Grant Management Systems week long webinar series about reporting on the grant system and the how-tos of everything.

- Met with Tyla from the Day Foundation about our upcoming grant season and what we are looking at applying for. She was happy with what we were doing and hopefully we can get funded.
- Attended the IPRA Skills Webinar Series
- Soul of the City meeting at MLK Center with community leaders about what the next steps are for planning this event.
- Summer meeting with Happy Joes to make sure that we are ready on all ends for the summer season and ordering and sponsorships.
- Spring Egg Hunt was held and was a great event. So much fun had by all.



- Worked with Pete on the Spring Soccer and Volleyball Sports Schedules.
- Working on Summer Sports Camps Sponsorships
- Met at Lincoln Park for some spring updates happening before our summer season starts.
- Bunny Visits and At-Home Egg Hunts happened the last week of March. So much fun being able to go to homes and see all the happy youth of the community when the Easter Bunny shows up at their house!



Submitted by: Carrie Roelf, Marketing Coordinator

Social Media:

Channel	Posts	Reach
Parks & Rec Facebook Page	27	85,409 post Reach Followers 7,494
Parks & Rec Instagram	15	Reach 1,187 1,480 followers
Parks & Rec Twitter	0	163 followers
Whitewater Junction Facebook		4,000 organic reach
Whitewater Junction Instagram		7,531 followers
Golf Facebook Page	16	827 followers reach
		10,777 organic reach (total 1,740 followers)
RIFAC Facebook Page	6	5,698 organic reach

(Likes/Comments/Shares: the number of times people like, comment on or share your post)

eBlasts:

[illegible]

(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	3/4/24

Text Messaging

- RIFAC
 - Billboard up
 - Direct Mail postcards, Website lead pop ups, email drip campaign, and online ads
 - 29,830 postcards sent to prospective members
 - 337 web leads
 - 773 emails sent
 - 1,842,827 google ads
 - 109,218 facebook and Instagram ads
 - 75,191 gmail ads
 - 5,098 youtube ads
 - 57,822 behavioral ads
 - Our managed Google display ads for March : 31,938 with 1,307 clicks
- Recreation
 - Donation requests
 - Spring sports flyers
 - Sports shirt designs with sponsors
 - Staff Webinar
 - Meet with Library to collaborate on marketing
 - Media ad buys for summer
 - Website updates for camps and Whitewater
 - Began Activity Guide design for summer
 - Golf Scorecard ads



Submitted by: Chris Steeber- Golf Course Superintendent Highland Springs

- Highland Springs opened up for the year on Thursday, March 7th. The driving range is open but hitting is only allowed on mats. The driving range tee will be opening sometime in April.
- The weather was a mixed bag. For the month we had 3.2 inches of rain. Three days carts were restricted to 90 degrees and we had one day of cart path only. There were 8 mornings where we had frost/freeze delays.
- Two applications were made to greens to help slow the poa seed flush we will see in April/May. Poa seed makes the greens slow and bumpy.
- Crabgrass control was applied to edges of bunkers and wood lines.
- Copper Sulfate and pond dye were applied to ponds to help control algae growth.
- We had more tree stumps ground. We have taken out 73 stumps through March. We are working on getting them cleaned up, backfilled and seeded.
- We completed a tile project in the valley of hole eighteen.
- We added bunker sand to four of the bunkers. I have been working on new bunkers on a limited basis.
- A new cedar fence was installed on the east side of the parking lot.
- Boards were replaced on two of our memorial benches.
- All tee signs and two flower beds have been mulched. We also put down a preemergent to help with weeds.
- We continued to use the brush hog to cut down no mows.
- All fairways were sliced.
- Course restrooms are up and running.
- I have hired three more employees.

April Projects

- Turn on irrigation system and make repairs where needed.
- Continue cleaning up from stump removal.
- Begin pesticide applications and put out spring fertilizer.
- Verticut green, tees and top dress greens.



Staff installing new drain tile in the valley of eighteen.



Fairways being sliced.

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

- The golf course opened for the season on March
- Course clean-up is well under way thanks to the warmer weather, but we have also had several frosty mornings and just over 3 inches of rain for the month
- All but two seasonal employees are currently back to work at the course
- Fertilizer and chemical deliveries are coming in for the season
- Flowerbeds have had preemergent applied

- Mulching has begun and will continue until finished
- Cart paths have been box bladed and gravel has been added to several areas to reduce puddles when it rains and to smooth the transition between concrete and the gravel



Hole #13 after spring mowing



#3 flowerbed after mulching

Upcoming Work for April

- Verticut greens and tees
- Slice fairways
- Install the backflow preventer and charge the irrigation system
- Apply preemergent to tees, fairways, and rough areas
- Finish mulching flowerbed and tee signs
- Add topsoil and sod to mounds on hole #8
- Spray broadleaf weeds in rough
- Spray the areas that were mulched in the wood lines and prepare to seed them with Tall Fescue

Submitted by: Lauren Pannier – RIFAC Front Office Manager

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

How People Heard About RIFAC:

former/past member/renewal/transfer – 87

referral – 13

employer/school – 15

drive by/walk in/local - 14

programs – 6

Google/online – 5

Silversneakers - 8

Silver/Active and Fit - 2

Fitness Passport - 3

Cancellations

ECP/Payroll Cancellations - 31

Top Reasons People Canceled their ECP in March:

1. Don't use- 11
2. No reason given - 7
3. Moving away - 4

Babysitting Room – 237

RIFAC Rentals – 15 party rentals

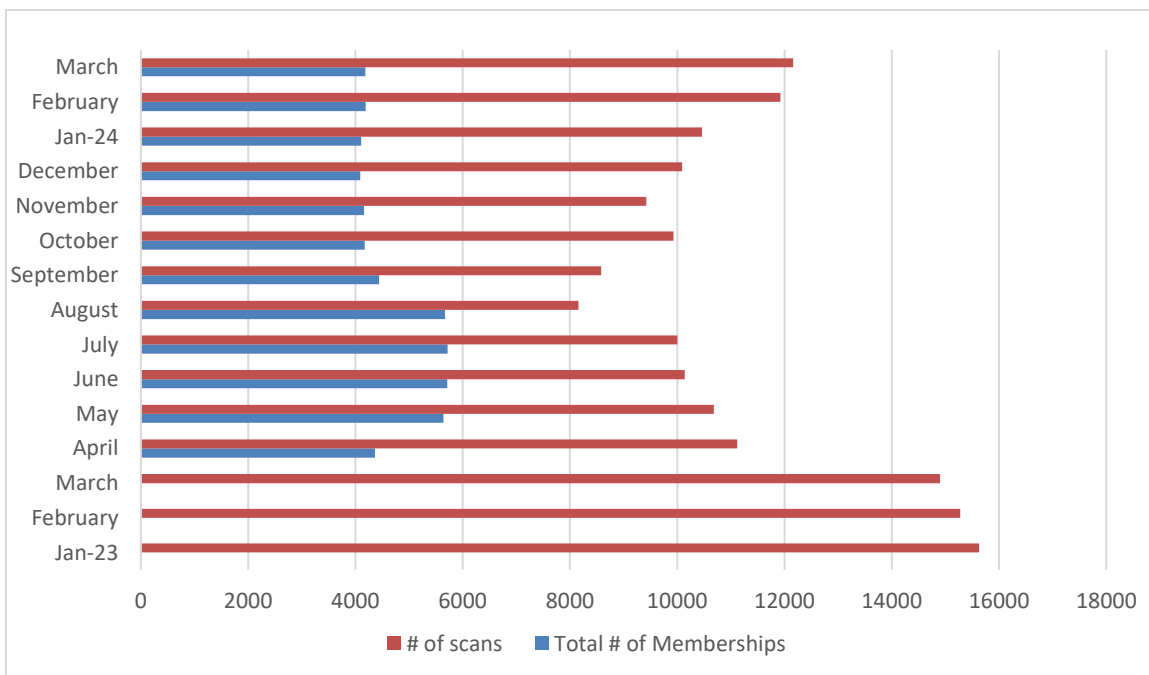
Guest Pass Revenue

Type of Pass	Amount	Total Revenue
Youth 0-17	181	\$1,448.00
Adult 18+	124	\$1,488.00
Family	36	\$720.00
		\$3,656.00

Pickleball Revenue

Type of Pass	Amount	Total Revenue
Drop In Member	111	\$222.00
Drop In Non-Member	183	\$732.00
		\$954.00

Members Total- 4185 Membership Scans – 12161



Submitted by: Pete Peña, Sports Recreation Manager

<u>Programs/Events Offered</u>	<u>Number of Participants</u>	<u>Revenue</u>	<u>YTD</u>
1. Soccer Shots	34	\$ 1,795	
2. Spring Break Volleyball Clinic W/Augustana	20	\$ 815	
3. Volleyball League	33	\$ 2,029	
4. Spring Soccer	272	\$ 14,822	
TOTAL		\$ 19,461	38,362

<u>Facility Rental – Douglas Ball Diamonds</u>	<u>Number of Events</u>	<u>Revenue</u>	
1.		\$	
TOTAL		\$ 0	0

<u>Facility Rental – Intown Ball Diamonds</u>	<u>Number of Events</u>	<u>Revenue</u>	
1.		\$	
TOTAL		\$ 0	0

<u>Facility Rental – Rec Gym</u>	<u>Number of Events</u>	<u>Revenue</u>	
1. Mexican American Basketball League	3	\$ 1,200	
2. Basketball rental – DeSilva	1	\$ 75	
3. Basketball rental - Hernandez	3	\$ 75	
4. Bible Missionary Institute Volleyball rental	1	\$ 180	
5. Basketball rental – Hanley	2	\$ 150	
TOTAL		\$ 1,680	6,575

<u>Douglas Concessions</u>				
Monthly Revenue:	\$ 00.00	PTD (Rev minus Exp): + \$	0.00	0.0 %
Monthly Expenditures:	\$ 00.00	YTD (Rev minus Exp): + \$	0.00	0.0 %
Yearly Revenue:	\$ 00.00			

44,937Upcoming Activities/General Info

- Connected with QC 76ers along with other potential ball field renters for needs in 2024
- Held financial assistance sports registration at MLK
- Reached out to secure potential partners for Spring Soccer Jamboree along with Volunteer Coaches Soccer Clinics
- Two Cubs Bus Trip tickets went on sale for early bird rate that ends March 1st
- Tennis Lesson partnership with QC Tennis Club is going strong. Added more sessions
- Spring Soccer season started with Douglas Park as the hub for all games.
- Held Volleyball League Jamboree at RIFAC.





Submitted by: David Driskill, Sports Field Maintenance

Campbell Sports Complex

- Started weekly maintenance by,
 - Cutting grass
 - Picking up litter

Douglas Park

- Put spectator area on hold during spring start-up
- Continued to organize shed and moved supplies for new season

- Set up soccer fields for programming
- Began prepping large field for games by
 - Rolled outfield
 - Dethatched infield
 - Applied pre-emergent fertilizer
 - Opened infields to dry out

In-town

- Ordered an additional 50 tons of infield material for Hodge and OHM.
- Reset in-town fields for the upcoming programs and rentals
 - Reservoir East, Morris, and Rotary are set
 - Reservoir West, Hodge, and OHM are to be finished

Submitted by: Marc DeMarlie, Chief Horticulturist

Greenhouse and plant maintenance are done daily. Calendar boxes planted for the season. Annuals have all come in and potted up for the season. Mowing began in some spots on the 8th of April. Seasonal employees have started to come in for the year. Walked the new disc golf course and worked out a plan for it. Looking at Lincoln park to start moving on some things. Next round of fertilizer has been scheduled for the next couple of weeks. Installed QC Passport signs in our parks.

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, 11th street point, WWJ, Hauberg ball fields.

Watering- Longview greenhouse up to 3 times a week.

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

Projects- New signs at Longview, Lincoln and Shadybrook, mowing naturalized areas, Greenhouse doors.



Memorandum Parks & Recreation Department



To: Park Board
Subject: 6.1 Grow It or Sew It
Date: Monday, March 25, 2024

Background Information:

It's a plant and craft sale event. They will have around 40 vendors set up in Longview Park. This will have a similar set up as the Parks Community Garage Sale, logistics will work out with traffic flow and parking.

Recommendation:

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

Fee:

Deposit: \$100

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: Brittany Puffett, Susan Lange, Erin Orchard

Organization/Production Company:

Federal Tax ID or 501©3 #:

(attach current verification)

Address: 4437 9th Av

Apt/Ste:

City: Rock Island

State: IL

Zip: 61201

Email: brittanypuffett@gmail.com

Phone:

Event Day On-Site Contact: Brittany Puffett, Susan Lange, Erin Orchard

Cell: 309-751-7157

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: "Grow It or Sew It" Plant and Craft Sale

Location/Facility Requested (Check all that apply):

☐ Schwiebert Riverfront Park

☐ Sunset Park

☐ Lincoln Park

☐ Martin Luther King Jr. Park

☐ Main Stage & Great Lawn

☐ Band Shell

☐ Terry Brooks

☐ Observation Shelter

☒ Longview Park

☐ & Shelter

☐ Performance Stage

☐ Triangle Lawn

☐ Douglas Park

☐ Gazebo

☐ & Shelter

☐ Other

☐ Wedding Plaza

Event Date(s): Flexible; but May 18th would be ideal

6/1/24

Event Time:

10:00am CST

to

4:00pm CST

Set-Up Date(s): Same day as event

Set-Up Time:

8:30am CST

to

10:00am CST

Tear-Down Date(s): Same day as event

Tear-Down Time:

4:00pm CST

to

5:30pm CST

Estimated Number of Attendees/Participants: Participants - around 40 vendors. Attendees depends on foot traffic.

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: Duck Creek Lodge & Quad City Botanical Center

Date: 09/04/22, 05/21/23, 09/24/23

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.

It's a plant and craft sale event. We usually have around 40 vendors, give or take depends on the time of year. We don't charge an entry fee to come shop or browse. Just a fun little event to bring the community together. We have a Facebook group with 4,000 members called "Quad City Plant People" and we've found this to be a great way to get everyone out and share their talents. We do normally charge a small vendor fee, but this is just to recoup the cost of our venue (\$10 to \$20) and we donate any profit over that to either the venue or a charity that the group votes on.

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: N/A Yet. We will ensure any food vendors are licensed to sell in the city of Rock Island.

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: _____ 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: _____

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: _____

We may bring along a few little signs, but they'd likely be poster board or corrugated plastic, and minimal in size.

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: Vendors will bring their own tables and chairs. A few vendors like to bring tents.

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

☐ NO

YES (Please continue)

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

Number of Tents: tbd

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 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?

Facebook

Will your event be publicly advertised?

NO

☒ YES (Please continue)

Description: We'll advertise on Facebook once everything is finalized.

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

NO

☒ YES (Please continue)

Link: There's not a link yet because we haven't created the event. Once approved we will make it and provide the 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.

*Getting the coverage now, will send the verification letter once available.

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: Brittany Puffett

Signature: *Brittany Puffett*

Date: 03/22/2024

Memorandum Parks & Recreation Department



To: Park Board
Subject: 6.8 Quad Cities Heart Walk
Date: Monday, April 8, 2024

Background Information:

This will be the fourth year that they have been in Schwiebert Park for the Heart Walk. They will use the park as the start of the walk and for vendors to be there. They will be asking for Amplified Sound permit and will be using the bike path for their walk.

Recommendation:

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

Fee:

Rental: \$750

Amplified Sound: \$25

Deposit: \$200

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: Cathy Brandt		
Organization/Production Company: American Heart Association		
Federal Tax ID or 501©3 #: 13-5613797		(attach current verification)
Address: 1035 N Center Point Rd, Suite B	Apt/Ste:	
City: Hiawatha	State: Iowa	Zip: 52233
Email: Cathy.Brandt@heart.org	Phone: 815-541-1945	
Event Day On-Site Contact: Cathy Brandt	Cell: 815-541-1945	
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)		X 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: Quad Cities Heart Walk		
Location/Facility Requested (Check all that apply):		
☒ Schwiebert Riverfront Park	☐ Sunset Park	☐ Lincoln Park
☒ Main Stage & Great Lawn	☐ Longview Park	☐ Martin Luther King Jr. Park
☐ Observation Shelter	☐ & Shelter	☐ Terry Brooks Performance Stage & Shelter
☒ Triangle Lawn	☐ Gazebo	☐ Wedding Plaza
Event Date(s): Saturday, June 8, 2024	Event Time: 8AM	to 11AM
Set-Up Date(s): Sat. 6/8 (Is Fri 6/7 possible?)	Set-Up Time: 6AM	to 8AM
Tear-Down Date(s): Saturday, June 8, 2024	Tear-Down Time: 11AM	to 2PM
Estimated Number of Attendees/Participants: 1,500		
Will this event interfere with/impede normal use of the area by the public?		X NO YES
What actions will be taken to reduce impact to others?		
Previous Year Date/Location: Has this event been previously held?		NO X YES
Location: Schwiebert Park	Date: Saturday, June 11, 2022	
Do you plan to charge admission/participation fees?	X 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 Description:

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

Free, outdoor, non-competitive event. Stations/Tents are positioned around the park.

Participants are encouraged to visit stations 8AM-9AM. Stations include education, awareness, activities, etc.

promoting healthy living - Eat Smart. Move More. Be Well. Opening Ceremonies start at 9AM followed by the launch of the 1- and/or 3.5-mile walk. The Heart Walk serves as a celebration after a year of forwarding our mission to be a RELENTLESS force for a world of longer, healthier lives.

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:

We will be offering refreshments at no cost. All refreshments will be shelf-stable & individually-wrapped (bananas, trail mix, granola bars, fruit snacks, bottled water). No food prep. No food sales.

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

Beverages: 10'x20' tent w/ tables & iced coolers for water Food: 10'x20' tent w/ tables & iced coolers for water

Merchandise: _____ Info/Registration: 1 tent with table

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.

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

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

Electrical outlets needed: 1 Location: Stage area Purpose: Audio Equipment

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: 8 AM to 11 AM

Description (Please describe purpose and plans for amplified sound)

Welcome Music 8AM-11AM with announcements as needed. Opening Ceremonies at 9AM

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?

Welcome Music 8AM-11AM with announcements as needed.Opening Ceremonies at 9AM**VEHICLES**

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

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

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

NO

YES (Please continue)

Cars: 1 # Trailers: 0 # Buses: 0 # Semi Trucks: 0# Golf Carts: up to 2 # Other: 1 Describe: 16' Penske Truck

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: Receptacles for recycling and trash removal

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: A-Frames by stations; banners zip-tied on fencing;

real-estate style signs with H brackets in grass

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: Tables and chairs at each station

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: up to 25 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: 40 # Tables: 10 # Stanchions: 0 # of Fence Sections: 0

(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.

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?

Company recruitment, website, emails, media promotions, fliers, posters, etc.

Will your event be publicly advertised?

NO

☒ YES (Please continue)

Description: online, TV, radio, print

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

NO

YES (Please continue)

Link: www.QuadCitiesHeartWalk.org

Link:

SECURITY (Park Board may require)

Have you made provisions for on-site security services?

NO

YES (Please continue)

Security Company: Planning to if sett-up on 6/7 is an option

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: Select Specialty Hospital has agreed to provide medical staff for each of 5 stations

Contact Name: Codie Dillie

Address: 1227 Rusholme St, 3rd Floor

City: Davenport

St: IA

Zip: 52803

Email Address: CDillie@SelectMedical.com

Phone:

Event Day Cell #: 563-468-2013

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 15 day notice applicant will receive a refund, less a cancellation fee. Within 15 days notice will forfeit entire fees & deposit.

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: Cathy Brandt

Signature: Cathy Brandt

Date: 4-5-2024

Memorandum Parks & Recreation Department



To: Park Board
Subject: 7.13 Adams/Fuller Wedding
Date: Monday, March 25, 2024

Background Information:

Adams/Fuller wedding is requesting the use of Schwiebert Riverfront Park and Amplified Sound for their wedding on 7.13.2024 for around 50 people.

Recommendation:

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

Fee:

Deposit: \$100
Rental: \$375
Chairs: \$150
Tables: \$48
Amplified Sound Permit: \$25
Total: \$698

Submitted by: Daniel Gleason, Special Events & Fundraising Manager

Approved by:

Park Board: ☐ Yes ☐ No

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



SCHWIEBERT RIVERFRONT PARK WEDDING APPLICATION

APPLICANT			
Name: <u>Skye Adams</u>	Fiancé's Name: <u>Trenton Fuller</u>		
Address: <u>4523 5th Street B</u>	Email: <u>sadams8604@aol.com</u>		
City: <u>East Moline</u>	Phone: <u>(309) 592-5605</u>		
State: <u>ILL</u>	Zip: <u>61244</u>		
Day-Of Contact:			
Event			
Event Type: ☒ Wedding Ceremony ☐ Reception ☐ Wedding & Reception			
Location: ☒ Main Stage & Great Lawn ☐ Observation Shelter			
Date: <u>July 13th 2024</u> option 1 _____ option 2			
Event Times (include set-up and tear-down):			
Arrival/Set-up: <u>1 : 30</u>		Ceremony Time: <u>3 : 00</u>	
		Departure Time: <u>4 : 30</u>	
Estimated Number of Guests: <u>50</u>			
FEATURES			
Requesting permission to have amplified sound? (Amplified Sound Application Fee) ☒ NO ☐ YES			
Will you rent the RI Parks & Rec Dept Sound system or provide your own?			
☐ RENT (Rental Fee - Parks sound system include 2 speakers, 2 microphones with stands, and adaptor for CD Player, MP3 or IPOD. Designed for speaking and solo artists; not suitable for band amplification.)			
☒ PROVIDE			
Requesting rental of the following from the Rock Island Parks & Rec. Dept.?			
Chairs: <u># 50</u>		Tables: <u># 4</u>	
*90 White Resin Available		*10 White Resin Available	
Set-up/tear-down fee if you would like Parks Staff to handle. You may handle on own without fee			
MIXING RI PARKS & REC CHAIRS/TABLES WITH RENTAL COMPANIES IS NOT ALLOWED			
Requesting to serve food at your reception? ☒ NO ☐ YES			
Caterer Name: _____		Phone: _____	
Requesting permission to serve alcohol at your reception?			
YES ☒ NO		Additional Fee's and Documentation Needed. Please Contact Parks Special Events Manager for requirements and fees.	
Requesting permission to set up a tent? (\$50 fee for tents over 1,000 square feet) ☒ NO ☐ YES			
# of Tents: _____		Size: _____ X	
Requesting permission for special equipment/vehicles on Park Property? ☒ NO ☐ YES			
Contact Parks Special Event Manager.			

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.
 - A minimum refundable damage deposit is required for wedding reception 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

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 allow charge of credit card in case of damage exceeds damage deposit; to indemnify the Park Board and the City of Rock Island 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 control; 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 and the City of Rock Island 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 have received, read and agree to the terms of the event and facility rules as well as the Rock Island Park Board Code of Ordinances and agree to abide by them.

Print: Skye Adams

Sign: Skye Adams

Date: _____

Memorandum Parks & Recreation Department



To: Park Board
Subject: 8.31 Grand Prix Concert
Date: Tuesday, March 26, 2024

Background Information:

Roger Ruthhart from the Rock Island Grand Prix is looking at hosting a concert at Schwiebert Park the weekend of the races. Roger is aware that the Grand Prix would be responsible for payment of the park and contracting sounds and band(s). They are applying for Amp Sound Permit, they would also be using a downtown Rock Island Business to sell alcohol in the park and the Parks Department would be doing concessions to make some money back to the department as well.

Recommendation:

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

Fee:

Deposit: \$200
 Park Rental: \$375
 Amp 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: <u>Roger Ruthhart</u>			
Organization/Production Company: <u>Rock Island Grand Prix athletic Assn</u>			
Federal Tax ID or 501©3 #:		<u>36-4451044</u>	<u>(501c6)</u> (attach current verification)
Address: <u>1401 32nd Ave.</u>		Apt/Ste:	
City: <u>Rock Island</u>	State: <u>Ill</u>	Zip: <u>61201</u>	
Email: <u>rockislandgrandprix@gmail.com</u>		Phone: <u>309-756-6010</u>	
Event Day On-Site Contact: <u>same</u>		Cell: <u>same</u>	
Event Sponsor (Are you, the applicant, organizing this event on behalf of another organization?) <u>TBA</u> 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):			
☒ Schwiebert Riverfront Park	☐ Sunset Park	☐ Lincoln Park	☐ Martin Luther King Jr. Park
☒ Main Stage & Great Lawn		☐ Band Shell	☐ Terry Brooks
☐ Observation Shelter	☐ Longview Park	☐ & Shelter	☐ Performance Stage
☐ Triangle Lawn	☐ Douglas Park	☐ Gazebo	☐ & Shelter
☐ Other _____		☐ Wedding Plaza	
Event Date(s): <u>Sat, Aug. 31, 2024</u>		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.			

EVENT INFORMATION Cont.**Event Description:**

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

The Xtrem Rock Island Grand Prix, in its 29th year, is the biggest weekend event of the year in Rock Island. With recent changes in the District race teams and spectators have little to do in evening. We would like to present Saturday night entertainment nearby at Schweibert Park. All other elements of the weekend are covered in Event permit filed with city.

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: _____ 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)

Musical entertainment

Will music/sound be monitored for language content?

NO

YES

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

NO

YES (Please continue)

Description: _____

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

☐ Provide☐ Rent

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

How will you be using the System? _____

VEHICLES

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

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

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

NO

YES (Please continue)

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

Golf Carts: _____ # Other: _____ Describe: _____

EVENT ADDITIONS

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

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

Description: _____

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

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

Number of Toilets: _____

Locations: _____

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

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

Description: _____

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

Required at any park if Serving Alcohol.

Describe purpose and location: _____

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

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

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

☒ NO

YES (Please continue)

Description: _____

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

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

Number of Tents: _____

Size: _____ x _____

Number of Tents: _____

Size: _____ x _____

RENTAL OF EQUIPMENT

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

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

Chairs: _____ # Tables: _____ # Stanchions: _____ # of Fence Sections: _____
 (90 Available) (10 Available) (20 Available) (60 Available)

(Each 8' wide x 4' high)

(Required if serving alcohol)

Attach a Site Map if you plan to include any of the previously mentioned features at your event. The Site Map should indicate the relative location of the following: all sources of 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 spots + social media

Will your event be publicly advertised?

NO

☒ YES (Please continue)

Description: TV spots on mediacom, WHBF + affiliated stations

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

NO

☒ YES (Please continue)

Link: race rock island info

Link: facebook.com/rockislandgrandprix

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: not this event

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.

\$2,000,000. We will need to add Park Board but city already named.



Daniel Gleason <gleason.daniel@rigov.org>

Grand Prix Event Permit addendum

2 messages

Rock Island Grand Prix <rockislandgrandprix@gmail.com>

Tue, Mar 19, 2024 at 7:04 PM

To: Daniel Gleason <gleason.daniel@rigov.org>

Hi Daniel,

I would like to submit a short addendum to the material we submitted earlier for our Event Permit:

The Rock Island Grand Prix recently signed a national sponsor for this year's race. The Hemp Doctor sells products that are hemp/CDB based. They are at such a low potency that under the 2018 Farm Bill they have been approved as legal at the federal level. They are also legal in Illinois as long as a city has no local ordinances blocking them.

I worked through the downtown Ald. Dylan Parker who checked with both Police Chief Richard Landi and Community and Economic Development Department Director Miles Brainard, to confirm that there are no state or local laws against these products.

The CEO of The Hemp Doctor has said they understand this is a family event and just want to use it to get their name out there and promote their website. They will be introducing a new seltzer product which he called "milder than beer" which we plan to sell to over 21 customers through our beer trailers if/when approved by the Liquor Commission, and list as a sponsor of our Saturday concert.

I'm just trying to cover all the bases and get the word out to everyone early so there are no surprises on race weekend. This is a huge sponsor commitment to our event, the downtown, and the city of Rock Island.

Best regards,
Roger Ruthhart
President
Xtream Rock Island Grand Prix presented The Hemp Doctor

--



Rock Island Grand Prix Team
Rock Island, Illinois
racerockisland.info
rockislandgrandprix@gmail.com

Memorandum Parks & Recreation Department



To: Park Board
Subject: 9.8 Mopars in the Sunset
Date: Tuesday, April 2, 2024

Background Information:

This will be the 19th year for this event in Skafidas Parkway. This event is a car show that raises money for their charity. Cars park on concrete in parking spots and they close off the drive. Visitors park in the parking lot by Potters Lake and walk into the Skafidas to look at the cars. They are asking for Amplified Sound Permit and to close off Skafidas Parkway for their event.

Recommendation:

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

Fee:

Deposit: \$100
Amp 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 I</u>	State: <u>IL</u>	Zip: <u>61201</u>
Email: <u>r.devoss64@gmail.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?)		(NO) YES
Only fill out if you answered YES above.		
Name of Organization:		
Sponsoring Organization Contact Name:		
Address:		Apt/Ste:
City:	State:	Zip:

EVENT INFORMATION

Event Name: <u>19TH ANNUAL MOPARS IN THE SUNSET</u>			
Location/Facility Requested (Check all that apply):			
☐ Schwiebert Riverfront Park	☐ Sunset Park	☐ Lincoln Park	☐ Martin Luther King Jr. Park
☐ Main Stage & Great Lawn		☐ Band Shell	☐ Terry Brooks
☐ Observation Shelter	☐ Longview Park	☐ & Shelter	☐ Performance Stage
☐ Triangle Lawn	☐ Douglas Park	☐ Gazebo	☐ & Shelter
☒ Other <u>GEORGE SKAFIDIS PKWY</u>		☐ Wedding Plaza	
Event Date(s): <u>SEPT 8TH</u>	Event Time: <u>10</u>	to <u>3pm</u>	
Set-Up Date(s): <u>SEPT 8TH</u>	Set-Up Time: <u>8:30</u>	to <u>9:30</u>	
Tear-Down Date(s): <u>12PM SEPT 8TH</u>	Tear-Down Time: <u>2:45</u>	to <u>3:15</u>	
Estimated Number of Attendees/Participants: <u>120</u>			
Will this event interfere with/impede normal use of the area by the public?		NO YES (YES circled)	
What actions will be taken to reduce impact to others?			
<u>SOMEONE MANNING THE GATE & SIGNAGE</u>			
Previous Year Date/Location: Has this event been previously held?		NO YES (YES circled)	
Location: <u>GEORGE SKAFIDIS PKWY</u>		Date: <u>SEPT 10, 2023</u>	
Do you plan to charge admission/participation fees?		NO YES (YES circled) (Please fill out info below)	
Fee Per ^{CAR} Adult: <u>\$5-15.00</u>	Fee Per Child: \$	or General Admission: \$	
Who is the recipient of the monies collected? <u>RANDY DeVoss on BEHALF OF QCMC</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 / CRUISE-IN TO SHOW CARS & GATHER AS WELL
AS RAISE MONEY FOR OUR CHARITY. 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 BEVERAGESAre you requesting permission to **sample** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☐ NoAre you requesting permission to **sell** food and/or beverages?☒ Yes (Event Participants only)☒ Yes (to the General Public)☐ No**IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.**

If vendors/caterers are known please list:

KELLER'S PIT BBQ
TRAVLIN' TOM'S COFFEE TRUCK

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

Beverages:

1 TRUCK

Food:

1 TRUCK / TRAILER

Merchandise:

Info/Registration:

Other:

ALCOHOL

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

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

☐ Serve☐ Sell

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

NO

YES (Please continue)

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol?

Additional charges may apply with Serving/Selling Alcohol.

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

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

Electrical outlets needed: 2-4 Location: GEORGE SKAFIDAKIS Purpose: DJ / GENERAL

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 AM to 2:30 PM

Description (Please describe purpose and plans for amplified sound)

MUSIC / DOOR PRIZE ANNOUNCEMENTS / 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: 70-90 # Trailers: 1-2 # Buses: _____ # Semi Trucks: _____# Golf Carts: 1 # 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: GEORGE SKAFIDAS

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: NEED 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: _____

SANDWICH BOARD - BANNER

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?

FLVERS / SOCIAL MEDIA
WORD OF MOUTH

Will your event be publicly advertised?

NO

YES (Please continue)

Description: FLVERS / SOCIAL MEDIA

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

NO

YES (Please continue)

Link: FACEBOOK - QUAD CITY MOPAR CLUB

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 PKWY

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

NO

Yes (Please continue)

Location Description: SAME

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: VOLUNTEERS TO PARK 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?

MARKEL 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.

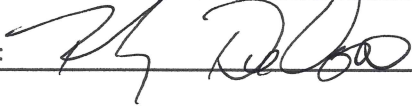
I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and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

The Undersigned has full authority to represent the sponsoring organization:

Printed Name:

RANDY DeVoss

Signature:



Date:

3-26-2024