

Community/Affiliate Group Agreement

Memorandum of Understanding

PURPOSE

The Frankfort Square Park District (hereafter "Park District") recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating, and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Frankfort Square Wildcats Football (hereafter "Community Group" or "Affiliate"). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein ensure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing, and maintaining recreational programs.

I. Criteria and Conditions

1. The Community Group/Affiliate shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. The Community Group/Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Community Group/Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement to Park District programs.
 - b. Provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
 - c. Provide an annual audit or detailed report which documents the Community Group's/Affiliate's current financial standings, including operational revenues, expenditures, and financial reserves.
4. The Community Group/Affiliate must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District.
5. The Community Group/Affiliate shall provide a list of officers and participants, including addresses and telephone numbers.
6. The Community Group/Affiliate shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District.

7. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees, or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
8. Affiliate/Community Group shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
9. The Community Group/Affiliate shall not to represent itself or members of the Community Group/Affiliate as employees, volunteers, or agents of the Park District.
10. The Community Group/Affiliate or members of the Community Group/Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
11. All fees, charges, monies, and expenditures shall be handled by the Community Group/Affiliate itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
12. Costs for maintenance of equipment and/or facilities will be charged to the Community Group/Affiliate.
13. The Community Group/Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Community Group's/Affiliate's activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
14. Activities, programs, and events sponsored by Community Group/Affiliate shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
15. The Community Group/Affiliate agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Community Group/Affiliate is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
16. The Community Group/Affiliate agrees to cross-reference all staff, employees, and volunteers with the federal and State of Illinois Child Offender Databases.
17. The Community Group/Affiliate understands and agrees that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Community Group/Affiliate position and/or activity and that the Park District is not responsible for any hiring or retention decision.
18. Registration for membership/tryouts must not exclude qualified residents to residents of the Park District.
19. The Community Group/Affiliate shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The

Community Group/Affiliate shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

II. Facility Use

1. Requests shall be made on an as-needed basis, depending on usage needs. Park District Programs take precedence. The Community Group/Affiliate will receive priority for use of fields, rooms, or other Park District facilities. Priority scheduling at school district-owned indoor facilities will be as follows:
 - a. Category 1 – School-sponsored groups (LWCHSD or SHSD 161)
 - b. Category 2 – Park District Programs
 - c. Category 3 – LWCHSD and SHSD 161 resident groups/organizations with priority based on groups with 50% residency.
 - d. Category 4 – Non-profit groups/organizations with less than 50% residency.
2. It is the sole responsibility of the Community Group/Affiliate to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
3. The Community Group/Affiliate shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
4. Optional – Any holes or low spots on any field should be marked with field marking paint or spray paint for Park District maintenance crew to fill in.
5. The Community Group/Affiliate is solely responsible for providing supervision and security services, as needed, for any and all Community Group/Affiliate activities.
6. The Park District does not assume any responsibility, care, custody, or control of any Community Group/Affiliate property or equipment brought upon or stored upon Park District property. The Community Group/Affiliate is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
7. The Community Group/Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel, or reschedule meetings based upon Park District needs.

III. Rental/Usage Fee

The Park District shall provide the Community Group/Affiliate with use of Park-District-owned facilities, both indoor and outdoor at no cost, and will provide use of indoor school facilities at fees that shall be determined on an annual basis.

IV. Advertisement

The Park District will provide the Community Group/Affiliate with a maximum of one-quarter page of advertising in their seasonal program brochure. The Community Group/Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. A copy of the Park District's Program Brochure Production Timeline, which established deadlines for promotional copy, will be given the group on an annual basis.

V. Insurance and Indemnification

The Community Group/Affiliate shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Community Group's/Affiliate's activities:

A. Commercial General and Umbrella Liability Insurance

Community Group/Affiliate shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Community Group/Affiliate intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Community Group's/Affiliate's insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

B. Business Auto and Umbrella Liability Insurance

If applicable, the Community Group/Affiliate shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

If applicable, the Community Group/Affiliate shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

D. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Community Group/Affiliate waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Community Group's/Affiliate's use of any Park District property or facility.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to exercising any rights under this Agreement, the Community Group/Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall name the Park District as an additional insured and include the following statement: The Frankfort Square Park District, its officers, agents and employees are to be named as additional insureds under the General Liability coverage.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Community Group's/Affiliate's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Community Group/Affiliate from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Community Group/Affiliate shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If the Community Group's/Affiliate's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Community Group/Affiliate may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

VI. Other

- Community Group/Affiliate is responsible for ensuring that any and all on field and off field equipment is in safe and usable condition before all games and practices.
- Community Group/Affiliate is responsible for following the Park District's severe weather protocol –see Attachment A – ThorGuard Lightning Prediction Policy

VII. COVID-19 Compliance

1. The Community Group/Affiliate shall reference and adhere to current and any subsequent revisions to IHSA Return to Play Plans/Guidelines.
2. The Community Group/Affiliate must employ an individual on-site to monitor and ensure compliance with federal and state standards provided to help stop the spread of COVID-19, and must provide the Park District with a schedule of the responsible individual(s), noting date/time/name.
3. The Community Group/Affiliate must provide its participants with a full disclaimer regarding risks of participation, and a full understanding of the practices to be employed, and must provide the Park District with individually signed copies of the disclaimers.
4. The Community Group/Affiliate will formulate a plan for its spectators, spacing games to ensure gatherings do not exceed fifty (50) persons, and may consider issuing tickets to participants to control numbers.
5. All participants of the Community Group/Affiliate must monitor themselves for symptoms of COVID-19 and stay home if they are experiencing any of the symptoms.
6. The Community Group/Affiliate's officials must wear a mask except when ACTIVELY exercising as part of their officiating duties and use an electronic whistle. Mouth whistles and blow horns are not allowed.
7. All participants of the Community Group/Affiliate must practice social distancing, keeping at least six (6') of distance between individuals.
8. Cough and/or sneeze into your elbow or tissue not your hands. If using a tissue, it must be used only once and disposed of in a lined trash receptacle, then wash or sanitize your hands.
9. No spitting or blowing of the nose without use of a tissue is allowed.
10. Refrain from touching your face, especially your eyes, nose, and mouth.
11. Coaches, volunteers, referees, participants must wear face masks covering their mouths and noses.
12. Wash your hands frequently with soap and water for twenty (20) seconds. If soap and water are not readily available, use hand sanitizer containing at least 60% alcohol.
13. Regularly clean and disinfect surfaces and touch points.
14. The Community Group/Affiliate must stay updated on preventive steps, such as by visiting the CDC's website page regarding prevention.
15. The Community Group/Affiliate is responsible to comply with necessary State guidelines for the provision of concessions, and must secure a permit from the Will County Health Department.
16. The Community Group/Affiliate should direct its coaches, volunteers, referees, and participants to review its guidelines as posted on the Park District's website under COVID-19 at www.fsdp.org.

17. Due to the volume of additional information provided on an ongoing basis, this agreement may be amended to reflect the best practices put forth by governing agencies.

VIII. No Third Party Beneficiary

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

IX. Termination and Duration

- a. The initial term of this Agreement shall commence on the date hereof and will remain in effect as necessary. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 90 days prior to the annual renewal date of its intention not to renew the agreement, or unless the Parties otherwise mutually agree to terminate the Agreement.
- b. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Community Group/Affiliate or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Community Group/Affiliate has breached any of its obligations under this Agreement.

The Community Group/Affiliate may terminate this agreement by providing a minimum of 45 days written notice.

- c. The Community Group/Affiliate will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Community Group/Affiliate by the Park District shall be promptly reimbursed.
- d. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of
Community Group/Affiliate

7/15/2020

Date

Authorized Signature of Park District

7-16-20

Date

ATTACHMENT A

FRANKFORT SQUARE PARK DISTRICT THORGUARD LIGHTING PREDICTION SYSTEM PARK POLICY FOR YOUTH AND ADULT OUTDOOR ACTIVITIES

The ThorGuard system makes lightning predictions. This differs from lightning detection, which senses lightning strikes. ThorGuard predicts future lightning strikes by sensing the ionization in the air. When ionization increases to a level that supports lightning strikes, the alarm is sounded. Once the predictor senses conditions that favor lightning, there is often a flash of lightning in the area within 10 minutes.

Ionization of the air occurs even when there is no active storm. There have been reports of lightning traveling through the atmosphere for distances up to 20 miles before coming to earth in an area that may not even have clouds above it. This is called "Bolts Out of the Blue" and can only be avoided by using a lightning prediction system. If the lightning predictor sets off the alarm on a sunny day, it is not malfunctioning. There is a chance of being struck by lightning if the alarm is not heeded.

POLICIES

- Warning horn will sound (15 second blast) when a potentially dangerous weather situation is approaching.
- Clear the parks/fields immediately & seek proper shelter (please return to your vehicle).
- Wait for the "All Clear" sound (3 short horn blasts). A couple minutes should be taken prior to returning to the parks/fields as a safety precaution.
- If no "All Clear" sounds after 30 minutes, the activity/game is canceled. **Please note:** For contests that have a time limit on the length of the game there is a "running clock" while the game is delayed.
- No outdoor activities and/or sports program, umpire, referee, board member or individual can supersede this policy and continue athletic play or practices once the siren has sounded.
- Anyone seeing lightning needs to notify any and all park users within their group and/or the proper officials: coaches, game officials. Steps need to be taken to clear the park/fields if conditions warrant even if the siren has not sounded.

Additional Rules of Thumb:

- If you hear the alarm, clear the park/field.
- Lead by example. All adults should also clear the park/field.