



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

**BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
TUESDAY, FEBRUARY 16, 2021  
7:00 p.m.  
MAPLE PARK CIVIC CENTER  
302 WILLOW STREET, MAPLE PARK**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL/QUORUM ESTABLISHED**
- 4. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. . You may also send an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*
- 5. INFRASTRUCTURE ITEMS**
- 6. PERSONNEL ITEMS**
- 7. FINANCE ITEMS**
  - A. Initial Fiscal Year 2021-2022 Budget Discussion
- 8. VILLAGE ADMINISTRATOR REPORT**
- 9. VILLAGE PRESIDENT REPORT**
- 10. OTHER BUSINESS**
  - A. Discussion Regarding Gym Use Request/10-minute Discussion
- 11. GOALS LIST**
- 12. ADJOURNMENT**



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## MEMORANDUM

**TO:** Village President and Board of Trustees

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** February 11, 2021

**SUBJECT: REQUEST FOR GYM USE**

### **BACKGROUND**

On January 18, 2021, Mrs. Theresa Miller contacted the Village President and Staff asking that the Village consider her request to use the gym for basketball practice. (Attachment A). The request included the following:

1. No water fountain use
2. No bathroom use
3. Three (3) – five (5) children per one (1) to two (2) hour session
4. Practice only, no games
5. Follow COVID-19 Certification protocols similar to Kaneland School District
6. Clean area after use
7. Participants would complete a waiver

Based on Restore Illinois and IDPH Guidelines for Phase 4 and Youth Sports, basketball is considered high risk and requires Level 3 compliance - see the attached All Sports Policy Restore Illinois Guidelines (Attachment B).

The Village has researched gym usage and how it has/currently being addressed by Kaneland School District and neighboring park districts (DeKalb, St. Charles, Geneva, and Sugar Grove.) For the park districts, here is a summary of how they are currently operating for basketball.

1. Drills and practice only, no games
2. Masks must always be worn
3. Half of the park districts tell the users to bring their own equipment, which must be cleaned before and after their use of the gym. The other half allow the users to use park district equipment, which the park district cleans before and after each use. This makes the park district more comfortable knowing how the equipment is cleaned and that it has been cleaned to their satisfaction.
4. Half of the park districts allow spectators, the other half do not. If there are spectators, the bleachers have been retracted and spectators are on chairs, six (6) feet apart.
5. No bathroom use
6. No water fountains. Each person must bring in their own water and bring it back out.
7. Designated door in and out of the gym
8. Users must screen their participants for COVID-19, temperature check and symptom check

9. User must have a log of which participants utilize which area/basket, this way if there is an outbreak, participants can be quarantined based on contact.
10. Sanitizer and handwipes are provided by the facilities.
11. Districts have between a 15-to-30-minute gap between users in order to allow staff to conduct a dry/wet mop or spraying of the facility. Spraying/fogging is much quicker than wet/dry process. Usually one (1) to two (2) people assigned.
12. One (1) coach per group
13. Waivers completed by all coaches and participants.

For Kaneland School District:

1. Kids self-certify COVID-19 check during the day. Coach certifies (temperature/symptom check) for athletes and fans after school hours are over for the day
2. Masked the whole time, except for water breaks
3. Drills are for three (3) to four (4) kids only
4. Allow 50 spectators and 50 players/coaches for a game
5. Basketballs are cleaned by school in between uses
6. Facility is cleaned, each seat wiped down and fogger used between each use
7. Coach must track which athletes used what location so they can be contract traced if there is an outbreak
8. Must have physicians note, after a 14-day quarantine. Note must include a progressive return to activity if an athlete had COVID-19.
9. Follows IHSA Guidelines, (Attachment C)

Facility personnel informed me that two (2) schools had teams go into quarantine after only a week of play.

The common element between the school district and the park districts is that in between each gym user group, the facility staff cleans the facility so that they have control of the cleaning process. The preferred cleaning method is a sprayer/fogger. One of the park districts hired two (2) part-time employees to roam the facility and clean the various rooms of the facility and the gym area after each use. Another park district has a few volunteers that were cleaning in between use, but did encounter continuity and consistency of the volunteers being present to clean facilities. The sprayer/fogger has an approximate dry time of 15 minutes from the time the spray/fog has been completed. The Village does not sprayer/fogger. The estimated cost of a sprayer/fogger and cleaning solution is approximately \$300.00 - \$350.00. Although, a sprayer/fogger and cleaning solution is not expensive, they were not included in the FY2021 Budget. There are funds available for this purchase, should the Board decide to re-open the gym.

There is time involved in the cleaning of the gym between uses. For example, if the gym were opened up for morning walkers, the facility would have to be cleaned before basketball practice would be permitted in the afternoon and again in the evening if the men's league were to play. Staff, because we cannot pull up the bleacher, would have to tape off six (6) foot distances on each one of bleachers.

Kane County Health Department was also contacted to determine if team sports or travel team/individual group sports had led to a traceable outbreak of COVID-19. Although there have been none in the last couple of weeks, prior to the holidays there were COVID-19 outbreaks traceable to travel team/individual group outbreaks.

As a reminder, this is only one (1) request regarding gym use, but we have received a number of requests for gym use in the last couple of weeks. As the Board knows, there has been a men's basketball group and youth baseball that have used the gym in the past. The gym has also been open for walkers in the morning. If the gym is opened for one (1) group, to be consistent we would need to open the gym for all groups.

Although, the Village agrees that children and youth athletes need activity outside of the on-line learning environment to socialize and to hone their sports acumen, Staff does not feel that we could protect the student athletes, residents and gym users without the proper cleaning of the gym between users. The Village would not want our gym to be the source of a contract traced COVID-19 outbreak. We also would not want to increase our liability should someone become ill and experience a hospital stay or worse.

If the Board were to consider this request, Mrs. Miller would need to:

1. Complete that Village's Facility Rental Application (Attachment D)
2. Provide a Certificate of Insurance naming the Village as an additional insured, with the proper endorsement documentation. (Included in the Facility Rental Application)
3. Pay the appropriate fee based on usage schedule
4. Waivers must be signed by coaches and the parents of minors under the age of 18
5. Users would come in one door and exit another
6. No games, practice only
7. Coach would have to COVID-19 certify, which the Village would have to create a form for gym use, and each participant as they are entering the gym
8. Provide a gym usage schedule
9. Provide documentation on which athlete used which basket and sat on which bleacher, to allow for contact tracing should an outbreak occur (assuming the Village would be notified there was cases of COVID-19 that originated through contact at our facility)
10. No bathroom use
11. No water fountain use
12. Must wear masks at all times, except during water breaks
13. Users must bring in their own equipment, which must be cleaned/sanitized before they come to the gym and in between each use group
14. Drop off and pick up of participants, no loitering in the gym before/after practice
15. No spectators

The Village did not budget for any potential overtime associated with gym cleaning for when the gym is used evening and weekend hours. The overtime could be eliminated by allowing the gym to remain dormant between uses, but this would not be practical for user's schedules.

If the gym were open to walkers, the Village has no way to control gym accessibility if the doors were left open like they have been in the past. We would need to establish a check-in protocol for walkers. It would also mean that Public Works Staff would then have to spend time cleaning in between each user, when they should be working on snow removal, equipment preparation, or completing building permit applications, etc.

### **RECOMMENDATION**

Staff is not recommending that the Village open up the gym for use until Phase V and COVID-19 vaccinations are distributed to the general public. Recommendation is based on the amount of Staff time needed to clean the gym in between each use group, especially if there would be multiple groups utilizing the gym on the same day.

The Village Board should discuss and determine if the gym should be open to the public. If so, the Board should direct Staff to implement Steps 1 – 15 listed above for all gym users for practice and a separate check-in protocol for walkers.

### **Attachments**

Attachment A – 01-18-21 E-Mail Request from Mrs. Miller's Gym Use

Attachment B - All Sports Policy Restore Illinois Guidelines 02-05-21

Attachment C – IHSA Basketball Consideration 02-05-21

Attachment D – Facility Rental Application - 2021

## ATTACHMENT A

**To:**

<[KCurtis@villageofmaplepark.com](mailto:KCurtis@villageofmaplepark.com)>, <[llarson@villageofmaplepark.com](mailto:llarson@villageofmaplepark.com)>

**Cc:**

<[caldridge@villageofmaplepark.com](mailto:caldridge@villageofmaplepark.com)>, <[villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com)>

**Sent:**

Mon, 18 Jan 2021 08:28:47 -0600

**Subject:**

Gym Use

Good Morning All,

I wanted to speak with you all again about the protocol for gym use during our current mitigation regulations. I am coming to you in light of the Governor's new announcement of the cancellation of the high school basketball season. We are asking if there is anything we can do to allow 3-5 kids to come in and use the gym and agree on protocol procedures.

At this time, the kids are all accustomed to COVID-19 certification procedures and they are aware of the cleaning procedures that must take place. They have been doing this in our Kaneland schools since the beginning of the school year.

My suggestion or plead, would be a more appropriate term, would be to allow some kids to use the gym after proper certification and they would then follow any cleaning procedures you would see fit after they have used the facility. There would be NO water fountain use and NO bathroom use. I would be happy to make any necessary forms for you, as to not make anymore work for anyone else.

When making your decision on this matter, please keep in mind that our children are having a very difficult time during this pandemic. I see this everyday as a parent and as a Kaneland teacher. ALL of their normalcy has been taken away, please let that sink in. We have high school students that were on paths to athletic scholarships and are now looking at other avenues because that path seems very dark at this point. The time this pandemic has taken away our children will never recover from. They will never get back these lost school years back.

I understand that you must follow your protocols but understand, I am just looking for some kind of normalcy for my children and to give them a place where they can do something. Believe me, these kids need this. You would be amazed what kind of therapy an empty gym can do for some kids.

Thank you for your time and consideration and I hope we can find some kind of agreement.

Sincerely,

Theresa Miller

Maple Park Resident

Hopeful Mother

Kaneland School Teacher

--

Theresa Miller  
815.739.4168

## All Sports Policy

UPDATED 2/5/2021

This guidance issued by the Department of Commerce and Economic Opportunity (DCEO), the Illinois Department of Public Health (IDPH), and the Illinois State Board of Education (ISBE) pertains to all youth and adult recreational sports, including, but not limited to, school-based sports (high school and elementary school), travel clubs, private leagues and clubs, recreational leagues and centers, and park district sports programs. This guidance does NOT pertain to professional sports leagues or college division level sports. This guidance supersedes all previously issued All Sports Guidance issued by DCEO, IDPH and /or ISBE.

These guidelines do not apply to adult sport activities subject to existing DCEO guidance identified below:

- For recreational golf, refer to existing guidance on the [DCEO website](#).
- For recreational bowling, refer to existing guidance on the [DCEO website](#).

Wearing face coverings or masks with coverage of nose and mouth, including during competition, reduces the transmission of disease and, in accordance with the communicable disease code, all participants who can medically tolerate a face covering must wear a face covering when unable to maintain at least a 6-foot social distance.

This guidance will be regularly updated as public health conditions change and new information becomes available.

HIGHER RISK	MODERATE RISK	LOWER RISK
<ul style="list-style-type: none"> <li>• Basketball</li> <li>• Boxing</li> <li>• Football</li> <li>• Hockey</li> <li>• Lacrosse</li> <li>• Martial Arts</li> <li>• Rugby</li> <li>• Ultimate Frisbee</li> <li>• Wrestling</li> </ul>	<ul style="list-style-type: none"> <li>• Flag Football or 7v7 Football</li> <li>• Futsal</li> <li>• Paintball</li> <li>• Racquetball</li> <li>• Soccer</li> <li>• Volleyball</li> <li>• Water Polo</li> <li>• Wheelchair Basketball</li> </ul>	<ul style="list-style-type: none"> <li>• Archery</li> <li>• Badminton</li> <li>• Baseball</li> <li>• Bass Fishing</li> <li>• Bowling</li> <li>• Competitive Cheer</li> <li>• Competitive Dance</li> <li>• Climbing</li> <li>• Crew</li> <li>• Cross Country</li> <li>• Cycling</li> <li>• Fencing</li> <li>• Disc Golf</li> <li>• Scholastic Golf</li> <li>• Gymnastics</li> <li>• Horseback Riding</li> <li>• Ice Skating</li> <li>• Ropes Courses</li> <li>• Sailing, Canoeing, Kayaking</li> <li>• Sideline Spirit</li> <li>• Skateboarding</li> <li>• Softball</li> <li>• Skiing</li> <li>• Swimming/Diving</li> <li>• Tennis</li> <li>• Track and Field</li> <li>• Trap Shooting</li> <li>• Weight Lifting</li> </ul>

Additional detailed guidance on sport-specific mitigation efforts, including appropriate distance, cleaning of equipment, and use of masks by participants, are included below.

The level of play allowed is dictated by current public health conditions.

Below are the **Type of Play Levels**:

<b>Level 1</b>	No-contact practices, and trainings only
<b>Level 2</b>	Intra-team scrimmages allowed, with parental consent for minors; no competitive play
<b>Level 3</b>	Intra-conference or intra-EMS-region <sup>1</sup> or intra-league play/meets only; state- or league-championship game/meet allowed for low-risk sports only
<b>Level 4</b>	Tournaments, out-of-conference/league play, out-of-state play allowed; championship games allowed

<sup>1</sup> EMS Regions are the 11 regions IDPH uses for the Restore Illinois boundaries

**The following Play Levels are allowed according to sport risk and current mitigation Tier:**

Sports Risk	Phase 4	Tier 1	Tier 2	Tier 3
Lower-Risk	Level 4	Level 4	Level 3	Pause all indoor sporting activities, including youth and adult recreational sports.  Outdoor sporting activities may continue at Level 1.
Medium-Risk	Level 4 for sport played outdoors  Level 3 for sport played indoors	Level 3	Level 2	
Higher-Risk	Level 3	Level 2	Level 1	

Teams at Play Level 3 may play against non-conference opponents, including opponents from other EMS regions, if the opponent is located within a 30-mile radius and also plays at Level 3 or 4.

Teams at Play Level 4 may play against in-state non-conference opponents, including opponents from other EMS regions, if the opponent also plays at Level 4. If playing outside of Illinois, teams at Play Level 4 should avoid travel to areas of higher risk as recommended in the [IDPH Travel Guidance](#). For more information and guidance, please review the HR and Travel Policies below.

**In addition to wearing a mask covering nose and mouth throughout the activity, the following mitigation efforts can lower the risk of COVID-19 transmission while engaged in the following sports:**

<b>Baseball</b>	Maintain at least 6-feet apart in dugout areas or if players are seated in bleachers behind dugout
<b>Bass Fishing</b>	Limit number of individuals on boat to allow for social distancing



<b>Bowling</b>	Clean and sanitize equipment, including bowling balls, before and after each game; do not share equipment between players; limit bowlers per lane to maintain at least 6 feet social distance throughout play
<b>Competitive Cheer</b>	Minimize contact between participants by maintaining at least 6 feet of distancing on the floor during routines, including when changing formations, and by prohibiting lifts, stunts, pyramids, and tosses as well as shared equipment (e.g., signs, flags, poms). Avoid shouting, singing, and chanting. Teams located in EMS Regions in Phase 4 may resume lifts, stunts, pyramids, and tosses.
<b>Competitive Dance</b>	Minimize contact between dancers by maintaining at least 6 feet of distance (i.e., spacing) on the floor during routines, including when changing formations, and by prohibiting lifts and tosses and shared equipment (e.g., poms); Avoid shouting, singing, and chanting. Teams located in EMS Regions in Phase 4 may resume lifts and tosses.
<b>Cross County</b>	Limit the number of teams and follow physical workspace guidelines
<b>Cycling</b>	Play individually or use only every other track in velodrome
<b>Gymnastics</b>	Clean equipment between participants and limit sharing of personal equipment or materials (e.g., chalk); all non-participant personnel (e.g., spotters) should wear masks at all times.
<b>Ice Skating</b>	Play individually or have one exclusive skating partner
<b>Ropes Courses</b>	Maintain at least 6 feet of socially distance and clean equipment between each individual
<b>Sailing</b>	Limit number on boat to socially distance
<b>Sideline spirit</b>	Maintain at least 6 feet of social distance on the floor during routines, including when changing formations, and by prohibiting lifts, stunts, pyramids, and tosses as well as shared equipment (e.g., signs, flags, poms); avoid shouting, singing, and chanting
<b>Softball</b>	Maintain at least 6-feet apart in dugout areas or when players are seated in bleachers behind dugout
<b>Swimming/Diving</b>	Restrict play to a single lane; no synchronized swimming. Teams located in EMS Regions in Phase 4 may resume relays.
<b>Tennis</b>	Minimize touching of shared objects
<b>Track and Field</b>	Apply delayed starts, use every other track, and clean equipment between usage; modify relays and team races to minimize contact between players, including by not sharing equipment (e.g., batons). Teams located in EMS Regions in Phase 4 may resume using shared equipment within their team.
<b>Volleyball</b>	Maintain distance of at least 6 feet between players on each side of net and on the bench
<b>Weight Lifting</b>	Clean between each individual

Uniform guidelines across businesses, industries, and nonprofits within the State of Illinois; the following two categories (General Health, HR and Travel Policies) do not apply to school-based activities.

### **General Health**

#### **Minimum guidelines**

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (at least two-ply cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR's guidance
3. Social distance of at least 6-ft. should be maintained between non-household individuals
4. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available

### **HR and Travel Policies**

#### **Minimum guidelines**

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. When travel is necessary, employees should follow CDC travel guidance to protect themselves and others.
3. Employees should follow IDPH travel guidance to protect themselves and others by not traveling to states at higher risk for transmission of COVID-19.
  - a. When traveling domestically or international, avoid travel to areas of higher risk. Wear a face covering while in the airport, during the flight, and during any shared transit. If your essential travel requires you to be in areas of higher risk, attempt to travel during less crowded or lower-demand travel times in order to reduce exposure. Upon returning home, stay home if possible, and monitor your health for 14 days.
4. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations, and follow CDC guidelines for self-isolation.
5. Employees who come into close contact with an infected employee– i.e., employees who were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period – should follow CDC guidelines for self-quarantine.
6. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
7. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns

#### **Encouraged best practices**

1. Sports organizers should limit the number of participants and other individuals traveling together for sports activities. Organizers should avoid mixing team cohorts or pods or participant households. If group

travel is absolutely necessary, follow CDC recommendations to prevent spread of COVID-19 when carpooling:

- a. Wear appropriate face coverings in shared vehicles.
  - b. Use fresh air through vents and windows.
  - c. Clean and disinfect frequently touched surfaces often.
  - d. Use proper hand hygiene.
  - e. Cover coughs and sneezes.
  - f. Ride with the same people (e.g., team cohort).
2. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure
  3. When possible, limit travel to within each of the 11 regions IDPH uses for the Restore Illinois guidelines.
  4. Encourage employees to cooperate with contact tracing efforts to identify and inform their close contacts of their potential exposure to SARS-CoV-2.

## **Health Monitoring**

### **Minimum guidelines**

1. Sports organizations should encourage the practice of temperature and symptom checks by employees. Organizers should post information about the symptoms of COVID-19 in order to allow employees, participants, and spectators to self-assess whether they have any symptoms
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
3. Before allowing participation in sporting activities, sport organizers or coaches should ask whether participant is currently exhibiting COVID-19 symptoms. If participant does have symptoms, they should wait to enter premises or participate in any sporting activity for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 24 hours
4. Sport organizers or coaches should maintain attendance log of participants for contact tracing purposes. Sports organizers should maintain attendance logs of all facility rentals, spectators, and employees for contact tracing purposes
5. If employee, coach, participant, or spectator reports having any COVID-19 related symptoms, sports organizer should encourage individual to contact their health care provider; if multiple individuals report having any COVID-19 related symptoms, sports organizer or coach should notify their local health department within three days of being informed of the presence of COVID-19 symptoms; if multiple individuals test positive for COVID-19, sports organizer or coach should notify their local health department within one day of positive test results
6. If an employee, athlete, coach, or spectator is identified as being COVID-19 positive by testing, cleaning and disinfecting should be performed according to CDC guidelines
7. Where appropriate, notify individuals who have been exposed. Individuals who tested positive should not be identified by name.
8. Any individual who has had close contact (15 min or more) with any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/ most recent contact with the infected individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other individuals should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop

## **Physical Workspace**

### **Minimum guidelines**

1. Sports organizers should display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, behavioral guidance, and any reduced capacity limit, in multiple languages as needed.
2. Non-competitive activities (activities in Level 1) should be set up to allow for at least 6 feet social distance between participants whenever possible, both during active gameplay and for other participants not actively exercising or involved in the activity.
3. Sports organizers should allow for at least 6 feet social distance for all participants not actively exercising or involved in the sporting activity (e.g., on the bench or sidelines, in the stands). If a sporting facility has stations for individual recreation activities, sport organizers should ensure at least 6 feet between stations. If stations cannot be moved, sport organizers should limit the number of open stations to ensure participants can maintain at least 6 feet social distance whenever possible.
4. Sports organizers should prohibit access to locker rooms whenever possible. Participants should arrive to the venue dressed for play. If locker rooms and showers are a necessity, sports organizers should require all entrants to wear a face covering at all times and the space should be configured with signage, tape, and other markings to ensure participants can maintain 6 feet social distance at all times.
5. Sport organizers should designate an area for spectators with existing seating (e.g., bleachers) or in space around area of play. Organizers should ensure there is space available such that spectators can maintain at least 6 feet social distance between themselves and spectators that are not members of the same household or party.
  - a. Display visual markers (e.g., tape, cones) at least 6 feet apart for seating.
  - b. Remove any furniture and restrict spectators' access to any areas not conducive to maintaining at least 6 feet social distance.
  - c. If seats cannot be moved, venue operators should limit the number of open seats to ensure spectators can maintain at least 6 feet social distance (e.g., zip tie unused seats, remove seat bottoms, cover unused seats).
6. Sports organizers or venues should configure space to ensure there is at least 30 feet social distance between spectators and participants or, in the case 30 feet is not practicable for the venue, spectators are seated on the opposite side of the playing space (e.g., field, court) from participants not actively engaged in play and at a distance of least 12 feet from participants.
7. Sports organizers and venues that provide concessions should follow Restaurant and Bar guidelines for all food and beverage operations in line with the regional Tier mitigation levels as outlined in the Restore Illinois guidelines.

### **Encouraged best practices**

1. Whenever possible, configure the area of play to allow for at least 6 feet social distance between participants, including for sports at Play Levels 2-4. Refer to the guidance above regarding mitigation efforts to lower transmission risk for particular sports.
2. Display visual markers at least 6 feet apart at any queue points (e.g. check-in, along sidelines, concessions).
3. Designate an area separate from others for anyone who exhibits COVID-like symptoms during the activity session to isolate from others before being picked up to leave.

4. If practical, expand seating beyond current capacity (e.g., bleachers, stands) by utilizing any available field or court space to encourage social distancing between spectators.
  - a. Use portable seating from other activity areas.
  - b. Encourage spectators to bring their own additional seating (e.g., chairs) from home.
5. Stream practices and games online, if possible, to promote virtual spectating.
6. Provide “grab-and-go” concessions that are pre-packaged and individually wrapped with markers spaced at least 6 feet apart to represent appropriate social distance between queued spectators and participants.

### **Procedures for Cleaning and Disinfecting**

#### **Minimum guidelines**

1. Cleaning and disinfecting of premises should be conducted on a weekly basis in compliance with protocols from the CDC and EPA.
2. Clean and disinfect common areas (e.g., restrooms) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently
3. Sports organizers should make hand sanitizer or hand washing stations available to participants.
4. Minimize sharing of high-touch equipment between non-household individuals. If equipment is to be shared, sports organizers should sanitize equipment before and after use (see EPA approved list of disinfectants).
  - a. Athletic equipment such as bats and batting helmets should be cleaned between each use. Other equipment, such as catchers gear, hockey helmets/ pads, wrestling ear guards, football helmets/other pads, lacrosse helmets/ pads/gloves/eyewear should be worn by only one individual and not shared
5. Sanitization of locker rooms and showers should be completed at the beginning and end of practice/games at minimum.
6. Sport organizers should sanitize any individual recreation stations before and after participant use.
7. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time.

#### **Encouraged best practices**

1. If practical, sanitize shared equipment during use (e.g., between drills) and encourage frequent hand sanitizing or hand washing, including during gameplay (e.g., between quarters, at time outs, when returning to the bench)
2. Athletes should be encouraged to shower and wash their workout clothing immediately upon returning home.

### **Staffing and Attendance**

#### **Minimum guidelines**

1. For contact tracing purposes, sports organizers or venues should maintain a log of all spectators and non-participant visitors in attendance and schools or coaches should maintain a log of all participants in attendance.
2. Sports organizers should limit spectator attendance as follows, in accordance with regional Tier mitigation levels as outlined in the Restore Illinois guidelines:

- a. When located in a region not facing specific mitigation efforts outlined in the Restore Illinois guidelines:
    - i. Gatherings of up to 50 spectators, indoors or outdoors, are allowed.
  - b. When located in a region under Tier 1 mitigation efforts per the Restore Illinois guidelines:
    - i. Gatherings of up to 25 spectators, indoors or outdoors, are allowed.
  - c. When located in a region under Tier 2 or more restrictive mitigation efforts per the Restore Illinois guidelines:
    - i. No spectators are allowed, whether indoors or outdoors.
3. Sports organizers should limit spectators to immediate household members or guardians of participants. Others should be considered only if space allows.
4. Sports organizers or venues may host multiple groups of participants engaged in active exercise or gameplay (e.g., multiple games happening in the same location), both indoors and outdoors, as long as:
  - a. The venue allows for all attendees to maintain at least 6 feet social distance throughout gameplay and during any ancillary contacts (e.g., spectator areas, entry, exit, concessions, etc.).
  - b. The venue allows for separation of at least 30 feet between contests, with areas for each contest marked to discourage interaction and limit contacts between groups when not actively exercising or engaged in competitive play.
  - c. Sports organizers require all participants and attendees to wear appropriate face coverings over their noses and mouths.
  - d. If the region in which the practice or game is taking place is facing specific mitigation efforts, at Tier 1 or higher, as outlined in the Restore Illinois Guidelines, then each group must be separated by an impermeable barrier or, if no such impermeable barriers exist, at least 50 feet of distance or every other playing space (e.g., field, court).
5. Sport organizers should design a plan to allow all attendees to maintain at least 6 feet social distance within the venue and, if needed, designate employee(s) or coaches to monitor capacity limits and social distancing.
6. Sports organizers should ensure that any participants not actively exercising or participating in gameplay should sit on the sidelines at least 6 feet apart from one another.
7. Sports organizers should direct all individuals to refrain from shouting, singing, or chanting.
8. Sports organizers should designate employee(s) or coaches to remind spectators, participants, and others to follow state guidance regarding face coverings, social distance, hygiene, behavior (e.g., no shouting, singing, or chanting), and other rules.
9. Sport organizers should limit the occupancy of common areas and break rooms to allow for at least 6 feet social distance by removing or decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements.

### **Encouraged best practices**

1. Limit the number of individuals from separate organizations who attend games or contests to keep sports gatherings as small as possible. Individual organizations should consider higher priority attendance for athletes, coaches, officials, medical staff, event staff, and security, and lower priority for others, such as spectators, media, and vendors.
2. Stagger game and practice times to minimize congregation of groups.
3. Teams/ groups should be static, with no mixing of employees or participants between groups for the duration of the season, if practical.



4. If practical, assign participants from the same household to the same team or group.
5. When possible, spectators from the same household should sit together.

## **External Interactions**

### **Minimum guidelines**

1. Before allowing external supplier or non-participant visitor to enter, or while requiring them to wait in a designated area, sport organizers should ask whether an external supplier or nonparticipant visitor is currently exhibiting COVID-19 symptoms.
  - a. If practical, sport organizers should take external supplier or non-participant visitor temperature using thermometer (infrared/ thermal cameras preferred, touchless thermometers permitted).
2. Sport organizers should keep log of all external suppliers, visitors, spectators who enter premises.
3. Suppliers and other visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering).

### **Encouraged best practices**

1. Limit contact between external suppliers/ non-participant visitors and employees.
2. For youth sports, suspend post-activity group snacks.
3. As practical, adults dropping off or picking up participants should wait at designated drop-off/ pick-up areas and should arrive during a designated time window that limits congregation of persons at any one location.
4. Volunteers should abide by static team/ group guidelines applied to employees with no mixing between groups for the duration of the season/ volunteer period, if practical.
5. When possible, sports organizers should make lower-cost personal protective equipment available to spectators and other non-participant visitors to ensure they comply with stated guidance regarding face coverings, social distance, and hygiene.

## **Customer Behaviors**

### **Minimum guidelines**

1. Spectators and non-participant visitors must wear a face covering at all times that fully covers their nose and mouth and fits snugly against the sides of the face with no gaps, whether indoors or outdoors, except for:
  - a. when actively eating or drinking,
  - b. people with medical conditions or disabilities that prevent them from safely wearing a face covering,
  - c. Individuals younger than 2 years of age, and
  - d. Individuals who have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
2. All participants must wear a face covering that fully covers their nose and mouth and fits snugly against the sides of the face with no gaps, whether indoors or outdoors, unless a medical condition prohibits the participant from wearing a face covering.
3. All participants, attendees, and other individuals involved with sports activities should refrain from shouting, singing, or chanting.
4. Participants should wash hands with soap and water or use hand sanitizer before participating and, when practical, during gameplay (e.g., between quarters, at time outs, when returning to the bench).

5. Participants should bring their own source of water and refrain from using any communal sources of hydration (e.g., team water or sports drink jug).
6. Participants should not share athletic towels, clothing, or shoes.
7. All attendees should refrain from handshakes, high fives, fist bumps, hugs, "go-team" hand raises, etc.
8. All attendees should refrain from spitting or blowing of the nose without the use of a tissue.

**Encouraged best practices**

1. All participants should wear a face covering that fully covers their nose and mouth, including during practices and competitions, and when maintaining at least 6 feet social distance is not possible.
2. When possible, sports organizers should separate larger teams into smaller cohorts or "pods" to facilitate appropriate distancing during sports activities and minimize within-team contacts. Avoid mixing between pods as much as possible.
3. Whenever possible, sports organizers should avoid ancillary and non-sports-related contacts between participants (e.g., team meetings, study sessions, carpooling, dinners, etc.) to limit opportunities for exposure and transmission.
4. Require physicians notes for individuals who have a medical contraindication to wearing a face covering.
5. If practical, sport organizers should take participants' temperature using thermometer (infrared/ thermal cameras preferred, touchless thermometers permitted) prior to participation in the activity.
6. When possible, sports organizers should make lower-cost personal protective equipment available to spectators and others to ensure they comply with stated guidance regarding face coverings, social distance, and hygiene.
7. Activity sessions should be held by appointment only (e.g., limit walk-ins, limit pick-up games).
8. Participants should sanitize hands regularly.
9. Participants should avoid touching facility accessories (e.g., goal posts, flags).
10. Participants should use their own equipment (e.g., helmet, bat, gloves) as much as practical.
11. Participants should place personal belongings at least 6 feet away from others' personal belongings.

Follow the latest regional metrics at: <https://dph.illinois.gov/regionmetrics>

For more information on guidance for businesses, please visit the [FAQ on DCEO's website](#).



## ATTACHMENT C

### IHSA Basketball Considerations

(last updated 2/5/21)

This document is intended to provide guidance for schools conducting practices and hosting games during the 2020-21 IHSA Basketball season. The guidelines explained in this document are intended to decrease potential exposure to respiratory droplets and potential for illness through safe practices such as social distancing, proper hygiene, and appropriate protective equipment. This is not an exhaustive list, and school officials may take additional measures based on requirements set forth by their school district and/or local health officials. Please understand that even with this guidance, there is still risk of transmitting illness at events such as basketball practice and contests. Additionally, with the changing nature of the circumstances surrounding the COVID-19 pandemic, these guidelines may adjust.

#### **Modified Season:**

- On January 27, 2021, the IHSA Board of Directors modified the IHSA Boys' and Girls' Basketball seasons along with all other sport seasons in response to the circumstances surrounding the ongoing COVID-19 pandemic. The modified boys and girls basketball season is as follows:
  - **Immediately – Practice May Begin**
  - **After 7 practice dates – First Contest may be played**
  - **March 13 – End of Season**
- At their January meeting, the IHSA Board of Directors determined that there would be no post season in boys' and girls' basketball this school year.
- Currently, schools can compete against other schools within their region with respect to their COVID-19 regional status of Phase 4. In addition, schools may compete against non-conference opponents within a 30-mile radius of their facility and whose region is also in Phase 4. Refer to <https://www.dph.illinois.gov/covid19/community-guidance/sports-safety-guidance> for more guidance.
- Teams still must follow IHSA By-laws 5.040 and 5.190 Contest Limitations [https://www.ihsa.org/documents/forms/current/IHSA Section5.pdf](https://www.ihsa.org/documents/forms/current/IHSA_Section5.pdf)

#### **Requirements and Considerations**

- All guidelines of IHSA Return to Play Phase 4 must be adhered to.

**Social distancing** between individuals, not on the court, of at least 6 feet must be maintained at all times. Handshakes, fist bumps, hugging, etc. are not permissible at anytime.

**Gym Capacity** - In Phase 4 regions, schools are limited to having no more than 50 spectators present. Schools may permit media members to the contest as space permits. Schools should also limit the number of cheerleaders, dance squad members, and other ancillary groups at a contest to minimize any possible spread of COVID-19. These ancillary groups are neither participants nor spectators so there are no specific limits on their attendance.

**Spectators** – Please see the Winter Sports Guidelines Cover page.

- Managers should work with their local health departments to consider if whether spectators will be allowed.
- If allowed, spectators must maintain social distance throughout the gym.
- Spectators must wear masks.

#### **Tournaments at one Host Site –**

- Multiple team events can be scheduled but must follow appropriate gathering limit guidance as outlined by IDPH.
- Time for cleaning and sanitation of all used spaces and equipment must occur between games.
- Participating teams from the previous contest must exit a facility followed by sanitization of the bench areas before the next contest participating teams enter a facility.
- Participating teams must be eligible to participate in any tournament event in accordance with IDPH COVID-19 region status.
- Team benches should be placed on the same side of the floor as the scorer's table, if possible. If fans are allowed to attend any game, they should be seated opposite the bench area at least 12' from the playing floor. If fans are allowed and are seated on the bench side of the floor, they shall be at least 12' away from the athletes and coaches on the bench.
- Team benches shall be spaced out to allow for appropriate distance between players and coaches (minimum of 6' between individuals). This may require benches to extend into the bleachers. Benches may extend beyond the baseline if space allows.
- Any basketball used as a part of warm-ups or game play must be cleaned and sanitized between uses.
  - Game balls should not be used as a part of any warm-up.
  - All balls should be cleaned and sanitized in a manner consistent with guidelines provided by the manufacturer.
- All spaces and equipment (gym, chairs, scorer's table, locker rooms, bleachers) must be cleaned and sanitized between games.
  - Spaces should be cleaned and sanitized in a manner consistent with all local and national health guidelines.
- All individuals must wear masks.

**Competition:** Per IDPH guidelines, schools may play contests against other schools as outlined by IDPH.

**Transportation** - For transportation to and from extracurricular events, schools may adhere to the same guidance provided by ISBE regarding transporting students to and from school.

**Practices** - Practices are solely intra-team.

#### **Equipment and Accessories**

##### **1. Basketball**

- Prior to a contest, it is recommended that two (2) game balls be sanitized

according to instructions from the ball manufacturer, set aside, and placed on top of the scorer's table. The game balls must not be used for warm-ups.

- The host school should switch balls during full time-outs and between quarters and sanitize the ball taken out of play. If only one ball is available, the ball should be sanitized between quarters and during full time-outs.
  - Sanitizer should be provided by the host team at the scorer's table.
  - Face coverings are required for all players, coaches, and team personnel.
- Players should bring multiple masks to replace sweat soaked masks through games and practices.
    - Any mask modification requests, due to a documented medical condition, must come through an Accommodation Request through the IHSA School Center.

## **2. Officials Table (2-1-3)**

- - The host should sanitize the table before the game and at half time.
  - Place officials table sufficiently away from the sideline (if possible, at least 6') to allow for additional space for substitutes.
  - Limit seats at the table to necessary personnel which includes home team scorer and timer with a recommend distance of 6 feet or greater between individuals. Only other personnel that can be distanced at least 6' apart (visiting scorer, statisticians, media, etc.) should be allowed at the officials table. However, these other personnel are not considered necessary personnel, and an alternate location for them should be considered if spacing guidelines can't be met at the official's table.
  - Table personnel are required to wear face coverings.
  - Game venues should have sanitation materials (disinfecting wipes, sprays, hand sanitizer, etc.) in prime locations for meet personnel to clean and disinfect frequently touched surfaces and equipment

## **3. Team Benches (1-13-1)**

**Social distancing should be practiced. Below are some considerations.**

3.

- Consider limiting the number of bench personnel to observe social distancing of 6 feet or greater.-
- If possible, place team benches opposite the spectator seating, if spectators are allowed.
- Additional chairs or rows may be added to allow bench personnel to observe social distancing of 6 feet or greater between bench personnel (coaches and players).
- Create at least 12' of separation between the team bench and spectator seating behind the bench. (if applicable)
- Encourage substitutes to maintain social distancing from other substitutes after checking in with the official scorer.
- Players not in game must wear a mask and **MUST** be separated by 6 feet in bench area.
- During full time outs, players and coaches should maintain social distance as is practical.
- During 30 second time outs, only those players in the game and coaches may stand and be involved in the huddle, maintaining appropriate social distance. (NOTE: a manager distributing water bottles may also stand to fulfill his/her role. He/she must maintain social distance during this time.)

**4. During play**

- Due to players wearing masks during contests, a 90-second time-out will be taken each quarter at the first dead ball under the 5-minute mark to give players an opportunity to catch their breath. 1st horn at 75 seconds.

**General Practice Requirements and Considerations for Coaches:**

- Communicate practice and all competition guidelines in a clear manner to student participants and their parents.
- For practices, consider conducting workouts in “pods” of same students who consistently train and rotate together. This will ensure more limited exposure if someone develops an infection.
- Keep accurate records of those athletes and staff who attend each practice in case contact tracing is needed.
- Always have a plan to maintain social distancing amongst your team and coaching staff.
- Require athletes to arrive at the competition venue dressed in competitive attire. If locker rooms are used during halftime breaks, ensure space allows athletes and coaches to maintain social distancing.
- Educate your student athletes on proper hand washing and sanitation.
- Coaches must wear masks/face coverings at all practices and competitions.

**General Requirements**

**Requirements for Officials:**

- Officials are required to wear face coverings at all times.
  - Face coverings must be solid black

- Traditional or electronic whistles may be used. If a traditional whistle is used, officials should attach a plain black cover to the whistle to limit the spread of respiratory droplets. If an electronic whistle is used, officials should use one whose tone will carry inside.
- Long-sleeved shirts are permissible.
- Officials should not wear jackets during pre-game court/player observation.
- Gloves may be worn.

### **Pregame Officials and Coaches Meeting**

- Limit Pregame meeting attendees to the referee and both head coaches. Each coach shall stand on the center circle on each side of the division line.
- All individuals maintain a social distance of 6 feet or greater at the center circle.
- Suspend handshakes prior to and following the Pregame Conference.

### **Other Considerations:**

#### **Throw-in**

- Officials shall stand 6 feet or greater away from player making the throw-in and bounce the ball to that player on any throw-in.

#### **Free Throw Administration**

- The lead official shall stand on the end line and bounce the ball to the player attempting the shot.

#### **Jump Ball**

- Eliminate the jump ball and award the ball to the visiting team for the first possession of the game. The alternating possession arrow will then be set after the initial throw-in.
- For a game being played on a neutral site, use a coin toss to determine which team is awarded the ball to start the game. A coin toss shall also be used for overtime periods. The referee shall have the head coaches come to the center circle and allow the visiting team coach to make the call on the flip. The referee shall indicate both sides of the coin before flipping, ask for the visiting team's choice before flipping, and catch the coin in the air and open the palm of the hand which caught the coin to display which side is shown. If the coach calling the flip is correct, his/her team shall begin the game/overtime period with the basketball. If the coach calling the flip is incorrect, the opposing team will begin the game/overtime period with the ball.
- The throw-in to begin a game or overtime period shall be made at the division line opposite the scorer's table.

### **General Requirements and Considerations for Student Athletes:**

- Student athletes should be responsible for their own supplies such as a water bottle.
- Students should wear their own appropriate workout clothing and not share clothing with anyone. All equipment and clothing should be washed immediately upon returning home.
- Hand washing and the use of hand sanitizer should be frequent at all contests and practices.

- Athletes should tell coaches immediately when they are not feeling well.
- Face coverings are always required.
- Players should bring multiple masks to replace sweat soaked masks throughout games and practices.
  - Any mask modification requests, due to a documented medical condition, must be submitted on an Accommodation Request form found on the IHSA School Center.

### **General Requirements and Considerations for Parents:**

- Make sure your child and immediate household members are free from illness before participating in practice and competition (if there is any doubt, stay home).
- Provide personal items for your child and clearly label them.
- Help ensure that your child is washing/cleaning clothing and personal items after each use.
- Know facility/venue limitations on capacity/attendance prior to attending a contest. Always maintain social distance and wear a face covering while in attendance at an event.

### **Transportation:**

- Follow ISBE Guidelines: For transportation to and from extracurricular events, schools may adhere to the same guidance provided by ISBE regarding transporting students to and from school.

### **Eating and Drinking:**

- Ask athletes to bring their own water and have a plan for retrieving their water after competition.
- Ensure 6-foot distance whenever student athletes are eating or drinking.
- Replace face coverings immediately after eating or drinking.

**Questions:** Questions may be addressed to IHSA Basketball Administrators Kurt Gibson (kgibson@ihsa.org) or Beth Sauser ([bsauser@ihsa.org](mailto:bsauser@ihsa.org)).

### **Resources:**

IDPH Sport Safety Guidance - <http://www.dph.illinois.gov/covid19/community-guidance/sports-safety-guidance>

IDPH COVID-19 EMS-Regions Map - <http://www.dph.illinois.gov/regionmetrics?regionID=4>

IDPH Phase 4 Mitigation Guidelines - <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>

IDPH Tier 1 Mitigation

Guidelines - <http://www.dph.illinois.gov/sites/default/files/COVID19/IL%20Tier%201%20Resurgence%20Mitigations%20-%20January%2018%2C%202021%20Update.pdf>

IDPH Tier 2 Mitigation

Guidelines - <http://www.dph.illinois.gov/sites/default/files/COVID19/IL%20Tier%202%20Resurgence%20Mitigations%20-%20January%2018%2C%202021%20Update.pdf>



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309  
Fax: 815-827-4040  
Website: <http://www.villageofmaplepark.com>

Updated: January 29, 2020

## FACILITY RENTAL FEES

The Parks and Grounds encompass Washington Park and Pavilion, McAdams Pavilion, the baseball diamonds located on the S.E. corner of Willow Street and County Line Road, Gym and Kitchen located in the Civic Center at 302 Willow Street and several small parks throughout the Village.

**\$100 DEPOSIT REQUIRED** (to be refunded when key returned and park is clean)

### Washington Park and Pavilion

Pavilion	Resident*	\$100.00
	Non-resident	\$150.00

### McAdams Pavilion

Resident*	\$100.00
Non-resident	\$150.00

### Baseball Diamonds

Resident*	\$100.00
Non-resident	\$150.00

### Gym Rental

Open gym use	Resident*	\$20.00 per hour
	Non-Resident	\$30.00 per hour
Birthday parties & group functions	Resident*	\$100.00 per event
	Non-resident	\$150.00 per event

### Civic Center Kitchen Rental (per event)

Resident*	\$100.00
Non-resident	\$150.00

### Gym/Kitchen Package (per event)

Resident*	\$150.00
Non-resident	\$200.00

### Liquor Permit (per event)

\$10.00

*Liability Insurance Certificate Required*

**BOUNCE HOUSES ARE NOT ALLOWED**

\*The renter must be an adult 18 years or older, signing as the responsible person for the rental. A resident resides in a residence located within the Village proper and that residence is taxed by the Village of Maple Park.

# RENTAL REQUIREMENTS

1. Security deposits for rentals will be required in the amount of \$100.00. This can be in the form of cash or check, but all funds will be deposited and returned once an inspection of the facility is made and deemed satisfactory.
2. Rental fee is not refundable.
3. Facility must be clean to have deposit refunded (empty all waste baskets, sweep floor, clean bathrooms, return key).
4. Liquor is not allowed on any village property without a permit, and never inside the Civic Center.
5. Absolutely no food or beverages are allowed in the Gym.
6. Absolutely no gum is to be chewed by anyone anywhere in the Civic Center building.
7. No hard balls (i.e., softballs, baseballs, bocce balls) in the gym.
8. No smoking allowed in buildings.
9. No “bounce houses” will be allowed on any village property.
10. Waiver Forms – must be filled out and turned in *prior* to the start of the first use of any of the facilities.
11. Rentals of the baseball diamonds require a schedule of practices, games, etc. to be submitted to the Village Clerk upon submission of the rental application.
12. Keys for any of the facilities to be rented will be issued to the Contact Person listed on the rental application, and will be the sole responsibility of that person named.
13. **Leagues, Ball Teams, and Liquor Applicants must provide a Certificate of Insurance, and Endorsement form CG 20 26 04 13 naming the Village of Maple Park as an additional insured.**

In some instances, Police presence may be required. If so, an hourly rate at time and a half will be paid by the renter in addition to the above fees. This requirement will be at the discretion of the Village.

**Park, Gym, and Kitchen Rental** or questions can be addressed by calling Village Clerk Terri D’Amato at (815) 827-3309 or by e-mail at [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com). Forms can be obtained on our website at [www.villageofmaplepark.org](http://www.villageofmaplepark.org) or from the Village office at 302 Willow Street, Maple Park.

**NOTICE: SECURITY CAMERAS IN USE IN THE CIVIC CENTER**





# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

## FACILITIES RENTAL APPLICATION

NAME OF GROUP/FAMILY RENTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

(BE SURE AND PUT THE TIME YOU NEED ACCESS NOT THE START OF THE FUNCTION)

### WHICH LOCATION ARE YOU REQUESTING?

- ☐ Washington Park   ☐ McAdams Pavilion   ☐ Civic Center Kitchen   ☐ Gym   ☐ Gym/Kitchen  
☐ Baseball Diamonds

Rental Purpose: \_\_\_\_\_

Approximately how many are you expecting? \_\_\_\_\_

Will you be making arrangements for a Port-A-Potty?   ☐ Y   ☐ N (for placement purposes)

Will there be liquor served?   ☐ Y   ☐ N **MUST APPLY FOR PERMIT**

**EVENT DAY** Contact Person's Name: \_\_\_\_\_

Contact Person's Phone Number on **EVENT DAY**: \_\_\_\_\_

Person in charge of event arrangements: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Will you need police coverage?   ☐ Y   ☐ N (Liquor Permit applicants and Bike Groups only)

**This form needs to be completed and returned with deposit check, insurance form and rental payment to: P.O. Box 220, Maple Park, IL 60151 Please make checks payable to "Village of Maple Park." Questions? Call the Village Office at (815) 827-3309.**

Pay By Credit Card: \_\_\_\_\_

Credit Card Number

Expiration

Security Code

Signature of Card Holder

Billing Zip Code

↓ **VILLAGE OFFICE USE ONLY DO NOT WRITE IN THIS AREA** ↓

Deposit Amount Received: _____	Check #: _____	CC: <input type="checkbox"/>	Cash: <input type="checkbox"/>
Rent Amount Received: _____	Check #: _____	CC: <input type="checkbox"/>	Cash: <input type="checkbox"/>
Police Amount Received: _____	Check #: _____	CC: <input type="checkbox"/>	Cash: <input type="checkbox"/>

Staff Initials: \_\_\_\_\_



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302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

## APPLICATION FOR FACILITY RENTAL LIQUOR PERMIT

**\$10.00 Fee**

**NO ALCOHOL IN CIVIC CENTER**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Age of Applicant: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Function Hours: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Function: \_\_\_\_\_

### Which Location are you renting?

☐ WASHINGTON PARK ☐ MCADAMS PAVILION ☐ BASEBALL DIAMONDS

**DON'T FORGET TO ATTACH YOUR INSURANCE FORM**

**(CONTACT YOUR INSURANCE AGENT)**

By signing this application, the applicant confirms that no liquor will be served to anyone under the age of twenty-one (21), nor to anyone inebriated by the effects of alcohol or drugs; that liquor will not be sold in the park; that alcohol will only be served during daylight hours. Attendance shall not exceed safe capacity.

**X**

Signature of Applicant

Date

Pay By Credit Card: \_\_\_\_\_

Credit Card Number

Expiration

Security Code

Signature of Card Holder

Billing Zip Code

### VILLAGE OFFICE USE ONLY

DO NOT WRITE IN THIS AREA

Fee Paid:		Proof of Insurance Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No (attach proof of insurance to this page)
Check #:		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> E-Pay
		Staff Initials:



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## **CIVIC CENTER GYM/KITCHEN BASEBALL FIELDS**

**GROUP NAME:** \_\_\_\_\_

**DATE OF GATHERING:** \_\_\_\_\_

**PERSON RESPONSIBLE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

### **GYM/KITCHEN, BASEBALL FIELDS USE WAIVER – ADULTS**

As participant in this event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including loss of life, damages or loss that I may sustain as a result of participating in any and all activities connected with or associated with such gathering.

I further agree to waive and relinquish all claims, fully release and discharge and agree to indemnify and hold harmless and defend the Village of Maple park and its officers, agents, servants, and employees from any and all claims resulting from injuries and including loss of life, damages and losses sustained by us and arising of our, connected with, or in any way associated with the activities of the gathering.

I confirm that I am of legal age to sign on behalf of myself.

\_\_\_\_\_  
Please Print

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Please Print

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Signature

\_\_\_\_\_  
Signature of Responsible Party

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND  
RETURNED PRIOR TO START OF ACTIVITIES**



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

## CIVIC CENTER GYM/BASEBALL FIELDS

GROUP NAME: \_\_\_\_\_

REVENUE: \$ \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

### OPEN GYM/BASEBALL FIELDS WAIVER – MINOR

SCHEDULED START DATE: \_\_\_\_\_

SCHEDULED END DATE: \_\_\_\_\_

As participant in this program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including loss of life, damages or loss that I may sustain as a result of participating in any and all activities connected with or associated with such program.

I further agree to waive and relinquish all claims, fully release and discharge and agree to indemnify and hold harmless and defend the Village of Maple park and its officers, agents, servants, and employees from any and all claims resulting from injuries and including loss of life, with or in any way associated with the activities of the program.

MINOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

**I confirm that I, as a parent, guardian, spouse, or head of household, am of legal age to sign on behalf of my family and/or dependents.**

PARENT OR GUARDIAN'S SIGNATURE: \_\_\_\_\_

PRINT PARENT OR GUARDIAN NAME: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND  
RETURNED PRIOR TO START OF ACTIVITIES**

**ACORD<sub>TM</sub> CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

**PRODUCER**

Your Insurance Company Name

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.****INSURERS AFFORDING COVERAGE****NAIC #****INSURED**

Your Name

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> ANY AUTO				AUTO ONLY - EA ACCIDENT \$  OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Village of Maple Park Facilities (Park Rental, Gym Rental, Kitchen Rental, Baseball Diamonds Rental)-Village of Maple Park

**CERTIFICATE HOLDER**

Your Name

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Authorized Signature/Insurance Company