



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA**

**STUDY SESSION  
BRESNAN MEETING CENTER  
706 Kenwood Road  
Champaign, Illinois  
Wednesday, April 26, 2017  
5:30 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. DISCUSSION ITEMS**

1. Acceptance of Donations, Gifts and Bequests Policy
2. Crisis Management Plan
3. Park District Fee Schedule
4. Park Operating Hours

**D. COMMENTS FROM COMMISSIONERS**

**E. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; and (c)(11) to address litigation that is probable and imminent.

**F. RETURN TO REGULAR MEETING**

**G. ADJOURN**

## CHAMPAIGN PARK DISTRICT

### Acknowledgment Acceptance of Donations, Gifts and Donations-Bequests Policy

The purpose of this policy is to provide guidelines for recognizing donations, gifts and -  
bequests, donations.

~~The Park District may directly receive gifts and donations. All gifts and donations to the Champaign Parks Foundation shall be for the benefit of the Park District in accordance with the Foundation's Gift Acceptance and Disclosure Policies.~~

The Park District realizes that it may at times be asked to consider accepting gifts and/or bequests. The acceptance of these gifts and/or bequests will be directed initially to the Champaign Parks Foundation. When the donor prefers to contribute directly to the Park District, then Park District staff will consider the following:

- A. All local and state Ordinances regarding the Illinois Gift Ban Act
- B. All relevant Park District policy and personnel practices
- C. The overall benefit to the community
- D. The overall benefit to the Park District
- E. The potential associated costs, liabilities and exposure to/of the Park District
- F. Compliance with any potential reverter clauses attached to gifts to ensure perpetuity of open space/recreation use(s) and assurance the clause(s).

All gifts of real estate will be brought to the Board of Commissioners for approval or denial of acceptance at a public meeting.

#### Scope

1. Acknowledgement of park amenities such as trees and benches.
2. Acknowledgement of donated land, facilities or funds for land or facility construction.
3. Acknowledgement of donated funds for any Park District programs or endeavor.

#### Procedure

1. Acknowledgement of park amenities shall be recognized by installation of a plaque if requested by the donor, and included in the value of the amenity.
2. Acknowledgement of donated land or facilities or a majority of funds for land or facility construction shall be by installation of a plaque and may also be by naming the park or facility as suggested by the donor; provided that, park naming shall be in accordance with the Park Naming Policy.
3. Acknowledgement of all donated funds to the Park District, shall be acknowledged with a thank you letter accompanied by tax identification information unless otherwise approved by the Board of Commissioners ~~and the Champaign Parks Foundation Board of Directors.~~ For example: Naming opportunities for renovation of the Virginia Theatre.

Revised by Board of Commissioners November 9, 2005  
Revised by Board of Commissioners July 13, 2011  
Revised by Board of Commissioners August 10, 2016  
Revised by Board of Commissioners May 10, 2017 ~~April 12, 2017~~

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** April 18, 2017  
**SUBJECT:** Crisis Management Manual Revision

### Background

The Champaign Park District created a crisis management plan in 2002 which was last updated in 2011. Since that time the recommended format for these documents have changed. Park District staff have obtained better examples of these plans and the attached document reflects an entirely new document that contains more detailed information as well as information the crisis team will need during a crisis.

One of the requirements of the IPRA Distinguished Agency Accreditation is an updated manual. Each spring the Crisis Management team will practice different situations in order to be better prepared for crisis situations.

### Prior Board Action

The Board approved the current manual in January 2002 and last approved an update to that manual in January of 2011.

### Budget Impact

There is no impact to the budget for this policy.

### Recommended Action

This is for Board discussion and feedback. The replacement manual will be presented for approval at the May 10, 2017 Regular meeting.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR, SHRM-SCP  
Director of HR, IT and Risk

Joe DeLuce, CPRP  
Executive Director

**Champaign Park District  
Crisis Management Plan**

May 2017

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## **Acknowledgments**

The Buffalo Grove Park District  
PDRMA – Park District Risk Management Agency

# **Crisis Management Plan**

## **What Is a Crisis?**

A crisis is a situation or event that causes – or has the potential to cause – intense public or media focus such as an accidental drowning, serious injury, and allegations of child abuse, severe vehicle accident, or criminal act. Any incident, minor or grave, that attracts significant public/media interest and scrutiny will impact the nature and scope of a crisis event.

## **Chain of Responsibility**

It is critical for employees to understand their respective roles in the event of a crisis. This includes immediately implementing the Park District's emergency response plan and reporting any potential or actual crisis situation to the Executive Director or Crisis Team Leader.

The Champaign Park District Board of Commissioners has appointed the Executive Director as the Crisis Team Leader. This person, in conjunction with Park District management, activates the Crisis Management Plan and coordinates the crisis response. If the Executive Director or Crisis Team Leader is not available, immediately report any event to the Department Head. Do not report a crisis situation via voice mail, text, social media or email as time may be of the essence, and you should communicate directly to an authorized person about a potential crisis situation.

In the event the Crisis Team Leader or Executive Director is unavailable, identify the next available person from the list below (starting from the top) to activate and manage the crisis plan. That staff member is responsible for implementing the Park District's Crisis Management Plan and notifying all Crisis Team members. The Crisis Team is then responsible for decision making during the crisis including fact gathering, notification of key persons/agencies, operational decisions, public relations and media response.

The following is the list of Crisis Team Leaders:

1. Executive Director or assigned Director or staff person "in charge"
2. Risk Manager
3. Director of Human Resources
4. Director of Marketing and Communications
5. Director of Recreation
6. Director of Operations
7. Director of Finance

The Crisis Management Team shall be supported by the following staff positions:

1. Human Resources Coordinator
2. Assistant Finance Director
3. Facility Receptionists
4. Assistant to the Executive Director

There also is a chain of responsibility for the Spokesperson. The Spokesperson is responsible for making official statements (written or oral) to the media on behalf of the Crisis Team and Park District, and coordinating the dissemination of public information via social media and the Park District website. All those listed as potential Spokespersons should review their duties on a periodic basis to ensure they are prepared in the event of an actual crisis. Staff members should direct all media inquiries to the designated Spokesperson.



**Note:** No formal media or public statement of any kind should be made until corporate legal counsel has reviewed and approved those statements.

The following is a list of alternate Park District Spokespersons:

1. Executive Director or assigned staff person "in charge"
2. Director of Marketing and Communications
3. Director of Recreation
4. Director of Operations

## **Legal Considerations**

After any serious incident, the Crisis Management Team will have to manage a wide variety of issues, demands and distractions – simultaneously pulling them in many directions. However, one of the most important actions to complete during the initial crisis-response period is to **contact the Park District's corporate counsel and call the Park District's representing Risk Management Agency IMMEDIATELY!** (regardless of the time or day) Time is of the essence, and it may be critical to consult with legal counsel and the Risk Management Agency's staff early in the crisis to establish attorney/client privilege and protect the investigation. The Park District's Risk Management Agency claims and legal staff are part of your team and are ready to provide guidance. The Park District staff should also immediately contact corporate counsel for additional legal input and to serve as legal liaison to the Park District board member's. Contacting legal counsel and PDRMA is the responsibility of the Executive Director and may be delegated to another member of the Crisis management team.

## **Protect the Investigation – Get Legal Counsel Involved Immediately**

It is critical that the Park District does not accept or assume responsibility and/or liability for any incident *before all facts are fully known and confirmed and without legal counsel guidance*. There is a delicate balance between acknowledging the seriousness of the incident and being accountable to your community, and making unnecessary (and often incorrect) admissions of liability and/or responsibility.

In the age of instant communication and immediate media involvement, which may or may not be reporting accurate information, it is challenging to exercise restraint and caution. However, while it might be difficult to withhold comment, The Risk Management Agency and/or corporate legal counsel must be part of the investigative process, public response, and overall coordination of communication for any serious incident (both internal and external). Legal counsel's role is to establish, maintain and protect confidentiality and attorney-client privilege, as well as to help the Park District avoid making comments and statements that may unnecessarily expose the Park District to potential liability and/or unfounded public scrutiny.

"Attorney-client privilege" is a legal rule that protects certain communications between a client and attorney and keeps those communications privileged and confidential. By assuring confidentiality, clients can make *full and frank* disclosures to their attorney, who can better provide candid advice and effective representation. However, communications that do not fall within the scope of attorney-client privilege are often subject to public disclosure via the Freedom of Information Act (FOIA), subpoena and discovery in litigation, or through third parties such as law enforcement and other official investigative agencies. Those unprotected communications sometimes contain inaccurate information, incomplete information and/or admissions that others can and will use against the member in a court of law and the court of public opinion.

**Remember,** you can only give a statement with absolute confidentiality to the Risk Management Agency's legal counsel (or your corporate counsel). This includes written statements prepared by staff witnesses

and third-party accounts documented and prepared by member staff. Park District staff should consult with legal counsel **before** requesting or preparing substantive written statements or incident/loss reports, or before contemplating any disciplinary action against staff. This does not include compiling a list of witnesses and/or potential witnesses that includes personal and professional contact information.

**Park District staff should take the following steps immediately after a crisis:**

1. Contact the Park District's Risk Management Agency's representative.
2. Consult with the Risk Management Agency's legal counsel and/or the Park District's corporate counsel before giving any statement, requesting a written statement, preparing a written statement, preparing any report – or forwarding substantive text messages, tweets or emails about the incident.

Park District staff should obtain legal counsel **prior to** cooperating with investigating law enforcement or other official agencies. It is crucial for Park District staff to consult with the Risk Management Agency's legal counsel **before** providing any statement to law enforcement agencies or other official investigating agencies such as OSHA, IEPA or the Department of Public Health.

Cooperation with an official third-party investigation and consulting with an attorney from our Risk Management Agency is not inconsistent or mutually exclusive. For example, if a law enforcement investigator asks, "Why do you need a lawyer?" you simply say: "The Park District wants to provide its full cooperation but also wants to protect its legal rights." Keep in mind that investigative reports and/or statements taken by investigating police or other official investigator(s) are often subject to public disclosure under FOIA laws.

Third parties such as the local media, personal injury attorneys and potential claimants may also be able to obtain business text messages, tweets, blog entries, Facebook postings and emails among staff via FOIA requests, records subpoenas and/or written discovery requests in a subsequent lawsuit. For the same reasons you avoid creating a damaging "paper trail," you should not create an equally damaging electronic trail with texts, email messages or social media among staff. There is no such thing as a "private" message among Park District staff.

3. Prepare a preliminary Accident/Incident Report using the Risk Management Agency's Accident/Incident Report Form and **not** the Park District's internal accident/incident form. When completing the Risk Management Agency's Accident/Incident Report Form, always provide a brief, objective and factual account of the incident without any personal opinions as to fault or other unknowns.

The Risk Management Agency's standard claims reporting forms contain specific language designed to establish and protect the confidentiality of the report through attorney-client privilege. Never release this report to any third party (including investigating police) without first consulting the Risk Management Agency's legal counsel and obtaining authorization from the Risk Management Agency. Any written account or description of the incident or supplemental written (including electronic) communication or report pertaining to the incident should have the following language at the top of the document:

***THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION  
PREPARED FOR, AND AT THE REQUEST OF, THE CHAMPAIGN PARK DISTRICT'S  
RISK MANAGEMENT AGENCY'S LEGAL COUNSEL.***

When directed by the Risk Management Agency's legal counsel or the Risk Management Agency's-assigned outside legal counsel, communications (email, fax, other) should always contain the above phrase in the subject heading of the communication and should be directed to the Park District's Risk Management Agency's General Counsel. Please DO NOT send the draft documents to any other recipients (e.g., facility managers, superintendents, etc.) since that could negate the attorney-client privilege.

**Remember**, any "internal report" you create that is not specifically and purposely directed to the Risk Management Agency legal counsel or the Park Districts corporate counsel may be obtained via a FOIA or other document request and be potentially damaging in subsequent litigation.

4. **DO NOT** request or prepare any witness and/or employee statements without first consulting legal counsel. Such statements are often incomplete, inaccurate and/or misleading. For non-employee witnesses (i.e., patron witnesses), get their personal contact information and a brief verbal account of the incident. At a later time, the Risk Management Agency will arrange to conduct a subsequent interview and/or request a written witness account.

When/if the Risk Management Agency's asks Park District staff to document a witness account, insert the following language at the top of the summary:

***THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION  
PREPARED FOR, AND AT THE REQUEST OF THE RISK MANAGEMENT AGENCY  
LEGAL COUNSEL.***

5. Use the Risk Management Agency's in-house legal counsel or a Risk Management Agency-assigned outside counsel to conduct the Park District internal confidential investigation.

While the Park District staff may want to conduct their own investigation, if they do that *on their own* and not at the request of our Risk Management Agency, the investigative findings and materials may be discoverable or subject to disclosure. However, if our Risk Management agency conducts the investigation on behalf of the Park District, all related communications are more likely to be subject to attorney-client privilege and protected. The Risk Management Agency's legal counsel can hire investigators, employ consulting experts, and enlist a variety of research and investigative resources on the Park District's behalf. The Risk Management Agency can then report the results back to Park District staff while protecting the findings and conclusions from disclosure.

## Crisis Team Action Plan

The Crisis Team Leader should use the following steps as a guide to manage a crisis and make decisions:

1. Whenever a crisis involving personal injury and/or property damage occurs, the first responsibility of the Crisis Team is to activate the Park District's emergency response plan and ensure necessary and appropriate actions are taken to minimize further loss. Immediate safety needs of people and property are the top priority.
2. Crisis Team should obtain, compile, monitor and verify the accuracy of incoming information. It is critical to document **all** incoming events and information in chronological order to assess and address the crisis accurately. The team must verify and review new and incoming information against past and known information. The team needs the available information to be compiled accurately in order to make well-informed decisions.
3. Park District staff will feel the emotional and physical impact of a crisis. The Crisis Team should reassure staff so the process of information gathering can begin. Employees exhibiting signs of unusual stress and/or an inability to attend to their respective duties effectively should be relieved of their duties and directed to a designated area. Employees directly involved in the incident should remain on duty until the decision is made as to whether or not to conduct post-incident interviews under the direction of the Risk Management Agency legal staff.
4. The Crisis Team should move employees directly involved in the crisis incident to a more private location if media is present or the environment is stressful. The Park District should provide transportation for staff to a secure facility for debriefing, interviewing and evaluation of their physical and emotional well-being.
5. Notify parents of minor employees as to the location of their children as soon as possible. Inform parents as they arrive that they can remain with their son/daughter and possibly be present during the interview process conducted by police or legal staff.
6. The Bresnan Center shall be used as a secure facility location for the Crisis Team to meet and begin implementing the Crisis Management Plan. If the Bresnan Center is unavailable the Leonhard Center will be used as an alternate location. A temporary office will be constructed with the assistance of the Technology Team to conduct business.

The secure facility is where the team continues fact finding and coordinating the crisis response with key parties such as emergency response agencies, Risk Management Agency, EMS, local police, key staff, legal counsel and the media.

- a. Communicate to all staff that a crisis exists and to forward all communications and relevant information immediately to the Crisis Management Team. Identify the Official Spokesperson and reinforce with staff to direct any and all media inquiries to the Spokesperson.
- b. The Crisis Team Leader and legal counsel will direct staff actions, coordinate information gathering, liaise with outside groups, interface with emergency responders, communicate with staff and the public, and provide direction on needed resources.

7. Contact the governing board president to notify them of the situation, and then notify other board members. Remind all board members not to make any public comments concerning the incident, and that the Risk Management Agency is conducting a formal investigation under the direction of its legal counsel.
8. Identify all staff directly involved in the crisis as soon as possible so legal counsel and the Executive Director can interview and debrief them.
9. Assign staff to monitor (and digitally record/videotape, if possible) television news reports, social media sites, local blogs, radio stations and other media outlets to determine what information about the crisis is available to the public.
10. Assign staff to verify the accuracy of information as it becomes known. Legal counsel and the Crisis Team rely on this information to respond to the crisis, prepare a media relations plan, address public concerns, determine the scope and nature of investigative action, and attend to the needs of victims, staff, relatives and other affected parties.
11. Establish a communication team to answer incoming phone calls, emails and social media outlets to keep the Crisis Team informed. The communication team documents all incoming information received or directed to the Park District. The team documents who called, the information provided/requested, the caller's title, time of call, and return phone number or email address. The team should forward all emails and social media inquiries to the Crisis Team.
12. Develop a crisis communications strategy working in conjunction with the Crisis Team and legal counsel and consider the following:
  - a. Obtain legal counsel approval of all public communications.
  - b. Identify the newsworthiness of the incident and how the media is reporting it.
  - c. Communicate with staff informing them of the crisis and that all statements shall come from the Park District's spokesperson.
  - d. Reassure the community and manage public relations.
  - e. Verify the accuracy and availability of information.
  - f. Limit initial contact with the media to a written press release.
  - g. Debrief and prepare the Official Spokesperson.
  - h. Determine the manner and means of addressing the media (i.e. off-camera or on-camera).
  - i. Limit an on-camera response to the Spokesperson to read a prepared, written statement to the press. The Crisis Team should regularly reassess the need to address the media. Consider what stage the crisis is in; the scope and extent of the crisis; the expectations of your community; public relations; the need to balance inaccurate reporting; and the ability of the press to report about the crisis fairly. **The Spokesperson should never admit or address fault or liability, so it is critical to coordinate all media response with legal counsel.**

## **Crisis Information Gathering – Questions to Consider**

It can be difficult for the Crisis Team to know how to start the information-gathering process. The team can use the following list of sample questions as a guide to gather information and make decisions:

1. Is the emergency-response portion of the crisis complete or ongoing?
2. Has the Park District notified their Risk Management Agency?
3. Have the families of all victims been notified? (Coordinate with local police.)
4. Have the proper authorities been notified? (Police, fire, poison control, EPA, Department of Public Health, utility companies, etc.)
5. Have all Crisis Team members been notified and gathered? Does the team need to establish a crisis center? If so, where?
6. Has the team notified the Park District's attorney and board members?
7. What is the status of the internal investigation process?
8. Is there an investigation being conducted by a third party? (Police, fire, EPA, OSHA, private investigator, aquatic certification entity, etc.)
9. Has the Crisis Team been provided contact information for all potential staff and non-staff witness(s)?
10. Has the team assured the public the crisis is under control?
11. Has a Park District representative contacted the local and/or reporting media to tell them the Park District will provide information once facts have been gathered and verified? Has onsite media been made reasonably comfortable (electrical power for equipment, computer access, administrative support services, coffee, etc.)?
12. Is a formal written press statement appropriate and/or necessary?
13. Has the Park District communicated the appropriate level of compassion for the victim(s) and the families?
14. Has the Spokesperson been updated with current information and thoroughly prepared? (Anticipated questions, rehearsed responses, etc.)
15. Have false, misleading or inaccurate statements been made and/or reported by the media that should be balanced by facts?
16. Are there visual images of the incident and/or post-incident damages/losses? (Cell phone, video or photographs, security video cameras, etc.)

17. Should the EAP and/or other counseling/support services be made available for Park District staff/board members? Does staff need a group EAP meeting in addition to individual staff counseling?

## **Members of the Crisis Team and Their Roles**

### **Executive Director Duties (Official Spokesperson, Crisis Team Leader)**

Often the Executive Director acts as the official Crisis Team leader and as Spokesperson. The director, working with legal counsel, is responsible for the overall coordination of the Crisis Management Plan.

The director or designated legal counsel are typically the primary representative of the Park District throughout the crisis. However, others with specialized and/or direct knowledge may also serve in the Spokesperson's role.

### **Director of Recreations Duties**

The Director of Recreation, if not acting as the Crisis Team Leader, shall:

1. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
2. Coordinate the identification of program participants and contact guardians (minors only).
3. Coordinate facility personnel.
4. Assist the Director of Human Resources in gathering pertinent information.
5. Assign recreation staff duties related to the crisis as needed.
6. Log all crisis-related phone calls and activities.
7. Reschedule planned programs/activities as necessary, locating alternative programming sites or cancelling programs, if appropriate. This includes communicating programming changes to affected staff and the general public.

### **Director of Operations Duties**

The Director of Operations coordinates the information and activities associated with department operations as directed by the Crisis Team.

If not acting as the Crisis Team Leader, the Director of Operations shall:

1. Provide Crisis Team with access to necessary buildings, facilities and power resources.
2. Coordinate Park District activities with the City Public Works Department, Police Department, utility companies, etc.
3. Organize a transportation fleet for Crisis Team and staff.
4. Assist Director of Marketing and Communications in providing support services to media (power, tables, etc.).
5. Log all crisis-related phone calls and activities.

### **Risk Manager Duties**

1. Assist Risk Management Agency legal and risk management staff during the investigative process. (Including other authorized third-party investigators.)
2. Coordinate identification of witnesses and gather personal and professional contact information, and obtain all pertinent information:

- a. Exactly what happened?
  - b. Who was/is involved?
  - c. Where did the incident occur?
  - d. When did it happen?
  - e. What is currently being done to minimize the existing crisis?
  - f. If the answers to the above questions are not known, when will they be known?
3. Take photographs/digitally record/video tape and preserve evidence as directed by legal counsel.
  4. Secure evidence gathered and release evidence only after approval by the Risk Management Agency's legal counsel using a chain-of-custody document. (See Appendix D.)
  5. Contact the necessary governmental agencies, when applicable. (EPA following chemical spills, IDOL following the death of an employee, Illinois Department of Public Health, etc.)
  6. Obtain, compile or present pertinent safety documentation or practices conducted by the Park District.
  7. Complete the Risk Management Agency Accident/Incident Report Form (not an internal reporting form), have Risk Management Agency legal counsel review it, and send it to the Risk Management Agency within 24 hours of the incident.
  8. Gather employee statements in a narrative format to supplement the accident report form and as directed by the Risk Management Agency legal counsel.
  9. Obtain any pertinent contracts, waivers, training records, certifications or similar documentation.
  10. Review circumstances and cause(s) of the crisis and, if applicable, recommend and implement post-crisis measures to minimize future similar events.

#### **Director of Finance Duties**

The Director of Finance shall:

1. Provide overall management of financial accounting
2. Work to determine financial damage to the District, if any.
3. Oversee the administrative staff efforts
4. Advise crisis management leader and the board of the total cost-to-date of incident
5. Assist in obtaining pertinent contracts, waivers, or similar documentation.

#### **Director of Human Resource Duties**

The Director of Human Resource shall:

1. Notify remainder of Crisis Team.
2. Notify the Executive Director with investigative efforts
3. Update the official spokesperson about changes in the situation as they occur.
4. Coordinate with Risk Manager to obtain all pertinent information. Communicate all pertinent information to the Crisis Team.
5. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
6. Contact EAP services for employees in need, and contact EAP and/or other support services to inform them of the crisis and possible need for services.
7. Notify parents or guardians of all involved minor employees.
8. Coordinate the processing and verification of departmental policies, procedures, training, records, etc.
9. Provide information concerning any applicable contracts, affiliate groups and independent contractors the Park District uses.



10. Communicate with staff concerning Park District policies on not sharing any information about the incident or making comments to people outside the Park District (**See Appendix C**).
11. Determine if any affected staff needs EAP assistance or other support services.

#### **Director of Marketing and Communications Duties**

1. Coordinate and draft communications under direction of Crisis Team with legal input.
2. Establish a centralized media center, as directed.
3. Compile a list of local television, radio and newspaper phone numbers and contacts, if known.
4. Distribute information through media channels as directed. (Park District website; social media sites; patron distribution lists; and local, television and print reporters.)
5. Manage the communications team in monitoring media outlets, including social media, to track crisis reporting. (Facebook, Twitter, blogs, etc.)
6. Update the Park District website to take on a lower profile as necessary based on the sensitivity of the crisis. Provide information proactively through the website to communicate with the public.
7. Identify and manage all communication channels including email lists, mailing lists, website and social media.
8. Monitor Media Outlets.
9. Keep Park District staff and the board informed and updated on facts and developments. Employees often need reassurance and/or a better understanding of the crisis. These communications also provide an opportunity to remind employees they should direct media and third-party requests for information to the designated Spokesperson. Careful monitoring of media output, along with careful management of internal communications, prevents the release of misinformation, problematic speculation and rumors.
10. Provide specific information about a program or facility.
11. Compile and verify facts and information, and formulate appropriate responses to questions and concerns.
12. Communicate with staff concerning Park District policies on not sharing any information about the incident or making comments to people outside the Park District. (**See Appendix C**)
13. Assist the Spokesperson in responding to inquiries, as directed.

#### **Administrative Staff Duties**

1. Work with Director of Marketing and Communications (if applicable) to screen telephone calls, email, website and social media inquiries.
2. Screen reporters, family members or others who may arrive unannounced at the administration building. Obtain the following information and keep a log:
  - o Name.
  - o Title and organization. (Who is the person representing?)
  - o Name of newspaper, radio or TV station, if applicable.
  - o Telephone number to reach the person.
  - o Email address of person, if applicable.
  - o Reporter's deadline, if applicable.
  - o Nature of the inquiry.
3. If a reporter, photographer, attorney, investigator or victim's family appears in person at the administrative office or another location, obtain the above information and immediately contact the Crisis Team and official Spokesperson.

4. All responses to information inquiries are limited to providing the official information pre-approved by the Crisis Team for distribution. If possible, a script should be provided (and up-dated periodically) for all staff to read from if responsible for answering the Park District phones.

### **Spokesperson Duties**

The role of the Spokesperson is to represent the Park District as the liaison to the media and third parties. At the direction of the Crisis Team, the Spokesperson presents official, accurate and pre-approved information to the media on behalf of the Park District. The Park District is not obligated in any way to share information with the media. However, it is often advisable to provide a brief statement, before requested, acknowledging the incident and expressing sympathy for the family and others involved.

Any Park District -approved communication should never include a "no comment" statement. Such a statement leads to a misinterpretation that the Park District has something to hide, leading to speculation and innuendo and prompting the media to find other information sources that may be unreliable and/or have hidden agendas. The Park District can, with legal counsel input, provide a written press release including the following:

- Acknowledge the incident/crisis.
- Express compassion and support for victims and their families.
- Explain it is premature to provide details pending further investigation.
- Describe rescue/proactive efforts/safety record, etc.
- Emphasize the matter is under investigation and your Park District is fully cooperating with other agencies.
- Assure public you will provide additional facts as they become known.

The designated Spokesperson should have in-depth knowledge of the organization, be well spoken and professional, and be comfortable and confident in the role as Spokesperson. Pre-crisis training through exercises such as mock press conferences is a valuable exercise to prepare your Spokesperson for a future crisis situation. Remember, the Spokesperson is the Park District's primary liaison and the face of your Park District that the public sees.

On behalf of the Park District and Crisis Team, the Spokesperson presents factual information in a means and manner directed by the Crisis Team. If the Park District determines a press conference or in-person interview is necessary, it is advisable to have the Spokesperson begin by reading a prepared statement that accurately presents the Park District's response to the crisis. This allows the Park District to list points proactively for the media to know, even if reporters do not ask the Spokesperson questions that would elicit that information.

The Spokesperson should not answer any questions for which verified facts are not available. In such a situation, the Spokesperson can say:

*"Regretfully, we all must respect the pending investigation, and it is premature to address this question/issue at this time. I certainly would not want to provide any inaccurate or misleading information inadvertently. Of course, as facts become known and verified, I would be pleased to revisit this question/issue."*

In addition, the Spokespersons **should never**:

- Release victim information until family members are notified.
- Speculate on liability, damage costs, causes, etc., until verified and reviewed by legal counsel.
- Fix blame on others or mislead.
- Speak off the record.

## **Role of Board Members and Elected Officials**

Board members and elected officials are concerned during a crisis. Often, they feel obligated to speak to the media, victims/families, and/or the general public. Despite their good intentions, they may inadvertently compromise the Park District's reputation and ability to minimize potential liability exposure. Strongly advise board members not to make any statements to the news media or any third party without prior consultation and approval from legal counsel. Risk Management Agency counsel or assigned counsel often speaks with board members through the protection provided by executive session to update them on the crisis and related legal and liability issues.

## **Role of Employees in Dealing with the News Media**

All employees must recognize their role in a crisis. They must understand it is the Park District's policy and expectation that any information released comes from the designated Spokesperson. Employees should know, as soon as possible, the contact information of the Park District Spokesperson.

Advise those employees directly or indirectly involved in the crisis that reporters or other investigators may approach them. The same is true for employees involved in the investigative process and/or information flow. Reinforce your media-response policy with these employees during interviews and crisis debriefing so they know the appropriate responses to questions.

Offer employees the following guidelines in handling reporters or others seeking information:

1. If anyone approaches you for information, you are not required to give an interview, and we ask you to direct the person to the designated Park District Spokesperson. You can say, "I'm sorry. I'm not the best person to answer that question. You should contact (state designated Spokesperson), and I am confident he/she can assist you."
2. It is acceptable not to know the answer to a question. Say, "I don't know," and direct the reporter/person to the Spokesperson.
3. Never say, "No comment." Reporters may interpret that phrase to imply guilt or that you have something to hide. Instead, say, "Please understand that I am not the best person to discuss this event. I would not want to provide inaccurate or incomplete information unintentionally. You should direct your inquiry to (provide name and number of designated Spokesperson)."
4. Never make an off-the-record statement. There is no such thing as an off-the-record comment. Any statement made off-the-record can become front page headlines. The confidentiality of off-the-record statements cannot, and often will not, be guaranteed.

## **Media Relations Plan**

Through direction of the Crisis Team and legal counsel, the Spokesperson coordinates all interaction with the media and any outside requests for information. The Crisis Team decides the time, place and means of sharing information with the media and/or responding to media requests, with advice of legal counsel.

You want to show you are a willing partner in sharing information, and you are committed to cooperating with the media. However, you must also be very clear that the Park District will not share any information until legal counsel verifies and reviews it.

Do not make promises to reporters. Tell them you will share information when it is available for the public.

Monitor all news and social media to determine how the crisis is being reported. Determine whether reports are objective and accurate. When necessary, prepare and distribute accurate information to balance any serious false statements.

Always prepare an initial written press release and consider posting it on your website or on other social media channels.

## Continuing Operations

- **Evaluate staff readiness** – The Crisis Team Leader should meet with supervisors of employees directly involved in the incident to determine if they are ready to resume duties.
- **Reopen the facility** – Consider a gradual reopening to keep staff from becoming overwhelmed following the incident. A supervisor should be available when reopening a facility involved in a crisis event to answer any questions from the public so as not to distract the staff.
- **Communicate with the public** – Set a date to reopen when staff is ready. Consider shorter hours or limiting public participation in programs for a period of time. Let the public and patrons know staff evaluations and other readiness training was completed prior to reopening.
- **Communicate with outside groups/users** – Consider suspending out-of-the-ordinary programming activities, special events or large-group facility use for a period of time.

## Appendix A - Initial Press Release

The Champaign Park District has recently been informed that on (date of crisis) at approximately \_\_\_\_\_ (identify time), the following occurred:

(Briefly describe crisis)

At this time, the specific facts and circumstances surrounding this event have been neither fully substantiated nor confirmed. We are currently in the process of investigating this matter in full cooperation with:

(Identify other investigative agencies)

Out of respect for the investigative process and in fairness to the families and parties involved, we are unable to provide further details at this time. However, we are committed to providing additional facts and developments as they become known and confirmed. In the interim, anyone wishing to provide or request further information should contact (identify Spokesperson) at (phone number). We are also providing updated information on our Park District website at [www.champaignparks.com](http://www.champaignparks.com).

## Appendix B - Emergency Phone List

**Director of Finance ~Andrea Wallace**

Office: 217-819-3826

Cell Phone: 217-778-8608

Email: [andrea.wallace@champaignparks.com](mailto:andrea.wallace@champaignparks.com)

**Director of Human Resources~ Tammy Hoggatt**

Office: 217-819-3823

Cell Phone: 217-840-9963

Email: [tammy.hoggatt@champaignparks.com](mailto:tammy.hoggatt@champaignparks.com)

**Director of Marketing and Communications~ Chelsea Norton**

Office: 217-819-3843

Cell Phone: 217-273-3943

Email: [Chelsea.norton@champaignparks.com](mailto:Chelsea.norton@champaignparks.com)

**Director of Operations ~ Kevin Crump**

Office: 217-819-3812

Cell Phone: 217-778-0368

Email: [kevin.crump@champaignparks.com](mailto:kevin.crump@champaignparks.com)

**Director of Recreation ~Jameel Jones**

Office: 217-819-3907

Cell Phone: 217-390-5656

Email: [Jameel.jones@champaignparks.com](mailto:Jameel.jones@champaignparks.com)

**Executive Director ~ Joe DeLuce**

Office: 217-819-3821

Cell Phone: 217-714-2333

Email: [Joe.DeLuce@champaignparks.com](mailto:Joe.DeLuce@champaignparks.com)

**Risk Manager ~ Wendy Zindars**

Office: 217-819-3834

Cell Phone: 404-444-3739

Email: [wendy.zindars@champaignparks.com](mailto:wendy.zindars@champaignparks.com)

**Risk Management Agency ~PDRMA**

Office (630) 769-0332

Fax (630) 769-0449

Risk Management Agency After Hours – Includes instructions on how to reach their staff after hours.

Email: [www.pdrma.org](http://www.pdrma.org)

## Appendix C - Statements of Admission and Social Media

(To be read or otherwise communicated to staff from Management)

In a tragedy such as the one that has occurred, it is important to remind everyone of the Champaign Park District's communication policy. It is critical to the reputation of the Park District that all incident-related communications be accurate, appropriate and properly attributed. Only those employees officially designated by the Park District have the authorization to speak on behalf of the Park District. In this matter, (identify Spokesperson) has been designated the Park District Spokesperson. Staff is expected to refer all media inquiries to the Director of Marketing and Communications, as our Spokesperson. Should anyone from the media contact you, a simple and appropriate response would be: *"Please understand that The Marketing and Communications Director has been designated as the Champaign Park District Spokesperson. Kindly direct your inquiries to him/her."* You can then simply walk away, hang up the phone, or close the door. You have no obligation to talk to the media and should not feel pressured to do so.

Staff should be cautious in discussing the incident with family members, friends, residents and other third parties. Your communications may be inaccurate, misunderstood, misperceived, or result in rumors that can negatively impact the image of the Park District and our staff, and compromise our ability to defend potential litigation. Similarly, the Park District recognizes and respects the right of employees to use social networking, personal websites, texting and weblogs as a medium of self-expression. Again, only those employees officially designated by the Park District have the authorization to speak on behalf of the District. It is important to keep in mind that this matter is currently under investigation. Many facts remain unknown, and there is significant information that has yet to be confirmed

Please be careful to avoid disclosing any information that may compromise the investigation, is confidential, or may violate privacy rights or privacy perceptions. Show proper consideration and respect to coworkers, the victim(s), our patrons and others. While we cannot prevent you from using social media, we strongly recommend you do not use it to discuss the incident or to discuss this incident in an inappropriate or counterproductive manner. Your perceptions or representations may not be accurate, may violate attorney/client privileged, may violate privacy rights, and can later be used against you or the Park District by the media or in a future lawsuit against the Park District. In short, remember that what you post will be around for a long time, so consider the content carefully.

The Park District and its Employee Assistance Program provider are available to you if you should need help coping with the incident. Please talk to your supervisor or manager if you have questions about this policy.

## Appendix D - Chain of Custody Document

Chain of custody documents are important from a legal perspective in that it document the movement and location of physical evidence from the time it is obtained until the time it is presented in court.

A chain of custody document should be used when physical evidence as part of an investigation is placed in secure storage and/or provided to another person or organization. It is important to document the chain of custody so that it reflects the care provided in handling important physical evidence when stored or transferred to indicate its condition and that it was not physically altered while in the care of any individual.

**(Reference here the incident relating to the need to execute a chain of custody document)**

**(Describe here exactly what was done to obtain a device or document, on what day, time and where stored securely). (Sign and date document).**

\_\_\_\_\_ Date \_\_\_\_\_  
John Doe, Champaign Park District

### Example:

John Doe turned over control of the above cited device/document to Sally Smith, Risk Management Agency staff, at approximately 11:00 a.m. on xx/xx/xxxx at (Add location here). Sally Smith delivered the device/document to Joe Schmo, Risk Management Agency, Legal Counsel, at the Risk Management Agency office at approximately 8:30 a.m. on xx/xx/xxxx.

### Description of Device or document:

6" X 5" white box hard drive (now brownish and discolored) square shape with venting around three sides.

- In hand-written pen on one side. – **“10.20.13.10 (space) Sept 2009”**
- Three ports on one side – one round, one cable jack and a rectangle prong jack.
- Additional manufacturer information on a label that may be readable, but will need closer inspection and cleaning to identify details. Manufacturer listed as Security Digital.

### Security Camera:

3 XYZ Security Cameras provided by John Doe to Sally Smith on xx/xx/xxxx. Sally Smith provided cameras to Joe Schmo on xx/xx/xxxx.

Camera description:

Camera 1      Bar Code 10.4.192.33      10.23.15.109

\_\_\_\_\_ Date \_\_\_\_\_



Joe Schmo, Risk Management Agency

On xx/xx/xx (approximately 9:00 a.m.), John Doe provided the devices to Sally Smith, Risk Management Agency Claims Supervisor, who removed the hard drive and three security camera from their storage container for the purpose of photographing the items and placing identifying stickers on the devices. The hard drive and camera were returned to their original container and securely stored at the Risk Management Agency office.

\_\_\_\_\_ Date \_\_\_\_\_  
Sally Smith, Risk Management Agency

## **Appendix E – Champaign Park District**

### Crisis Management Plan

#### Acknowledgment of Receipt Form

The Champaign Park District Crisis Management Plan supplements the many safety policies and procedures already in place at the Park District. As an employee, you are expected to read this document thoroughly and return this completed acknowledgment of receipt form which will be placed in your personnel file.

\_\_\_\_\_  
Signature of employee:

\_\_\_\_\_  
Date:

# Champaign Park District Facility Fee Schedule May 1, 2017 to April 30, 2018

## Recommended changes in red

Current Fees Facility	Current/Proposed Fees CPD Residents	Current/Proposed Non-Profits
Bresnan Center	\$ <del>45</del> 40 per hour	\$ <del>35</del> 30 per hour
Douglass Annex	\$ <del>45</del> 40 per hour	\$ <del>35</del> 30 per hour
Douglass Annex Kitchen	\$ <del>40</del> 35 + room rental	\$ <del>30</del> 35 per room rental
Douglass Library	\$ <del>45</del> 40 per hour	\$ <del>35</del> 30 per hour
Douglass Library Kitchen	\$35 + room rental	\$ <del>30</del> 35+ room rental
Douglass Gymnasium	\$60 per hour	\$45 per hour (\$30 ½ gym)
Hays Center	\$ <del>45</del> 40 per hour	\$ <del>35</del> 30 per hour
Hays Center Kitchen	\$ <del>30</del> 25 + room rental	\$ <del>25</del> 20 per room rental
Kaufman Lake Boathouse	\$ <del>40</del> 35 per hour	\$ <del>30</del> 25 per hour
Kaufman Lake Fire Ring	\$ <del>45</del> 40 flat rate	\$ <del>35</del> 30 per hour
Spalding Recreation Center	\$ <del>45</del> 40 per hour	\$ <del>35</del> 30 per hour
Springer Cultural Center	\$ <del>45</del> 40 per hour	\$ <del>35</del> 30 per hour
Springer Cultural Center	\$ <del>30</del> 25 per add. room	\$ <del>25</del> 20 per hour add. room
Springer Cultural Kitchen	\$ <del>40</del> 35 + room rental	\$35 +room rental
Leonhard Activity Room	\$50 per hour	\$40 per hour
Leonhard Fitness Room	\$50 per hour	\$40 per hour
Leonhard Gymnasium	\$120 per hr. full gym	\$90 per hour full gym
Leonhard Gymnasium	\$60 per hr. half gym	\$45 per hour half gym
Leonhard Gymnasium	\$30 per hour ¼ gym	\$20 per hour ¼ gym
Leonhard Group Fitness	\$40 per hour	\$30 per hour
Leonhard Party Room	\$40 per hour	\$20 per hour
LRC Indoor Playground	\$60 per hour	\$45 per hour

### All rentals have a two hour minimum + (\$100) damage deposit

Non-profit organizations with a 501c3 status only designation will qualify for defined rates below. Those Organizations are but not limited to: Boys & Girls Club & Scouts, DSC, Family Service, Mental Health, NAACP, United Way Agencies, and the Urban League. A \$100 damage deposit is required for all rentals by non-profit organizations.

Governmental Agencies are provided free use of facilities when no staff is required to be on site: Agencies included: City of Champaign, Unit 4 Schools, CU Public Health, Champaign Public Library, MTD, and the CU Sanitary District, etc. Governmental agencies must provide a \$100 damage deposit on all rentals and may charge additional fees depending on their requests.

Facility	Current Fees	
	CPD Residents	Non-Profits
West Side Park Gazebo	\$25 per hour	\$20 per hour
Hessel Pavilion	\$25 per hour	\$20 per hour
Centennial Pavilion	\$25 per hour	\$20 per hour
Douglass Pavilion	\$25 per hour	\$20 per hour
Porter Park Shelter	\$25 per hour	\$20 per hour
Hessel Small Shelters	First come first serve or \$20 reservation fee	
Toalson Shelter	First come first serve or \$20 reservation fee	
Sunset Ridge Park Shelter	First come first serve or \$20 reservation fee	
Zahnd Park Shelter	First come first serve or \$20 reservation fee	
Powell Park Shelter	First come first serve or \$20 reservation fee	
Scott Park Shelter	First come first serve or \$20 reservation fee	
Turnberry Ridge Shelter	First come first serve or \$20 reservation fee	
Spalding Park Shelter	First come first serve or \$20 reservation fee	
Mullikin Park Shelter	First come first serve or \$20 reservation fee	
Millage Park Shelter	First come first serve or \$20 reservation fee	
Mattis Park Shelters	First come first serve or \$20 reservation fee	

- If an individual would like to make sure they have a smaller shelter in our parks they can pay a \$20 reservation fee or take a chance on a first come first serve opportunity. If they pay the \$20 reservation fee, they would receive a written permit that state the day and time they have the shelter reserved. Staff would do no extra work on these shelters, as the idea is to give patrons the option to reserve a shelter or try to get it for free on a first come, first serve basis.
- Non-Resident Rates: 50% more than the resident rate
- Urbana Residents are considered CPD Residents
- Site Supervisor is included in the rental for any indoor facility rental

**Portable Potty-House Units:**

- Acquiring portable potty-houses are the sole responsibility of permit holder and/or renter.

**Holiday rates: Indoor Facilities:**

- Double the costs of normal rates listed above; requires that staff are available. Holidays include New Year’s Eve, New Year’s Day, MLK Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran’s Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. Other days/dates that are deemed Holidays by the CPD will apply.

**Special Event Fees:**

Up to 25 persons per day	No Fee
Up to 200 persons per day	\$100
Up to 400 persons per day	\$200
Up to 800 persons per day	\$400
Over 1000 persons per day	\$500

**Additional fees may be assessed for very large events to cover various logistics and Park District costs**

Staff costs will be charged to hold a special event in any Champaign Park District facility or park. Individual and groups charging fees to produce revenues: (concert, fund raiser, charity events, etc.)

Tent Permit Fee - ~~\$25~~20 per tent per day

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by Director of Operations or Maintenance Supervisor.

**Showmobile Rates:**

\$200 refundable deposit to reserve

\$500 for profit rate or \$350 non-profit rate (flat fee)

\$60/hr for staffing (this starts the moment the stage arrives on site until it is pulled off site)

Additional charges may be added if they need additional equipment

\$350/day for large generator

\$25/day for small generator

\$25/day for sound equipment

**Sports Fields Fees:**

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$10/2hr	\$25/2hr	\$10/hr	\$10/hr
Dodds 3-Plex	\$45/2hr	\$80/2hr	\$10/hr	\$10/hr
Dodds 4-Plex	\$45/2hr	\$80/2hr	\$10/hr	\$10/hr
Spalding	\$10/2hr	\$25/2hr	N/A	N/A
Zahnd LL	\$10/2hr	\$35/2hr	\$10/hr	\$10/hr
Zahnd Pony	\$10/2hr	\$50/2hr	\$10/hr	\$10/hr
Seaman	\$35/2hr	\$70/2hr	N/A	N/A
Dodds Soccer	\$35/2hr	\$70/2hr	\$10/hr	N/A

**Tournament fees are provided per request or contractual agreements may have different fees per the agreement**

**Tennis Center Fees**

Memberships

Individual (ages 18-54)	R/\$50 NR/\$75
Family (2-4 members)	R/\$80 NR/\$120
Each additional family member	R/\$10 NR/\$15
Senior (ages 55+)	R/\$30 NR/\$45
Full-time Students:	R/\$30 NR/\$45

**Rental fee for all the courts/tennis facility \$100 per hour**

**PERMANENT COURT TIME**

M-F 18-week fee 7-9a \$198

9a-5:30p \$306

5:30-10p \$342

Weekends 18-week fee all times \$234

### RANDOM COURT TIME

Time: M-F, 7a-5:30p & 9-10p Member Fee: \$15 Guest Fee: \$17

Time: M-F, 5:30-9p Member Fee: \$19 Guest Fee: \$23

Time: Sa-Su, All Day Member Fee: \$15 Guest Fee: \$1

### Sholem Aquatic Center Fees

Daily Admission Fees	(R/NR)
Individual	\$6/\$9
3 & under	Free
Twilight Rate	\$4/\$6
Friday rate	\$4/\$6
5 punch card	\$25/\$40
10 punch card	\$50/\$80

### Season Pool Pass

	Sale Price	Regular
	Valid through 4/30/17	Fee (R/NR)
Individuals	\$80/\$120	\$90/\$135
Family of 2-3	\$150/\$225	\$175/\$262.50
Family of 4	\$180/\$270	\$205/\$307.50
Family of 5	\$210/\$315	\$235/\$352.50
Add family members	\$30/\$45	\$30/\$45
Senior (Age 55+)	\$60/\$90	\$70/\$105
Replacement Fob	\$5/\$5	\$5/\$5

50% off all pool passes on or after 7/17/17

### AFTER-HOURS RENTALS AT SHOLEM AQUATIC CENTER

- "Ultimate Beach Party" (full-facility rental). Fee (R/NR): \$365/\$550 per hour (minimum 2 hour rental)
- "Surf's Up!" (limited to the river and the three slides). Fee (R/NR): \$230/\$345 per hour (minimum 2 hour rental)
- "Summer Nights" (limited to the main pool and lap lanes). Fee (R/NR): \$195/\$295 per hour (minimum 2 hour rental)

### Leonhard Recreation Center Fees

Annual membership rates:

Non-walking infants are free

Individual (R/NR):	<del>\$8070</del> / <del>\$120140</del>
Family of 2 or 3 (R/NR):	<del>\$150140</del> / <del>\$225280</del>
Each additional family member after 3 (R/NR):	<del>\$2520</del> / <del>\$37.5040</del>
Senior Age 55+ (R/NR):	<del>\$6050</del> / <del>\$90100</del>
Card Fee (R/NR):	\$5 per family member.

Applies to the first time a Leonhard membership is purchased or any time a card is replaced.

**Staff recommends increasing the LRC Membership by \$10 beginning in the fall of 2017 and reducing the non-resident fee to 50% so it is consistent with the Park District wide non-resident fee of 50%.**

## DAILY ADMISSION FEE

For those without a membership, there is a \$5/\$10 (R/NR) Daily Admission Fee. The daily admission fee includes the use of the indoor playground, walking track, open gym, and weight room.

Open Gym Information Non-Members: For those without a membership, there is a \$5/\$10 (R/NR) Daily Admission Fee.

## SUPERVISED PLAY TIME

Date Day Time 5/1-9/14\* Tu/W/Th 5:30-8:30p \*Not available on major holidays Location: Leonhard Recreation Center Fee (R/NR): Free with membership; \$5 non-member

## Tree Fees

A donation of \$250 to the Champaign Parks Foundation, covers the cost of the tree, the installation by staff, and the maintenance of the tree for the duration of its life.

An additional donation of \$200 will purchase a 9 x 5 cast bronze plaque to personalize the tree in the park.

## EDDIE ALBERT GARDEN PLOTS

Date	Location	Plot Size	Fee (R/NR)
4/4-10/23	Dodds Park	20' x 20' plot	\$30/\$45
4/4-10/23	Dodds Park	20' x 30' plot	\$40/\$60
1/1-12/31	Dodds Park	20' x 20' plot	\$40/\$60

## Dog Park Fees

Membership is for one calendar year (January 1 to December 31).

Fees are not pro-rated, with exception to midseason discount.

One Dog (Resident): \$38

One Dog (Non-resident): \$57

Each Additional Dog: \$6

Replacement Tag: \$10

August 1 - November 30 memberships are discounted half price.

## Virginia Theatre Fees

### FACILITY RENTAL RATES, FEES AND OTHER EXPENSES

BASE RENT: All rates are daily and vary by usage (e.g., day of the week and length/scope of engagement). Rents are FLAT and include utilities, cleaning, concession service, merchandise service, front of-house staff and volunteers.

Public Events Commercial Rate	\$2,500.00 - \$4,500.00
Not-for-Profit Rate	\$1,500.00 - \$2,500.00
Government Rate	\$1,000.00 - \$1,500.00

### Private Events

Meetings, 25 or less attending FREE (single lobby, without catering or drink service)

Meetings, 25-75 attending \$50.00 - \$150.00 (single lobby use)

Meetings in auditorium \$150.00 - \$1,000.00 (based on attendance, incl. lobby use)

Photo shoots (up to 2 hours) \$50.00 - \$150.00  
Private party/reception, East Lobby \$250.00  
Private party/reception, Mezzanine Lobby \$300.00  
Private party/reception, all Front-of-House \$500.00 - \$1,000.00 (stage/auditorium not included)  
Private party, Stage \$750.00 - \$1,000.00  
Private screening (does not include film rights) \$750.00 - \$1,000.00 (for parties of 100 or less, no public promotion or ticketing allowed)  
BOX OFFICE EXPENSES Ticket Office Fee: \$750.00 FLAT  
Credit Card Fee: 4% Commission, all credit card sales

FACILITY FEES \$2.00 per Paid Admission (\$1.00 Restoration Fee plus \$1.00 Seat Advisor Box Office Fee)

**Staff recommends no increase to the facility fees at this time as we do not want to compromise our rentals.**

MERCHANDISING FEE 20% of gross sales (25% if venue provides seller); 10% of gross sales of all digital media and books

MARKETING FEE \$100 FLAT (website listing and eBlast marketing)

### **Resident/Non Resident Fees**

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the "resident (R)" fee. Persons residing outside these districts will pay 50% more than the resident rates – "non-resident (NR)". Fees charged for programs are used to offset part of the costs for special instructors, facility costs and program supplies.

**Staff recommends capping the non-resident fees at 50% for all programs over \$100. Any program costing over \$100 would have a maximum non-resident fee of \$50.**

### **Program Fees**

**Program Fees and concession fees are based on the Park District's Revenue Policy. All programs and concession fees must be approved by the Executive Director.**





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** April 26, 2017

**SUBJECT:** Park Operating Hours

### Background

Over the years there has not been consistency when determining park operating hours. The following recommendations will hopefully help the residents to understand and comply with the operating hours for each of District's Parks.

### **Centennial Park**

Since Centennial Park includes various School District facilities which many are operating past dusk and since we operate Softball Games, Tennis Matches, Swimming at Sholem, and recreation programs after dusk at the Leonhard Recreation Center it only makes sense that the entire Centennial Park is open from 6 am to 11 pm. The current operating hours are posted as Dawn to Dusk.

### **Dodds Park**

Softball Tournaments, Leagues within Dodds Park and activities at Parkland College go way beyond dusk on a nightly basis. Staff recommends the operating hours for Dodds Park would be best set at 6 am to 11pm. The current posted operating hours are from 5am to 11pm.

### **Douglass Park**

The Douglass Community is often open until late at night with a variety of different events and programs. The park also has a lighted basketball court and lights throughout the park. In order to be more consistent, the recommendation is to operate Douglass Park from 6 am to 11pm. The current posted operating hours are from 5am to 11pm.

### **Hessel Park**

The lighted tennis courts, volleyball courts and park lights encourage patrons to use Hessel Park after dusk, therefore, it makes more sense to operate the park from 6am to 11pm. We recently changed the operating time to 6am to 11pm since we were seeing a lot of traffic after 11pm.

### **Human Kinetics Park**

The park is currently operating from dawn to dusk but if a new indoor facility is added to the park, it would be better to operate the park from 6am to 11pm.

### **Scott Park**

Previous discussions on the use of Scott Park included issues with students walking through the park after dusk and we do not want to cause any additional issues for students, so the best solution is to operate this park from 6am to 11pm. The current operating sign states the park closes at 11pm.

### **Spalding Park**

The Park has lighted tennis courts and basketball courts and an indoor recreation center so it is recommended the park operate from 6am to 11pm. The current operating hours posted are from dawn to dusk.

### West Side Park

This park has a tremendous amount of use as one of our signature park. The current operating hours are from dawn to dusk but with the amount of use and the installation of new lights the recommendation is to operate the park from 6am to 11pm.

### Zahnd Park

The park has lighted baseball fields which are consistently operating after dusk, so the recommendation is to operate the park from 6am to 11pm. The current operating hours are not posted.

The following parks have operating times until 11pm but they do not have lights or indoor facilities, so the recommendation would be to post the operating hours from dawn to dusk: **Toalson Park, Sunset Ridge Park, Porter Family Park, and Johnston Park.**

Park	Operating Hours
Bannon	Dawn to Dusk
Beardsley Park	Dawn to Dusk
Bian Park	Dawn to Dusk
Bridgewater	Dawn to Dusk
Bristol Park	Dawn to Dusk
Centennial Park	6 am to 11 pm
Champaign Park District	Dawn to Dusk
Citizen's Park	Dawn to Dusk
Clark Park	Dawn to Dusk
Commissioners Park	Dawn to Dusk
Davidson Park	Dawn to Dusk
Dodds Park	6 am to 11 pm
Douglass Park	6 am to 11 pm
Eisner Park	Dawn to Dusk
Firefighter's Park	Dawn to Dusk
Garden Hills Park	Dawn to Dusk
Glenn Park	Dawn to Dusk
Green Street Entryway Park	Dawn to Dusk
Greenbelt #1 Park	Dawn to Dusk
Hallbeck Park	Dawn to Dusk
Harris Park	Dawn to Dusk
Hazel Park	Dawn to Dusk
Henry Michael Park	Dawn to Dusk
Heritage Park	Dawn to Dusk
Hessel Park	6 am to 11 pm
Hosier Park	Dawn to Dusk
Human Kinetics Park	Dawn to Dusk/6 am to 11pm
Johnston Park	Dawn to Dusk

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The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Kaufman Park	Dawn to Dusk
Mattis Park	Dawn to Dusk
Mayfair Park	Dawn to Dusk
McCullum Park	Dawn to Dusk
Meadows Square Park	Dawn to Dusk
Millage Park	Dawn to Dusk
Mini Park IV	Dawn to Dusk
Mini Park V	Dawn to Dusk
Mini Park VIII	Dawn to Dusk
Moore Park	Dawn to Dusk
Morrissey Park	Dawn to Dusk
Mullikin Park	Dawn to Dusk
Noel Park	Dawn to Dusk
Porter Family Park	Dawn to Dusk
Powell Park	Dawn to Dusk
Robeson Meadows West Detention Park	Dawn to Dusk
Robeson Meadows West Park	Dawn to Dusk
Robeson Park	Dawn to Dusk
Scott Park	6 am to 11 pm
Skelton Park	Dawn to Dusk
Spalding Park	6 am to 11 pm
Stampofski Park	Dawn to Dusk
Sunset Ridge Park	Dawn to Dusk
Thompson Park	Dawn to Dusk
Toalson Park	Dawn to Dusk
Town Center Park	Dawn to Dusk
Trevitt-Finch Park	Dawn to Dusk
Turnberry Ridge Park	Dawn to Dusk
Washington Park	Dawn to Dusk
Wesley Park	Dawn to Dusk
West Side Park	6 am to 11 pm
Willis Park	Dawn to Dusk
Wisegarver Park	Dawn to Dusk
Zahnd Park	6 am to 11 pm

Prepared by:

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

Department Heads

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The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.