

# General Information

## Tree of Life Program

Through the Park District *Tree of Life* program you can commemorate a special event, individual or group by having a tree planted in any one of the districts 58 parks. The program is a great way for individuals to enhance the environment, become involved in their community and beautify the neighborhood parks.

The program provides the donor with a bronze leaf for a personalized inscription. This leaf becomes one of the many bronze leaf plaques that surround a tree sculpture displayed in the lobby area of the Administrative and Leisure Center or at the Prairie Lakes Community Center.

The *Tree of Life* program fee is \$300, and includes a lifetime replacement guarantee on each tree donation. In addition, donors have the option of purchasing a cast bronze plaque, to be located at the base of each tree, at an additional fee of \$225. The deadline for spring planting is April 1, and the deadline for fall planting is September 1.

**Please Note:** due to the popularity of Prairie Lakes and Lake Park for planting memorial trees, the need for tree donation at these park sites has diminished. Planting locations are limited at these two park sites and we may not be able to accommodate your request. However, we have now expanded our program to include existing trees, other site amenities and park benches. The fee per bench is \$500 and includes a personalized engraved plate, which is attached to the backrest of the seat.

For more information, please contact: Jay Zahn, Assistant Superintendent of Parks, at 847-391-5744.

### Tree of Life

This program allows individuals or groups to recognize a special event or person by having a tree planted in one of the District's parks. A tree represents an everlasting gift and promotes a better environment.

## Building, Facility & Room Rentals

Park District rooms or buildings are available for rental. Since Park District programs have first priority, and generally use all buildings, Monday through Friday, facility rentals are more available on Saturdays and Sundays. Facilities are not available on legal holidays. Kitchen facilities are designed for limited food preparation as equipment provided is a range, oven and refrigerator.

### Rental Facilities Available:

- Lake Park Picnic Shelter – 100 person capacity (outdoor venue, grill available)
- Prairie Lakes Mt. View Room 1 – 35 person capacity
- Prairie Lakes Mt. View Room 2 – 65 person capacity
- Prairie Lakes Mt. View Room 3 – 35 person capacity
- Prairie Lakes Mt. View Rooms 1, 2, 3 – 140 person capacity total

### Facilities with a Kitchen:

- Arndt Park Fieldhouse – 100 person capacity (not available June - August)
- Cumberland Terrace Fieldhouse – 35 person capacity
- Prairie Lakes Kitchen

Some other rooms may be available at Prairie Lakes and the Leisure Center on weekends. Capacities vary from 30 to 60. Smoking and alcohol consumption are not permitted in any Park District building, with the exception of Golf Center Des Plaines. Rentals are handled on a first-come basis, as completed applications are received. There are time restrictions and a deposit is required. Call 847-391-5700 between 8:30am and 5:00pm, weekdays. Other times, call 847-391-5705 and leave your name, phone number with area code, group size, date and room desired.



The **Banquet Facility** at Golf Center Des Plaines has a 100 person capacity. Food and beverages, including alcohol, are provided by the Club Casa Cafe under the proprietorship of Pat & Julie Ergostole, who also own the popular Casa Royale Banquets in Des Plaines. Rentals are available throughout the week. Call 847-803-4653 for additional information on meetings and banquet reservations.

The **Prairie Lakes Theater** seats up to 298, and is available for daily and weekly rentals to groups, individuals, and organizations for special events, training programs, concerts, plays and musicals. Please contact Shelli Sarg, Prairie Lakes Manager: 847-391-5711.



## Dog and Animal Ordinance

### Des Plaines Park District Code Section 8.03

states: No person shall bring or permit a dog, cat or other animal within any park (or school) or playground controlled by the Des Plaines Park District, whether on a leash or otherwise except during regularly scheduled dog obedience classes or shows. The Des Plaines Park District and School District 62 operate 58 park/school sites within the corporate limits of the City of Des Plaines. Leashed dogs and cats are only allowed within the former city-owned 11 parks. These properties are: Arlington Triangle, Cornell park, Hoffman Parkway, Kutchin Park, North and South Cul de Sac Parks, Orchard Court, Prairie Triangle, Teton Park, Westfield Gardens Park and Yale Court.

No dog shall be allowed on city streets or other public places such as city-owned parks, hotels, restaurants, railroad depots, theaters, public conveyances and the like, or property other than that of its owner unless on a leash no longer than 8 feet long. No cat is allowed to run at large unless neutered and inoculated for rabies and wearing a current tag. Cats do not have to be restricted to the owner's property if they are wearing their tag. No cat or dog, whether on a leash or not, licensed or unlicensed, should be within a store where food is sold (with the exception of guide dogs, properly harnessed).

# Park Rules and Regulations

## Trip Registration

Youth and family trip registrations are taken at the Leisure Center. Registration coincides with program registration dates. Trips that were offered during a previous session have ongoing registration until filled. Sorry, we are unable to accept trip registrations less than one week prior to the activity.

## Senior Discounts

All Senior Citizens 60 years or older receive a 25% discount on classes and programs unless otherwise specified. This discount is not applicable for trips, discounted programs, and contractual classes. Identification is required at time of registration.

## Proof of Residency

Proof of residency is necessary to establish residency before your registration can be processed. Please include a copy of one of the following with your registration: current voter's registration card, copy of a current driver's license, copy of current utility or phone bill or real estate tax statement showing taxes paid to the Des Plaines Park District.

## Park District Boundaries

Residents of the Des Plaines Park District are defined as individuals who reside within the Des Plaines Park District boundaries and contribute financial support to the Park District through property taxes. Residents of the City of Des Plaines may not be residents of the Des Plaines Park District. Anyone living west of Mt. Prospect Rd. is NOT a Des Plaines Park District Resident. Please call 847-391-5700 for boundary information.

## Errors and Adjustments

While we try to be accurate in presenting information in the Spectrum, some errors or changes to the programs, fees, schedules, and other information may occur. We apologize for any inconvenience resulting from these necessary adjustments.

## Photography Policy

Photographs and videos are periodically taken of participants during programs, special events, trips or at the parks. These photographs may be used for Park District publications and/ or local newspapers. Please be aware that we do not identify people in photographs.

## Participant Guidelines

Equal Access – The Des Plaines Park District works with a variety of individuals and agencies to ensure that recreational programs and services are available and accessible to all persons, regardless of age, gender, religion, race, socio-economic status and level of physical or mental ability.

## Behavior

Participants are expected to exhibit appropriate behavior at all times:

- Show respect to all participants and staff.
- Refrain from using foul or obscene language.
- Refrain from causing bodily harm to participants or staff.
- Show respect to equipment, supplies and facilities.
- Refrain from disparaging remarks that include comments against an individual's

race, ethnic background, religion, physical appearance, or disabling condition.

## Discipline

A positive approach will be used regarding discipline. The Park District reserves the right to dismiss a participant whose behavior is a safety concern. Each situation will be evaluated on its own merit. Appropriate action will be taken as soon as possible.

## Children's Release To Authorized Parents

It is the responsibility of the custodial parent to provide the Park District with documentation as to whom a child should be released to in situations that involve a non-custodial parent and court restrictions.

## Americans with Disabilities Act

If you or a family member have a disability and are interested in participating in or attending a Park District program, the Park District will make reasonable accommodations to facilitate that opportunity. To assist the Park District staff, we urge you to contact us in advance of program participation and discuss the necessary accommodations. The ADA Coordinator for the District is Linda Traina, who will work closely with the Maine-Niles Association of Special Recreation Integration Specialist to provide for individual needs. The Des Plaines Park District complies with all ADA guidelines for accessibility.

## Individuals who are Deaf or Hard of Hearing

The Maine-Niles Association of Special Recreation (M-NASR) has a relay message system for individuals with hearing impairments who use TTY/TDD's. This service enables us to answer any questions a resident has about Park District programs. Please call M-NASR at 847-966-5522 voice mail, or the TTY/TDD number at 847-966-8897. More information about M-NASR is in this Spectrum, and on our website: [desplainesparks.org](http://desplainesparks.org)

## Facility Regulations

- Smoking and alcohol consumption are prohibited in any Park District building, with the exception of the Golf Center Des Plaines.
- Hats are prohibited inside facilities.
- Headphones must accompany radios.
- Program participants will not be paged in the building, except in an emergency.
- Children under 8 must be accompanied by an adult.
- Shirts and shoes are required.

## Park Regulations

The Des Plaines Park District operates its own park security to enforce ordinances on city, park, and school properties. Please remember:

- All parks close at sunset, unless otherwise posted.
- All dogs are prohibited from park and school properties.
- Motorized vehicles are prohibited on park property and pathways.
- Handicapped parking is enforced.
- Feeding of wildlife is prohibited.
- Alcohol consumption is prohibited.
- Golf practice in parks is prohibited.
- Skateboards are not permitted on playgrounds, tennis courts, the Memorial Pavilion or park benches.

## Statement on Fees & Charges

The basic philosophy of the Des Plaines Park District is to offer diversified year round leisure services, including recreational programs and facilities, ensuring that all citizens have an equal opportunity to take advantage of these services. However, since the demand upon the District is greater than the public's ability through tax dollars to support that demand, and tax revenues are greatly limited for all types of governmental service, it is necessary to charge fees. These fees supplement other sources of revenue used by the District and are a means to continue to provide and expand basic services on an equitable basis.

### Refunds

**NOTE: In order to receive any refund, you must complete a Refund Request Form.** The form, which includes the complete policy as of July 24, 2006, is available from our facilities and our website: [www.desplainesparks.org](http://www.desplainesparks.org)

1. **Satisfaction Guaranteed.** Participants will receive a full refund if they are dissatisfied with the program after the 1st class meeting, and we receive a refund request form at least 24 hours before the 2nd class meets.

2. Prorated refunds are based on the number of classes which have met prior to the date we receive your request, and not on the number of classes you attended during that time. Additional policies apply to one day classes, workshops, special events, trips, memberships and passes.

3. Refunds take approximately 2 weeks to process, and are mailed in check form or credited to your credit card account.

4. If you have an outstanding balance, a refund will be applied to that balance.

### Waiting Lists

If you are placed on a waiting list for any program and you made payment by:

- Credit Card: The program was not charged to your account
- Check or Cash: You will be refunded your payment amount two weeks after the start of the class.

Note: If you would like to receive your reimbursement sooner, please submit a Refund Request Form, available at our facilities and from our website.

[www.desplainesparks.org](http://www.desplainesparks.org)

**Register early to avoid program cancellations.**