

ROSCOE TOWNSHIP
MEETING OF THE TOWNSHIP BOARD
Wednesday, January 11, 2023– 7:00pm
5792 Elevator Road – Roscoe IL
Regular Monthly Meeting of the Township Board

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Public Comments
- V. Approval of Prior Meeting's Minutes – Website Posting to Follow
- VI. Approval of Bills
 - a. Supervisor's Report – Fund and Bank Balances
- VII. New Business
 - a. Approve General Town Tentative Budget Ordinance #2023-1-G
 - b. Approve Road Tentative Budget Ordinance #2023-1-R
 - c. Review & Discuss Facility Use Policies (Elizabeth)
 - d. Security – Founder's Park
- VIII. Reports
 - a. Highway Commissioner's Report
 - b. Clerk's /Sup Asst Report
 - c. Assessor's Report
 - d. Township Attorney's Report
 - e. Cemetery Report
 - f. Historical Society Update
- IX. Unfinished Business
 - a. Construction Update
- X. Public Comments (Restricted to Agenda Items)
- XI. Adjournment

Next Regular Meeting will be February 8th, 2023 at 7pm in Township Offices

MINUTES OF ROSCOE TOWNSHIP BOARD MEETING

DECEMBER 14TH, 2022

The Regular meeting of the Supervisor and Board of Trustees of Roscoe Township was held on Wednesday, December 14th, 2022, at the Township Offices, 5792 Elevator Road, Roscoe, Illinois.

The meeting was called to order by Supervisor Bob Nowicki at 7 pm. Pledge of Allegiance was said.

Roll Call was taken, and the following members were present; Supervisor Bob Nowicki, Trustee Elizabeth Lindquist, Trustee Phil Rhymer, Trustee Chuck Gilbert, and Trustee Pat Henderson. Also attending were Township Attorney Tom Green, Township Clerk Gary, Road Commissioner Steve Schreier, and Supervisor Assistant Dawn Cassady.

Public Comments: None

Approval of Prior Minutes: A motion was made by Trustee Pat Henderson to approve the November 9th, 2022 Regular Meeting Minutes. Seconded by Trustee Chuck Gilbert. All voted yes, motion carried.

Approval of Bills: A motion was made by Trustee Phil Rhymer to approve the General Town Fund Bills of \$291,529.73. Seconded by Trustee Chuck Gilbert. Roll Call was taken, all voted yes, motion carried. A motion was made by Trustee Pat Henderson to approve the General Road Fund Bills of \$254,007.50. Seconded by Trustee Phil Rhymer. Roll Call was taken, all voted yes, motion carried. A motion was made by Trustee Chuck Gilbert to approve the Cemetery Fund Bills of \$8,385.90. Seconded by Trustee Elizabeth Lindquist. Roll Call was taken, all voted yes, motion carried.

Supervisor's Report-Fund and Bank Balances are in the packets.

New Business: Review General Town Tentative Budget-no action-discussion only. Supervisor Assistant Dawn Cassady gave a review of the General Town Tentative Budget. These are all questionable until our invoices start coming in. No action was taken at this time. Call Dawn if you think changes are needed to our budget. Review Road tentative Budget. No action was taken and for discussion only.

Reports: Highway Commissioner's Report-Ready to go for the winter. Clerk's report-None Sup. Asst. Report-received and signed and executed OSLAD grant. Also submitted the upfront payment of \$168,000, half of the amount of the OSLAD grant, which we hope will be received possibly in February/March. Security issues for our next Regular Monthly Meeting.

Assessor's report-None Township Attorney's report-None Cemetery report-financials in the packets. Historical Society Update-Multipurpose pavilion to be discussed, Wifi, mailers and the \$10,000 grant from the County has been received.

Unfinished Business-Construction review. Black dirt pile needs to be moved. Splash guards are needed for the downspouts. Eight needed. Concrete is the proper ones to buy.

Public Comments-None

Adjournment: At 7:51 pm, Trustee Phil Rhymer made a motion to adjourn the meeting. Seconded by Trustee Pat Henderson. All voted yes, motion carried. The meeting was adjourned at 7:51 pm.

Respectfully submitted,

Gary W. Blascoe

Roscoe Township Clerk

The next regular Roscoe Township Board Meeting will be held on January 11th, 2023, at 7 pm in the Township Offices.

ROSCOE TOWNSHIP GENERAL Monthly Bills Report

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/07/2022	Dec 2022	Charter Communications		Utilities	71.24
Bill	12/07/2022	19067 Dec 2022	ComEd 19067 HonPath		Utilities	182.62
Bill	12/07/2022	70017 Dec 2022	ComEd 70017KM	12585 Wilmington Circle	Utilities	241.39
Bill	12/07/2022	7005 Dec 2022	ComEd 07005 HonPath	18 Hononegah Road	Utilities	160.56
Bill	12/07/2022	25009 Dec 2022	ComEd 25009 General Main	Split 5792 Elevator Road	Utilities	167.47
Bill	12/07/2022	11/2-12/5 2022	ComEd 33026 Com Center	Community Center	Utilities	437.36
Bill	12/07/2022	9058 -11/3-12/6	ComEd 19058 R&B	Street Light	Utilities	43.83
Bill	12/07/2022	58048 Dec 2022	ComEd 58048 Cross House		Utilities	54.65
Bill	12/07/2022	800104251306	IP Communications Inc	Phones	Utilities	243.90
Bill	12/07/2022	4079334	RK Dixon	47766	Office Supplies G/GA/A/GR	49.63
Bill	12/23/2022	Dec 2022	Cleaning Crews	Nov Service	Cleaning G/GR	105.00
Bill	12/02/2022	5135252083	Cintas First Aid & Safety	Medical supplies to restock cabinet	Office Supplies G/GA/A/GR	38.12
Bill	12/02/2022	Customer Charge.	Four Rivers Sanitation Authority	Cross House 8/4/2022-10/03/2022 61 Days	Maint Bldg/Equip	8.57
Bill	12/13/2022	4180 6 Dec 2022	Nicor Gas 4180 6 Com. Ctr.	Utilities for comm crt. 11/10 2022-12/12/2022	Utilities	114.81
Bill	12/13/2022	79073 Dec 2022	Nicor60124579073 Cross House	Cross House	Utilities	441.83
Bill	12/20/2022	053502	Wex Bank Mobil	Assessor	Vehicle	35.01
Bill	12/29/2022	Jan 2023Service	Lentell's Disposal		Maint Bldg/Equip G/GA/A/GR	75.00
Bill	12/29/2022	11/29/22-12/27/22	Nicor00597320001	5792 Elevator Road	Utilities	607.80
Bill	12/30/2022	0155507	Entre Computer Solutions	BACK UP AND RECOVERY	Computer Maintenance	105.50
Bill	12/30/2022	Dec. 30 2022	Zoom	Dec 1 2022 - Dec 30 2022	Office Supplies G/GA/A/GR	14.99
Bill	12/30/2022	Adobe Dec 2022	Visa 1173	Nov	Computer Maintenance	52.03
Bill	12/30/2022	Dec 2022	Microsoft MS Bill Info Office 365		Office Supplies G/GA/A/GR	138.60
Bill	12/30/2022	Statement No.70	BSLBV Attorneys At Law	Acct. #88851-000Z	Legal Services G/GA/A/GR	576.00
Bill	12/30/2022	Statement 23 ComCtr	BSLBV Attorneys At Law	Community Center	Legal Services G/GA/A/GR	1,088.00
Total General Town Fund						5,053.91
Assessor						
Bill	12/30/2022	6500	Clrone Computer Company	Visual PAMSPRO & Related software annual mai	Computer Maintenance	6,050.00
Bill	12/30/2022	01042023	Rally Appraisal		Legal Services G/GA/A/GR	3,500.00
Bill	12/30/2022	Training Oct 4 2022	Cindy Servant	meal reimbursement	Training	109.94
Bill	12/30/2022	Training Oct 4 2022	Cindy Servant	Lodging	Training	234.32
Bill	12/30/2022	Training Oct 4 2022	Cindy Servant	Mileage 889 mi @62.5 per	Training	555.62
Total Assessor						10,449.88
General Assistance Fund						
Bill	12/07/2022	2023Membership	ITAGAC	2023 Membership	Misc GA Expenditure	50.00
Total General Assistance Fund						50.00

ROSCOE TOWNSHIP GENERAL Monthly Bills Report

Type	Date	Num	Name	December 2022	Memo	Account	Amount
Bill	12/30/2022	12302022	Cooling Land Concepts LLC.		Grass Seed Community Center	Parc Grant Community Center	13,842.00
Bill	12/30/2022	10/3/2022-12/1/2022	North Park Water		10/3/2022-12/1/2022	Utilities	44.26
Total Recreation Fund							<u>13,886.26</u>
Total RECREATION - ALL FUNDS							<u>13,886.26</u>
Total GENERAL - ALL FUNDS							<u>29,440.05</u>
TOTAL							<u>29,440.05</u>
Payroll							23,707.61
Total							TOTAL 53,147.66

ROSCOE TOWNSHIP
Payroll Summary
December 2022

	<u>Blascoe, Gary W</u>	<u>Cassady, Dawn M</u>	<u>Hanson, Rhonda S</u>	<u>Nowicki, Robert J</u>	<u>Schreier, Steve A</u>	<u>Servant, Cynthia A</u>	<u>TOTAL</u>
Employee Wages, Taxes and Adjustments							
Gross Pay							
Elected Officials G	541.67	0.00	0.00	1,833.33	2,083.33	5,076.93	9,535.26
Supervisor Assistant	0.00	950.00	0.00	0.00	0.00	0.00	950.00
HolidayGen75%	0.00	0.00	205.31	0.00	0.00	0.00	205.31
Hourly 75% GEN	0.00	0.00	1,929.94	0.00	0.00	0.00	1,929.94
Vac 75% Hourly Gen	0.00	0.00	349.18	0.00	0.00	0.00	349.18
Total Gross Pay	<u>541.67</u>	<u>950.00</u>	<u>2,484.43</u>	<u>1,833.33</u>	<u>2,083.33</u>	<u>5,076.93</u>	<u>12,969.69</u>
Deductions from Gross Pay							
Health	0.00	0.00	-164.15	0.00	0.00	0.00	-164.15
IMRF	0.00	0.00	-111.80	0.00	0.00	0.00	-111.80
Vision Ins Employee 2	0.00	0.00	-1.71	0.00	0.00	0.00	-1.71
Total Deductions from Gross Pay	<u>0.00</u>	<u>0.00</u>	<u>-277.66</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-277.66</u>
Adjusted Gross Pay	<u>541.67</u>	<u>950.00</u>	<u>2,206.77</u>	<u>1,833.33</u>	<u>2,083.33</u>	<u>5,076.93</u>	<u>12,692.03</u>
Net Pay	<u>541.67</u>	<u>950.00</u>	<u>2,206.77</u>	<u>1,833.33</u>	<u>2,083.33</u>	<u>5,076.93</u>	<u>12,692.03</u>
Employer Taxes and Contributions							
Medicare (company)	7.85	13.78	33.57	26.58	30.21	30.11	142.10
Social Security (company)	33.58	58.90	143.55	113.67	129.17	128.77	607.64
Dental Company 2	0.00	0.00	23.96	0.00	0.00	0.00	23.96
Health Insurance (company)	0.00	0.00	304.86	0.00	0.00	0.00	304.86
HSA (company)	0.00	0.00	56.24	0.00	0.00	0.00	56.24
IMRF (company)	0.00	0.00	440.24	0.00	0.00	0.00	440.24
Total Employer Taxes and Contributions	<u>41.43</u>	<u>72.68</u>	<u>1,002.42</u>	<u>140.25</u>	<u>159.38</u>	<u>158.88</u>	<u>1,575.04</u>

ROSCOE TOWNSHIP GENERAL Payroll Summary December 2022

	Berner, Debo...	Hawes, Joan...	Loch, Alyssa N	Zintak, Patric...	TOTAL
Employee Wages, Taxes and Adjustments					
Gross Pay					
Holiday Assessor Staff	391.00	0.00	0.00	0.00	391.00
Hourly ASR	3,749.00	908.50	641.63	1,098.25	6,397.38
Personal/Sick Assessor Staff	161.00	0.00	0.00	0.00	161.00
Vacation Assessor's Staff	391.00	0.00	0.00	0.00	391.00
Total Gross Pay	4,692.00	908.50	641.63	1,098.25	7,340.38
Adjusted Gross Pay	4,692.00	908.50	641.63	1,098.25	7,340.38
Net Pay	4,692.00	908.50	641.63	1,098.25	7,340.38
Employer Taxes and Contributions					
Medicare (company)	59.18	13.18	9.31	14.93	96.60
Social Security (company)	253.03	56.33	39.78	63.82	412.96
Health Insurance (company)	406.52	0.00	0.00	0.00	406.52
HSA (company)	75.00	0.00	0.00	0.00	75.00
IMRF (company)	831.42	0.00	0.00	0.00	831.42
Total Employer Taxes and Contributions	1,625.15	69.51	49.09	78.75	1,822.50

ROSCOE TOWNSHIP ROAD & BRIDGE Monthly Bills Report

December 2022

Type	Date	Num	Name	Memo	Account	Credit	Amount
Bill	12/07/2022	3185	Ace Hardware Roscoe		Maint Bldg/Equip G/GA/A/GR		4.00
Bill	12/07/2022	1207-22	Bloom's Tree Service	Tree removal Kinninick aouth gate Rockton Rd ε	Maintenance - Roads GR/HR		2,450.00
Bill	12/07/2022	AR8R21ZZ	Calvary Bookkeeping	Intuit QB help with Dental and Vison Entre	Accounting/Auditing G/GA/A/GR		148.50
Bill	12/07/2022	Dec 2022	Charter Communications		Utilities		23.75
Bill	12/07/2022	25009 Dec 2022	ComEd 25009 General Main	Split 5792 Elevator Road	Utilities		55.82
Bill	12/07/2022	52105 Dec 2022	ComEd 52105 R&B	#2 Road 5792 Elevator Road	Utilities		347.94
Bill	12/07/2022	251780	Finley Dencker	2011 GMC Trans Cooler Lines	Maintenance - Trucks GR		456.75
Bill	12/07/2022	800104251306	IP Communications Inc		Utilities		80.51
Bill	12/07/2022	00029245-00 1220222	Occupational Health Centers	Annual Consortium Fee 2023	Maintenance - Roads GR/HR		230.00
Bill	12/07/2022	4079334	RK Dixon	47766	Office Supplies G/GA/A/GR		16.54
Bill	12/07/2022	28167	Roscoe Garage Door	Service added Tension	Maint Bldg/Equip G/GA/A/GR		190.00
Bill	12/07/2022	Dec 2022	U S Cellular	Shop Cell	Cellular Phones GR/G		288.68
Bill	12/07/2022	Visa Menards	Visa 1173	menards	Maint Bldg/Equip G/GA/A/GR		62.31
Bill	12/21/2022	3241	Ace Hardware Roscoe		Maint Bldg/Equip G/GA/A/GR		33.98
Bill	12/20/2022	3232	Ace Hardware Roscoe		Maint Bldg/Equip G/GA/A/GR		3.59
Bill	12/21/2022	397250	Brunton's Carquest Auto Parts		Maintenance - Trucks GR		46.36
Bill	12/20/2022	397198	Brunton's Carquest Auto Parts		Maintenance - Trucks GR		3.12
Bill	12/20/2022	397180	Brunton's Carquest Auto Parts		Maintenance - Trucks GR		631.96
Bill	12/21/2022	397209	Brunton's Carquest Auto Parts		Maintenance - Trucks GR		265.98
Bill	12/23/2022	Dec 2022	Cleaning Crews		Cleaning G/GR		35.00
Bill	12/02/2022	5135252083	Cintas First Aid & Safety	Medical supplies to restock cabinet	Office Supplies G/GA/A/GR		114.35
Bill	12/14/2022	701220	Finley Dencker	Pad Kit Seal	Maintenance - Trucks GR		326.01
Bill	12/08/2022	701131	Finley Dencker	Handle	Maintenance - Trucks GR		18.31
Bill	12/02/2022	701064	Finley Dencker	pipe	Maintenance - Trucks GR		135.82
Bill	12/21/2022	518482	Jerry's Auto Parts	Filter	Maintenance - Trucks GR		29.10
Bill	12/20/2022	518404	Jerry's Auto Parts	washers	Maintenance - Trucks GR		2.00
Bill	12/20/2022	518394	Jerry's Auto Parts		Maintenance - Trucks GR		4.95
Bill	12/13/2022	518079	Jerry's Auto Parts		Maintenance - Trucks GR		471.10
Bill	12/27/2022	3248	Ace Hardware Roscoe		Maint Bldg/Equip G/GA/A/GR		32.94
Bill	12/19/2022	295935	Rogers Ready Mix & Materias Inc	Sand for mix with salt	Maintenance - Roads GR/HR		1,075.54
Bill	12/22/2022	397392	Brunton's Carquest Auto Parts	Brake Lines	Maintenance - Trucks GR		98.58
Bill	12/22/2022	397393	Brunton's Carquest Auto Parts	Brake Fluid	Maintenance - Trucks GR		27.33
Bill	12/23/2022	518579	Jerry's Auto Parts	Air Filter	Maintenance - Trucks GR		42.27
Bill	12/27/2022	518651	Jerry's Auto Parts	Oil Dry	Maintenance - Trucks GR		12.95
Bill	12/27/2022	518639	Jerry's Auto Parts	Air Filter	Maintenance - Trucks GR		42.27
Bill	12/29/2022	3258	Ace Hardware Roscoe		Maint Bldg/Equip G/GA/A/GR		25.98
Bill	12/29/2022	3256	Ace Hardware Roscoe		Maint Bldg/Equip G/GA/A/GR		32.00

ROSCOE TOWNSHIP ROAD & BRIDGE Monthly Bills Report

December 2022

Type	Date	Num	Name	Memo	Account	Credit	Amount	
Bill	12/29/2022	Jan 2023Service	Lentell's Disposal		Maint Bldg/Equip G/GA/A/GR		25.00	
Bill	12/29/2022	11/29/22-12/27/22	Nicor00597320001		Utilities		202.60	
Bill	12/30/2022	518927	Jerry's Auto Parts	Heat Shrink	Maintenance - Trucks GR		114.00	
Bill	12/30/2022	03132023	Saint Francis Group	Deer off the road 1-3-2023	Maintenance - Roads GR/HR		35.00	
Bill	12/30/2022	Dec 2022	Microsoft MS Bill Info Office 365		Office Supplies G/GA/A/GR		46.20	
Bill	12/30/2022	Statement No.70	BSLBV Attorneys At Law	Acct. #88851-000Z	Legal Services G/GA/A/GR		192.00	
Credit	12/21/2022	397251	Brunton's Carquest Auto Parts		Maintenance - Trucks GR	425.98	-425.98	
Credit	12/20/2022	518406	Jerry's Auto Parts		Maintenance - Trucks GR	2.00	-2.00	
							427.98	7,953.11
Total General Road Fund								
Hard Road Fund								
Bill	12/12/2022	P01249	Casey Equipment		Operating Supplies GR/HR		461.82	
Bill	12/19/2022	55419	Smith Oil Corporation	Clear uls #2 Biodiesel	Gas & Oil GR/HR		1,983.55	
Bill	12/19/2022	55419	Smith Oil Corporation	Tax	Gas & Oil GR/HR		225.64	
Bill	12/19/2022	55420	Smith Oil Corporation	E 10 uni Reg 87	Gas & Oil GR/HR		308.93	
Bill	12/19/2022	55420	Smith Oil Corporation	Tax	Gas & Oil GR/HR		49.93	
Bill	12/20/2022	55478	Smith Oil Corporation	Reliant 15w40 55 gal drum	Gas & Oil GR/HR		998.26	
Bill	12/22/2022	5402717446	Morton Salt	Road Salt	SALT Road		8,017.04	
Bill	12/27/2022	TRSC 22-2 12272022	Rock Road Companies, Inc	TRSC 22-2 Final RHB 34391	Maintenance Roads - Asphalt Pav		16,587.07	
Bill	12/30/2022	00040664-00	Occupational Health Centers	Annual Consortium Fee 2023	Operating Supplies GR/HR		230.00	
							0.00	28,862.24
							427.98	36,815.35
							427.98	36,815.35
Total							36,031.94	
TOTAL							72,847.29	

Total Hard Road Fund
Total ROAD & BRIDGE - ALL FUNDS
TOTAL
Payroll

ROSCOE TOWNSHIP
ROAD & BRIDGE Monthly Payroll Summary

December 2022

	Barber, Kerry M	Edwards, Jeff M	Hanson, Rhonda S	Hanson, Tim A	Jones, Haden J	Kiser, Keynan W	Nimmer, Harold N	Nimmer, Matthew F	TOTAL
Gross Pay									
Comp Earned R&B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Comp Paid R&B	0.00	0.00	0.00	205.48	0.00	170.10	930.72	64.98	1,371.28
HolidayRB	0.00	0.00	0.00	547.92	432.00	453.60	797.76	519.84	2,751.12
HolidayRoad25%	0.00	0.00	68.44	0.00	0.00	0.00	0.00	0.00	68.44
Hourly 25% ROAD	0.00	0.00	643.32	0.00	0.00	0.00	0.00	0.00	643.32
Hourly ROAD	608.58	0.00	0.00	4,725.82	3,006.00	3,676.05	5,983.20	3,357.30	21,356.95
Overtime (x1.5)	0.00	0.00	0.00	102.74	0.00	0.00	0.00	0.00	102.74
Personal/Sick Hard Road	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	90.00
Plowing R&B	0.00	272.00	0.00	0.00	0.00	0.00	0.00	0.00	272.00
Vac 25% Hourly Road	0.00	0.00	116.19	0.00	0.00	0.00	0.00	0.00	116.19
Vacation Hard Road	0.00	0.00	0.00	0.00	432.00	0.00	0.00	0.00	432.00
Total Gross Pay	608.58	272.00	827.95	5,581.96	3,960.00	4,299.75	7,711.68	3,942.12	27,204.04
Deductions from Gross Pay									
Vision Ins Employee 2	0.00	0.00	-0.57	-2.28	0.00	-2.28	-2.28	-2.28	-9.69
Total Deductions from Gross Pay	0.00	0.00	-0.57	-2.28	0.00	-2.28	-2.28	-2.28	-9.69
Adjusted Gross Pay	608.58	272.00	827.38	5,579.68	3,960.00	4,297.47	7,709.40	3,939.84	27,194.35
Net Pay	608.58	272.00	827.38	5,579.68	3,960.00	4,297.47	7,709.40	3,939.84	27,194.35
Employer Taxes and Contributions									
Medicare (company)	8.83	3.95	11.19	77.62	57.42	59.01	108.01	53.52	379.55
Social Security (company)	37.73	16.87	47.84	331.84	245.52	252.35	461.79	228.82	1,622.76
Dental Company 2	0.00	0.00	2.96	23.66	0.00	23.66	23.66	23.66	97.60
Vision Company 2	0.00	0.00	0.00	4.24	0.00	4.24	4.24	4.24	16.96
Health Insurance (company)	0.00	0.00	101.66	406.52	0.00	406.52	406.52	406.52	1,727.74
HSA (company)	0.00	0.00	18.76	75.00	0.00	75.00	75.00	75.00	318.76
IMRF (company)	0.00	0.00	146.71	989.13	701.72	761.92	1,366.51	698.54	4,664.53
Total Employer Taxes and Contributions	46.56	20.82	329.12	1,908.01	1,004.66	1,562.70	2,445.73	1,490.30	8,827.90

ROSCOE TOWNSHIP GENERAL Monthly Bills Report

GENERAL - ALL FUNDS
Cemetery Fund

Type	Date	Num	Name	December 2022	Memo	Account	Amount
Bill	12/01/2022	U10000064579	GFL ENVIRONMENTAL	PinnHill	Pinnacle Hill Dec 01/2022 Dec 31/2022	Waste Removal Pinnacle Hill	97.23
Bill	12/01/2022	U10000064569	GFL ENVIRONMENTAL	Roscoe	Roscoe Cemetery W.O. # 47154	Waste Removal Roscoe	150.00
Bill	12/01/2022	2640	Green Thumb Lawn Care		Hedge trimming	Lawn/Labor Maintenance Roscoe	500.00
Bill	12/01/2022	2640	Green Thumb Lawn Care		Hedge trimming	Lawn/Labor Maintenance PinnHill	200.00
Bill	12/01/2022	6540	Hallen Burial Vault Inc		Linda Zellmer	Burials Expense Cemetery	475.00
Bill	12/01/2022	6540	Hallen Burial Vault Inc		Basic Urn	Burials Expense Cemetery	195.00
Bill	12/01/2022	6541	Hallen Burial Vault Inc		Linda Zellmer Poured Base 11/12/2022	Stone Setting Cemetery	365.00
Bill	12/01/2022	1057	National Flag Store LLC.		Rope and swivel snaps	Operating Supplies Cemetery	65.77
Total Cemetery Fund							2,048.00
Total GENERAL - ALL FUNDS							2,048.00
TOTAL							2,048.00
Payroll							2,603.85
Total							TOTAL 4,651.85

Payroll Summary - Cemetery

December 2022

	Ryan, Mar...	TOTAL
Employee Wages, Taxes and Adjustments		
Gross Pay	2,076.93	2,076.93
Salaries Cemetery	2,076.93	2,076.93
Total Gross Pay		
Deductions from Gross Pay		
IMRF	-93.45	-93.45
Total Deductions from Gross Pay		
	-93.45	-93.45
Adjusted Gross Pay	1,983.48	1,983.48
Net Pay	1,983.48	1,983.48
Employer Taxes and Contributions		
Medicare (company)	30.11	30.11
Social Security (company)	128.77	128.77
IMRF (company)	368.04	368.04
Total Employer Taxes and Contributions	526.92	526.92

ROSCOE TOWNSHIP

Reconciliation Summary

SENBA [REDACTED] CHECKING, Period Ending 12/31/2022

	<u>Dec 31, 22</u>
Beginning Balance	73,076.44
Cleared Transactions	
Checks and Payments - 109 items	-560,271.56
Deposits and Credits - 13 items	563,030.84
Total Cleared Transactions	<u>2,759.28</u>
Cleared Balance	<u><u>75,835.72</u></u>
Uncleared Transactions	
Checks and Payments - 70 items	-142,340.91
Deposits and Credits - 5 items	29,371.35
Total Uncleared Transactions	<u>-112,969.56</u>
Register Balance as of 12/31/2022	<u><u>-37,133.84</u></u>
Ending Balance	-37,133.84

11:51 AM

01/05/23

ROSCOE TOWNSHIP

Reconciliation Summary

SENB Bank (T) 20367 Period Ending 12/31/2022

	Dec 31, 22
Beginning Balance	1,781,096.38
Cleared Transactions	
Checks and Payments - 1 item	-563,030.30
Deposits and Credits - 9 items	23,553.98
Total Cleared Transactions	-539,476.32
Cleared Balance	1,241,620.06
Register Balance as of 12/31/2022	1,241,620.06
Ending Balance	1,241,620.06

ROSCOE TOWNSHIP
Reconciliation Summary
Blackhawk Club Fund Period Ending 12/31/2022

	<u>Dec 31, 22</u>
Beginning Balance	542,191.71
Cleared Balance	542,191.71
Register Balance as of 12/31/2022	542,191.71
Ending Balance	542,191.71

10:58 AM

01/05/23

ROSCOE TOWNSHIP

Reconciliation Summary

Blackhawk Period Ending 12/31/2022

	<u>Dec 31, 22</u>
Beginning Balance	200,000.00
Cleared Transactions	
Deposits and Credits - 1 item	<u>50.50</u>
Total Cleared Transactions	<u>50.50</u>
Cleared Balance	<u><u>200,050.50</u></u>
Register Balance as of 12/31/2022	200,050.50
Ending Balance	200,050.50

Roscoe Township Balance Sheet Dec 2022

General Account Funds

General Town & Assessor Fund	
Beginning Balance from Nov 2022	551,484.40
Income received during month	6,224.15
Expenses approved this meeting	(53,097.12)
Adjustments	
Ending Balance for Dec 2022	504,611.43
General Assistance Fund	
Beginning Balance from Nov 2022	56,705.42
Income received during month	21.34
Expenses approved this meeting	(50.00)
Adjustments	
Ending Balance for Dec 2022	56,676.76
Cemetery Fund	
Beginning Balance from Nov 2022	38,681.18
Income received during month	3,932.94
Expenses approved this meeting	(4,651.85)
Adjustments	
Ending Balance for Dec 2022	37,962.27
General Account Fund Ending Balance	\$ 599,250.46

Road Account Funds

General Road Fund	
Beginning Balance from Nov 2022	322,364.75
Income received during month	12,794.72
Expenses approved this meeting	(9,059.79)
Adjustments	
Ending Balance for Dec 2022	326,099.68
Hard Road Fund	
Beginning Balance from Nov 2022	517,697.44
Income received during month	444.11
Expenses approved this meeting	(63,787.50)
Adjustments	
Ending Balance for Dec 2022	454,354.05
Special Bridge Fund	
Beginning Balance from Nov 2022	565,639.79
Income received during month	187.22
Expenses approved this meeting	-
Adjustments	
Ending Balance for Dec 2022	565,827.01
Road Account Fund Ending Balance	\$ 1,346,280.74

Roscoe Township Total Fund Balance **\$ 1,945,531.20**

Roscoe Township Total Equity

Roscoe Township Bank Account Balances

Money Market Account	1,241,620.06
Checking Account	75,835.72
Bank Balance	1,317,455.78
CD Investments	742,242.21
Outstanding checks	(112,969.56)
Adjustment (Liabilities)	(1,197.23)
	1,945,531.20

70175412 CD Investment Blackhawk	200,050.50	Maturity 03/19/2024
70176894 CD Investment Blackhawk	542,191.71	Maturity 07/19/2023
	<u>742,242.21</u>	

	General Township	Maturity	Interest	
12/31/2022	\$ 200,050.50		\$ 50.50	
9/19/2022	\$ 200,000.00		\$ 53.72	3/19/2024
6/30/2022	\$ 430,964.91		\$ 53.72	
3/31/2022	\$ 430,911.19	9/19/2022	\$ 53.71	
1/6/2022	\$ 430,857.48		\$ 53.70	
9/30/2021	\$ 430,803.78	3/21/2022	\$ 53.70	
6/30/2021	\$ 430,750.08	9/20/2021	\$ 53.68	
3/31/2021	\$ 430,696.40		\$ 265.34	
12/31/2020	\$ 430,431.06		\$ 235.73	
9/30/2020	\$ 430,195.33		\$ 2,961.37	
7/7/2020	\$ 427,233.96		\$ 2,940.99	
4/2/2020	\$ 424,292.97		\$ 2,889.21	
1/6/2020 70175412	\$ 421,403.76	9/22/2020	\$ 2,869.54	
6/30/2019 70175412	\$ 418,534.22		\$ 2,881.10	
6/30/2019	\$ 415,653.12			
3/22/2019	\$ 412,915.44		\$ 2,737.68	
3/22/2019	\$ 412,915.44	9/22/2020		
12/31/2018	\$ 411,515.16	Renewed	\$ 1,400.28	
9/22/2017 70175412	\$ 410,104.18	3/22/2019	\$ 1,410.98	
3/14/2017 41705990	\$ 407,266.00	3/22/2019	\$ 2,838.18	
3/11/2016 70174437	\$ 404,298.00	9/14/2017	\$ 2,968.00	
	\$ 400,000.00	3/11/2017	\$ 4,298.00	
			\$ 30,803.78	

	Special Bridge	Maturity	Interest	
10/31/2022	\$ 542,191.71		\$ 3,183.84	
7/19/2022	\$ 539,007.87		\$ 67.18	7/19/2023
4/29/2022	\$ 538,940.69		\$ 67.17	
1/31/2022	\$ 538,873.52		\$ 67.17	
10/31/2021	\$ 538,806.35		\$ 67.16	
8/4/2021 70176894	\$ 538,739.19	1/18/2022	\$ 335.58	
4/30/2021 70176894	\$ 538,403.61		\$ 332.42	
1/31/2021 70176894	\$ 538,071.19	7/20/2021	\$ 2,792.84	
11/5/2020 70176894	\$ 535,278.35		\$ 2,778.33	
7/31/2020	\$ 532,500.02		\$ 2,734.03	
5/6/2020 70176894	\$ 529,765.99		\$ 2,719.99	
4/2/2020 70176894	\$ 527,046.00			
2/10/2020	\$ 527,046.00		\$ 2,735.61	
7/18/2019	\$ 524,310.39	1/19/2021	\$ 2,721.41	
7/18/2019 70176894	\$ 521,588.98			
7/18/2019 70175567	\$ 521,588.98	1/19/2021		

5/6/2019	70175567	\$	521,588.98	7/18/2019	\$	2,510.63
2/12/2019	70175567	\$	519,078.35		\$	2,471.22
1/18/2018	70175567	\$	516,607.13	7/18/2019	\$	2,513.85
7/17/2017	70175318	\$	514,093.28	7/18/2019		
1/13/2017	46198444	\$	514,093.28	1/17/2018	\$	4,609.61
7/14/2016	70174731	\$	509,483.67	7/13/2017	\$	4,886.67
1/5/2016	42410260	\$	504,597.00	1/14/2017	\$	4,597.00
		\$	500,000.00	7/5/2016	\$	38,873.52

Founders Park Community Center Facility Use Policy and Agreement Development

discussion points

SCHEDULING

- Priority
 - First - Township-sponsored and led senior activities
 - Second - Township-sponsored, volunteer-led classes
 - Third - non-profit rentals
 - Parties, weddings
 - Fourth - for-profit rentals
- Re For-profit - The Dry Grove Township Community Building restricts the use of the premises to public or private events and is not intended as a business venue. The charging of admission or use as a profit making venue is restricted. Charitable events or benefits require prior approval and proper documentation of event proceeds.
- Plainfield has preferred pricing for affiliate groups, like the Historical Society, and certain non-profits like Boy/Girl Scouts and Senior groups.
- Rental scheduling window - how far out? Weddings complicate this, maybe max 1 year?
- Building availability
 - Monday to Thursday 8 or 9am to 11pm
 - Friday and Saturday 8 or 9am to midnight
 - Sunday 8 or 9am to 11pm
- Rental limit rule - ie no every Saturday at 10am for the next year - max 2 months at a time?
- Self-service on-line rental scheduling system with reservation dependent on signing contract and paying fees
 - <https://www.skedda.com/>

RENTAL FEES

Community Meetings and Events no use of kitchen (fee per hour, minimum 2 hours)

- Saturday
 - Resident - \$30/hr
 - Non-resident - \$40/hr
 - For-profit - \$100/hr
- Friday and Sunday
 - Resident - \$20/hr
 - Non-resident - \$30/hr
 - For-profit - \$90/hr
- Monday through Thursday
 - Resident - \$15/hr
 - Non-resident - \$20/hr
 - For-profit - \$80/hr

COMPARABLES

- *Rockford Public Library (for comparison as community meeting space)*
 - *195 capacity Black Box Theater at Nordlof (in basement) - non-profit \$30/hr weekdays, \$40/hr weekends*
 - *127 capacity multipurpose room (very plain) for-profit \$50/hr, non-profit \$15/hr, other smaller rooms \$15/hr or free*
- *Talcott Library*

- *Monday-Thursday indoor \$4050, reception only (no bridal suite) \$2970, close 11pm*

Cancellation/refund policy for each type of event - community meetings full refund with week notice, stricter for parties and weddings

PAYMENTS

Check and credit card, for deposits - hold checks or find a way to authorize credit card holds (*lost notes on what Mary said about this*)

Deposit to reserve for weddings and parties, balance due 30 days from event

RULES

- Alcohol requires Event Dram Shop insurance and permit from the Village
- State Law Prohibits: Smoking anywhere in the building or within 15 feet of any entrance.
- 430 ILCS 66/65 Firearm Concealed Carry Act: A licensee under this Act shall not knowingly carry a firearm on or into: (5) Any building or portion of a building under the control of a unit of local government.
- Music must end at 11pm on Friday, Saturday, and Sunday. Monday through Thursday, music must end at 10pm.
- All decorations are to be approved by the Facility Manager or Township Supervisor.
- Nothing may be attached to any counter top.
- Tables & Chairs must be returned in the same condition as when rental began.
- Tables & Chairs must be wiped and stacked in the same order as when rental began.
- No food is allowed to be left in the building unattended.
- All equipment used during an event must be removed from the building at the end of the rental.
- Renter is liable for damage to the Community Center and/or its contents during the rental period.
- Roscoe Township reserves the right to charge a fee of \$25.00 for any returned checks.
- No tape, nails, tacks allowed on the walls, doors, or floors.
- Architectural Putty and Painter's Tape are allowed on walls, doors, or floors.
- No substance is allowed that may cause a slick floor: i.e., bubble machine residues.
- Candles are allowed in a holder or on a cake in the multipurpose room only.
- No scooters/Razor Scooters or skateboards allowed on Township property.
- Building is to be left in the same condition as when rental started.
- Children must be supervised at all times.
- The renter must be able to provide a copy of the receipt during the rental and present to any Township representative upon request.
- The renter is responsible for the behavior of their guest and enforcing the rules and regulations regarding the conduct of the group while using Township facilities. Including, but not limited to:
 - Township staff MUST be respected and obeyed at all times.
 - Any activities deemed inappropriate and indicated by the Township staff are prohibited.
 - The Township cannot be held responsible for lost, stolen or damaged property.
 - The building and all equipment must be used and treated appropriately.
 - The rental must take place as described on the application, including the type of activity and the number of guests/participants.
 - One chaperon over the age of 21 years must be present for every ten minors.
 - Rental space is limited to the space specified in the rental agreement or permit.
 - No decorations can be hung or taped on the walls. Confetti and/or glitter are not allowed.
 - Illegal substances are strictly prohibited.

3. **Surrender.** Upon expiration or the earlier termination of this Lease, Lessee shall immediately surrender possession of the Premises to Lessor, and shall remove all of Lessee's property therefrom, return the Premises to Lessor in broom clean condition free of all trash, garbage and debris, and in as good condition as when Lessee took possession of same.

4. **Alcohol on the Premises.** Lessee certifies and warrants by signing the Lease that it has advised Lessor whether Lessee intends to serve or permit service of alcohol on the Premises. Lessee agrees that if it intends to serve or permit service of alcohol on the Premises, prior to taking possession of the Premises it shall provide proof to Lessor of Dram Shop Insurance in the minimum amount of \$1,000,000.00 and proof that the Lessor is a named insured under said Insurance, and Lessee agrees to maintain same throughout the Lease term.

Lessee agrees that if it intends to sell or permit the sale of alcohol on the Premises, prior to taking possession of the Premises it shall provide proof to Lessor of Dram Shop Insurance in the minimum amount of \$1,000,000.00, proof that the Lessor is a named insured under said Insurance, and proof of all proper State and Local liquor licenses, and Lessee agrees to maintain same throughout the Lease term.

5. **Right by Lessor to Terminate Lease.** Lessee acknowledges Lessor has the right to terminate the Lease at any time for a breach thereof.

6. **Animals.** Animals are not permitted on the leased Premises.

7. **ACKNOWLEDGMENT OF RESPONSIBILITY FOR PHYSICAL DAMAGE.** LESSEE ACKNOWLEDGES THAT BY EXECUTING THIS LEASE IT IS PERSONALLY RESPONSIBLE FOR ANY AND ALL DAMAGES TO THE LEASED PREMISES RESULTING FROM THE ACTS OR OMISSIONS TO ACT BY THE LESSEE, ITS GUESTS, INVITEES, AND ANY UNINVITED ATTENDEES.

8. **Rights of Lessor.** The rights and remedies of the Lessor under this Lease are cumulative. The exercise of any one or more thereof shall not bar Lessor from the exercise or use of any other right or remedy provided herein or otherwise provided by law, nor shall the exercise of nor use of any right or remedy by Lessor act as a waiver of any other right or remedy.

9. **Compliance with Laws.** Lessee shall, at Lessee's expense, comply with all applicable federal, state, and local laws, rules, regulations and ordinances with regards to its possession and use of the Leased Premises. Lessee shall be responsible for any and all fines and costs incurred by the Lessor as a result of Lessee's use of the Leased Premises.

10. **Entire Agreement.** This Lease embodies the entire understanding and agreement between the Lessor and Lessee, and supersedes any prior agreements between the parties, including any oral representations made by either party.

11. **Governing Law, Jurisdiction and Venue.** This Lease shall be deemed to be executed in the Village of Roscoe, County of Winnebago, and State of Illinois, and shall be governed in all respects, including validity, interpretation and effect, and construed in accordance with, the laws of the State of Illinois as applicable. By executing this Lease, Lessee acknowledges and agrees that jurisdiction is vested in the State of Illinois and venue is proper in the County of Winnebago and the Village of Roscoe.

12. **Security Deposit.** Lessee agrees that the security deposit is non-refundable if Lessee cancels this lease. Lessee further agrees that the security deposit or a portion thereof, is only refundable to the extent it is not used by Lessor for damages resulting from Lessee's use of the Leased Premises, including, but not limited to, physical damage and cost of labor and supplies to clean.

13. **Rules and Regulations.** Lessee acknowledges that it has read this Lease in its entirety before executing the same and agrees to be bound by its rules, regulations, terms and conditions, the violation of any of which will create a forfeiture of this Lease.

14. **False Application.** Lessee warrants to Lessor that the information given by Lessee on this Lease is true and that if any information provided by Lessee is false, Lessor, at Lessor's option, may terminate this Lease without notice.

Lessee's Initials _____



ROOM RENTAL RESERVATION REQUEST

Room requests accepted at PARC | 24550 W Renwick Rd, Plainfield IL 60544 | 815-436-8812
or PTCC | 15014 S Des Plaines St, Plainfield, IL 60544 | 815-436-2029

- Room Requests must be made at least 2 weeks prior to the date requested.
- The Park District shall have at least three business days after receiving request to review the application.
- **Rental fee includes 30 min. set up before rental start time. Rental ends at the designated time stated on the receipt.**

Applicant Information

Name (Individual/Contact Person) _____

Date of Birth _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Email Address _____

Alternate Contact _____

Alternate Contact Phone Number _____

*ALL contacts listed must be present during the rental.

Event Information

Organization _____

Event Date _____

Event Start & End Time _____

Estimated Attendance _____

Purpose / Description of Event _____

Requesting Special Usage (Alcohol, DJ, or any third party vendor) _____

Yes

No

Facility Information

- Facilities must be reserved for a minimum of 2 hours.
- Full payment is due at the time the facility reservation is made. In addition, a **\$100** refundable security deposit is required.
- Additional fees may be assessed which can result in loss of security deposit. Reasons include, but are not limited to: clean-up, garbage, or staffing.

Prairie Activity & Recreation Center (PARC)

24550 W. Renwick Rd, Plainfield, IL 60544

Plainfield Township Community Center (PTCC)

15014 S Des Plaines, Plainfield, IL 60544

- Multi-Purpose Room (Capacity 60)
- Kitchen (includes refrigerator, freezer & warming unit)
- Full Gymnasium (1 full size High School court)
- Half Gymnasium
- Additional Gymnasium equipment. Fees per item
Specify Equipment _____
- Other _____

- Multi-Purpose Room (Capacity 100)
- Kitchen (includes refrigerator, stove & serving area)

Date Received: _____ Time Received: _____ Staff Initials: _____
 Reservation #: _____ Date Processed: _____ Initials: _____ Special Use Request: COI Received:
 Security Deposit Returned on: _____ Security Deposit Held Reason: _____

12. Tobacco use is prohibited in recreational facilities. No person shall use any form of tobacco at or on any District-owned or operated recreational facilities. These facilities include playgrounds, athletic fields, parks, walking/hiking trails.

Smoking cigarettes, cigars or pipe tobacco in any facility of the District in violation of the Clean Air Act.

13. All garbage must be picked up and placed in trash cans after each use.

14. Follow current Park District policies regarding face coverings / masks within the facility and rental room.

- Facility use may begin 30 minutes prior to the designated start time for room set up. The rental ends at the designated time stated on the receipt. If reservation exceeds the allotted time on the receipt it may result in forfeit of security deposit, fees will be adjusted accordingly.
- Reservations are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility without Park District approval.
- Parking is allowed in designated areas only. Vehicles are not allowed on Park District property, other than parking lots, without written permission noted on the permit issued by the Park District. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. Renter shall be responsible for any damage to Park District property caused by the failure of User or Group to comply with this provision.
- Selling food or other items is not allowed without Park District approval and is subject to all county and state guidelines.
- The display or distribution of handbills, pamphlets, flyers, signs, or any other printed material containing advertising matter, information, or announcements is prohibited on Park District property without permission of the Park District.
- Amplified sound is not allowed in any facility without Park District approval. All local ordinances are also applicable.
- Renters shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the facility is safe and appropriate for any planned activity.
- Renters shall promptly advise the Park District of any perceived dangerous or unsafe condition.
- The use of the Park District Name, Logo, or likeness without written permission of the Plainfield Park District is prohibited.
- All Ordinances of the municipality in which the facility is located are applicable.
- Appropriate applications are to be completed for rentals of park district space and may include additional rules and regulations.
- All fees and deposits are due at the time of the reservation.
- Reservations must be made ten (10) days prior to the date requested.

CANCELLATION POLICY

Cancellations requested 10 or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

FACILITY RENTAL FAQs

When can I reserve a room?

Room requests can be made up to 4 months in advance.

How early can I come in to start setting up?

Renters are able to come in 30 minutes before the rental time to start setting up. The rental ends at the designated time stated on the receipt. If you need additional time to set-up or clean-up please add that into your rental time.

How do I reserve a facility?

Room requests can be dropped off at the Prairie Activity & Recreation Center (24550 W Renwick Rd., Plainfield) or Plainfield Township Community Center (15014 S Des Plaines St, Plainfield, IL 60544). Requests must be made at least 2 weeks in advance. The Park District shall have at least three business days after receiving request to review the application.

When will I get my deposit returned?

Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check, unless it was paid with a credit/debit card. and should be received 3-4 weeks after the event.

What is the cancellations policy?

Cancellations requested 10 (ten) or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

Are there are restrictions with decorations?

No decorations can be hung or taped on to the walls in the facility. Confetti and glitter are not allowed.

Is alcohol allowed during our rental?

If you are interested in having alcohol at your event you must contact the facility manager. Alcohol is only allowed by special permit and all qualifying conditions must be met. PARC facility only. Alcohol will not be permitted while other programs are going on in the facility.

How do I make changes to my reservation?

Changes to the reservation must be submitted in writing to the Plainfield Park District at guestservices@plfdparks.org by the person who signed the contract at least 10 (ten) days prior to the event. Additional fee(s) may apply.



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Applicant Information

Name (Individual/Contact Person)

Date of Birth

Address

City

State

Zip Code

Phone Number

Email Address

Alternate Contact

Alternate Contact Phone Number

*ALL contacts listed must be present during the rental.

Event Information

Organization

Event Date

Event Start & End Time

Estimated Attendance

Purpose / Description of Event

Requesting Special Usage (Alcohol, DJ, or any third party vendor)

Yes

No

Facility Information

- Facilities must be reserved for a minimum of 2 hours.
- Full payment is due at the time the facility reservation is made. In addition, a \$100 refundable security deposit is required.
- Additional fees may be assessed which can result in loss of security deposit. Reasons include, but are not limited to: clean-up, garbage, or staffing.

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Multi-Purpose Room (Capacity 60)

Multi-Purpose Room (Capacity 100)

Kitchen (includes refrigerator, freezer & warming unit)

Kitchen (includes refrigerator, stove & serving area)

Full Gymnasium (1 full size High School court)

Half Gymnasium

Additional Gymnasium equipment. Fees per item

Specify Equipment _____

Other _____

Date Received: _____ Time Received: _____ Staff Initials: _____

Reservation #: _____ Date Processed: _____ Initials: _____ Special Use Request: COI Received:

Security Deposit Returned on: _____ Security Deposit Held Reason: _____

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Smoking cigarettes, cigars or pipe tobacco in any facility of the District in violation of the Clean Air Act.

13. All garbage must be picked up and placed in trash cans after each use.

14. Follow current Park District policies regarding face coverings / masks within the facility and rental room.

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Room requests can be dropped off at the Prairie Activity & Recreation Center (24550 W Renwick Rd., Plainfield) or Plainfield Township Community Center (15014 S Des Plaines St, Plainfield, IL 60544). Requests must be made at least 2 weeks in advance. The Park District shall have at least three business days after receiving request to review the application.

When will I get my deposit returned?

Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check, unless it was paid with a credit/debit card. and should be received 3-4 weeks after the event.

What is the cancellations policy?

Cancellations requested 10 (ten) or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

Are there are restrictions with decorations?

No decorations can be hung or taped on to the walls in the facility. Confetti and glitter are not allowed.

Is alcohol allowed during our rental?

If you are interested in having alcohol at your event you must contact the facility manager. Alcohol is only allowed by special permit and all qualifying conditions must be met. PARC facility only. Alcohol will not be permitted while other programs are going on in the facility.

How do I make changes to my reservation?

Changes to the reservation must be submitted in writing to the Plainfield Park District at guestservices@plfdparks.org by the person who signed the contract at least 10 (ten) days prior to the event. Additional fee(s) may apply.



2023 PRICING GUIDE

Williams Tree Farm

2023 PRICING GUIDE

FRIDAY & SUNDAY RENTAL PACKAGES

PACKAGE 1 OUTDOOR CEREMONY & RECEPTION \$5140

Full Day Rental 9 am to Midnight
Tables & Chairs for up to 300 Guests
Plan B Weather Option | Bridal Suite
1 hr Rehearsal | Day of Coordinator
Vendors & Catering of Your Choice



PACKAGE 2 INDOOR CEREMONY & RECEPTION \$4860

Full Day Rental 9 am to midnight
Tables & Chairs for up to 300 Guests
Bridal Suite | 1 hr Rehearsal
Day of Coordinator
Vendors & Catering of Your Choice



PACKAGE 3 RECEPTION ONLY \$3570

Full Day Rental 9 am to Midnight
Tables & Chairs for up to 300 Guests
Day of Coordinator
Vendors & Catering of Your Choice
*Bridal Suite Not Included

Bridal Suite

We offer brides the option of using our Bridal suite, where you and your bridal party can get ready or just relax prior to your On Site Wedding Ceremony and Reception.
9 am to 10 pm

Add Ons

Tractor Pulled Wagon \$500/ Hour
Horse Drawn Wagon \$1000 for first hour
\$500/additional Hour

Additional Day Rental: Full day Rate

Partial Day Rental: 6 hours Min & Only available
45 days prior to your date.

Toast Mic: 1 hour - \$225
2 hours - \$300

2023 PRICING GUIDE

INTIMATE WEDDING & ELOPEMENT PACKAGES

Only available 90 days before rental and subject to availability.

This Intimate Wedding & Elopement Package is a miniature event crossed between a traditional wedding and an elopement. It is designed for close family and friends to join and celebrate the occasion as well.

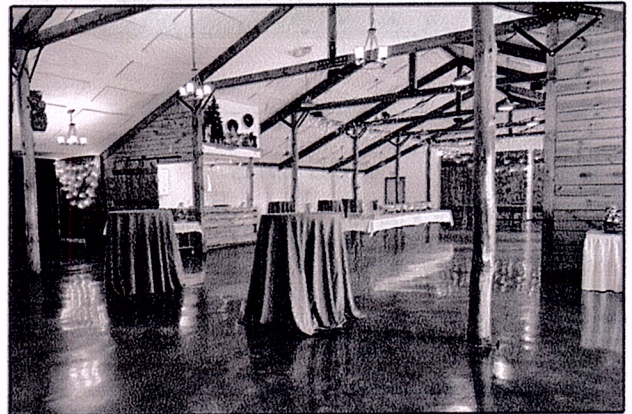
PACKAGE 1 CEREMONY ONLY 3HRS \$2200

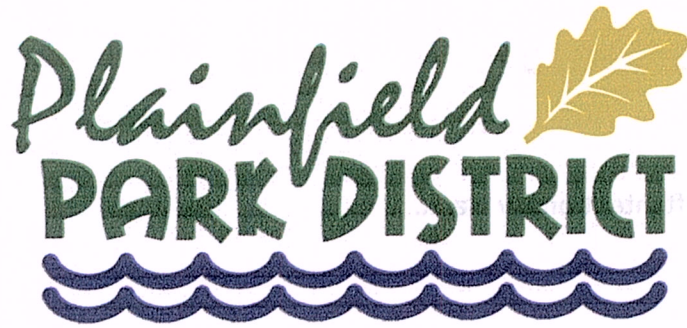
Grounds Only | Ceremony: 10-50 people maximum, including the couple | Your choice of 2 ceremony locations on our Tree Farm: Forest Ceremony or Waterfall Garden Ceremony | Chairs for your guests | Horse-drawn/Tractor wagon Transportation for Couple and Guests (weather & trail conditions permitting) | Day of Coordinator
Bridal suite is included



PACKAGE 2 MICRO-CEREMONY & COCKTAIL RECEPTION \$3300

Ceremony: 10-50 people maximum, including the couple. | 6hr maximum Length: Ceremony, Extended Cocktail Hour, and Pictures
Day of Coordinator | Your choice of 2 ceremony locations on our Tree Farm: Forest Ceremony or Waterfall Garden Ceremony
Chairs for your guest | Horse-drawn/Tractor wagon Transportation for Couple and Guests (weather & trail conditions permitting) | Bring in the vendors of your choice | Bridal Suite Included





Facility Rental and Usage Policy

Board Approved
August 9, 2017

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INTRODUCTION

This policy contains general information and guidelines as set forth by the Plainfield Township Park District herein, thereafter this (District). It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this policy has been prepared as a general reference guide. The District reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this policy.

When available, the District permits individuals, groups, and organizations to use its facilities for functions, meetings and events in order to facilitate public participation and to advance the interests of District through increased public support. Events hosted at the District must be educationally based, public service-oriented, or may be private functions approved by the District and within the guidelines stipulated in this policy. Facilities may be rented by any company or individual for fund-raising or promotional purposes through a special use permit and will require Executive Director approval.

Renters should be aware of the nature of the spaces they are using, and activities should be appropriate for such a setting. District facilities are limited and their use conditional. Thus, the District reserves the right to refuse facility rental due to concerns for the safety of the facility, its holdings and/or conflicts with the goals and purposes of the District. Events must not compete with, or detract from, the District's ongoing public activities. Moreover, the District shall not be held liable, and individuals and organizations using the District shall waive all claims, for injury or damage to person or property sustained by said organization or any guest of the renter resulting from or during the event.

DISCLAIMER

The District makes no representations whatsoever that any of its facilities and shelters are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any facility or shelter is safe and appropriate for any intended use. Permit holders are expected to inspect any facility or shelter prior and subsequent to each use to identify any unsafe condition and shall promptly advise the District in writing of any perceived unsafe or dangerous condition.

The District reserves the right to refuse facility rental due to concerns for the safety of the facility, its holdings and/or conflicts with the goals and purposes of the District. Events must not compete with, or detract from, the District's ongoing public activities. Moreover, the District shall not be held liable, and individuals and organizations using the District shall waive all claims, for injury or damage to person or property sustained by said organization or any guest of the renter resulting from or during the event.

Renters should be aware of the nature of the spaces they are using, and activities should be appropriate for such a setting. District facilities are limited and their use conditional.

2. Agencies, organizations, and groups conducting staff development programs, joint District cooperative ventures, in-service or other job-related training classes (e.g. District Risk Management Agency "PDRMA"); and
3. Agencies, organizations, and groups whose primary purpose is to provide financial support to the District (e.g. Friends of the Plainfield Park District).

Class II - are non-profit, service-oriented organizations and groups or Affiliate organization and groups that directly serve District residents (minimal of 80% District residents required). Entities in this category may be required to pay a facility usage fee, district staff fee, and equipment fee for activities on District property. Additionally, in order to maintain a Class II status, an organization may be required to provide evidence of charter, budget, exemption status, and roster resident participation proof. This Class II may include the following:

1. Youth organizations (e.g. Boy Scouts of America, Girl Scouts of America);
2. Affiliate (e.g. Plainfield Athletic Club "PAC", Plainfield Jr. Cats "PJC", Plainfield Soccer Association "PSA").

Affiliate Status would also require adherence to the following:

- Have over 200 District residents involved in their programs.
- Have its own volunteer board with a set of bylaws adopted to guide the board in policy-making decisions.
- Be registered as an Illinois not-for-profit corporation, and provide a copy of your Annual Report to the Secretary of State and any required Annual Reports to the Internal Revenue Service, Illinois Department of Revenue, Illinois Attorney General; *(Note: Federal law requires most tax-exempt nonprofit organizations to allow public inspection of their recent federal annual information returns (e.g. IRS Form 990 and Form 990 Schedule A) and their application for tax-exempt status (e.g. IRS Form 1023 or 1024))*
- Provide a summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
- Have established by-laws that must be compatible with the District's philosophy.
- Conduct background checks on Managers, Coaches, Board of Directors, and any other persons, volunteers, or hired workers who provide regular service to the organization and/or have repetitive access to, or contact with, players or teams. Anyone convicted of a crime involving moral turpitude shall not be allowed to work or volunteer with the organization.
- Have a "Code of Conduct" for coaches, administrators, players, and parents
- Appoint one or two Group Representatives to serve as the liaison between the group and District for purpose of scheduling, planning, and dealing with problems and issues that may arise. The Group Representative is expected to attend the District's annual athletic organization meeting. All correspondence between the organization and District shall be communicated through the designated District team member.
- Agree and understand that neither the group nor its officials, officers, members, employees or volunteers (collectively "group") are entitled to any benefits or protections afforded employees or volunteers of the District and are not bound by any obligations as employees of the District. The group will not be covered under provisions of the unemployment compensation insurance of the District or the workers' compensation insurance of the District and that any injury or property damage arising out of any group activity will be the group's sole responsibility and not the District's. Also, it is understood that the group is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the District and therefore, the group will be solely responsible for its own actions. The District will in no way defend the group in matters of liability.

5. Class IV entities not qualifying under Class III.

Note: *If the any of the above is running a rental as commercial or profit (e.g., profitable tournaments, fundraisers, or activities in which a profits is derived, Class VI rental rates apply.*

Class V - are non-resident businesses, organizations, or individuals whose address outside the boundaries of the District. Entities and individuals in this category will be required to pay a deposit, facility usage fee, district staff fee, and equipment fee for usage of any District property. This Class IV may include the following:

1. Non-Residents Individuals/Businesses
2. Non-resident youth and adult organizations and teams
3. Churches and religious groups other than those that fall under Category III

Class VI - include all commercial, for-profit individuals, organizations or groups regardless of the purpose for their use of District facilities and property. The fact that a for-profit individual, organization or group will donate profits or proceeds to the District or a public charity does not change their classification as a Class VI organization. Entities and individuals in this category will be required to pay a deposit, facility usage fee, district staff fee, and equipment fee for usage of any District property.

RENTAL RULES ANDS PROCEDURES

Reservations - Reservations must be made at least 10 business days in advance. Full payment is due at the time of reservation. **Applicants must be 21 or older.** The applicant is required provide a photo ID and to sign the application. Inquiries and application for rental use of the District facilities and shelters should be made through the designated District staff. At the time of application, and before any final decision may be made by the District staff, each organization or individual must provide a completed application and use agreement including: full information concerning the type and purpose of the event being planned, as well as time, number of guests, name of caterer (if applicable), name of individual or organization's representative responsible for payment of fees and damages.

Confirmation of the reservation for use of District facilities or shelters may be assumed only after receipt by the District staff of a signed copy of the appropriate Use Agreement and the full rental fee. The agreement will be sent to the renter stating the date and nature of the event as well as the rental fee. When properly signed and returned to the District staff along with the full rental fee, and subsequently signed by the District staff, the Agreement shall serve as a binding agreement between the applicant and the District. A copy of the signed agreement will be sent to the renter along with a copy of the receipt for payment. The receipt will act as the permit for use and must be with the renter during the rental on site. Use is restricted as stated in the appropriate agreement, established time limits must be strictly adhered to, and any change must be approved **in advance and in writing** by the District staff.

Any agreements requiring additional fees such as special use request, large groups (100 plus), or business rentals must also be approved by the Director of Recreation. The District will charge fees to recover costs to operate, maintain and administer the use of facilities.

Food and Beverage - Renters must provide their own food and beverages or they may utilize professional catering. Renters are responsible for their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within the reserved time.

GENERAL INDEMNIFICATION

The renter agrees that it will pay for all damages to any property of the District resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees. The renter also agrees that it will hold harmless and indemnify the District from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the renter or any other person in connection with the renter's use of the facility named in this agreement.

Businesses and Organizations agree and understand that neither the group nor its officials, officers, members, employees or volunteers (collectively "Group") are entitled to any benefits or protections afforded employees or volunteers of the District and are not bound by any obligations as employees of the District. Groups will not be covered under provisions of the unemployment compensation insurance of the District or the workers' compensation insurance of the District and that any injury or property damage arising out of any Group activity will be the group's sole responsibility and not the District's. Also, it is understood that the Group is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the District and therefore, the Group will be solely responsible for its own actions. The District will not defend the group in matters of liability.

The Facility Manager will interpret the language of the Facility and Shelter Rental and Usage Policy as established by the District. An appeal of the Facility Manager's decision may be made to the Director of Recreation and must be submitted in writing with justification within ten (10) business days from the decision. The Director of Recreation will make a final decision within five (5) business days of the submitted appeal. Any other further action would need to be submitted to the District Board of Commissioners by the next eligible Board meeting.