

## Leading an Activity Program in the Arcade Creek Recreation and Park District

**Goal:** The major goal and purpose of the Arcade Creek Recreation and Park District is to provide Park space and indoor facilities to the community for use by local resident, vendors and groups/organizations for their preferred form of leisure time activities.

**How:** This will be accomplished by renting/leasing indoor or outdoor space to local individuals, groups, associations, civic organizations, non-profit groups or businesses and residents to perform and provide Leisure Services for the community.

**Who:** Individuals/groups with a liability insurance policy, who have passed a background check and/or operate a business from a given location, or a club providing specific services to their clients' and/or an individual who wishes to share a hobby or craft with the community.

**What:** The Arcade Creek (Recreation and) Park District will offer studio/activity space (indoors and outdoors) to organizations/vendors, clubs and individuals who meet the required qualifications.

**Renter Duties:** The Renter will provide all services related to their activity, including:

- registration and collection of fees,
- advertising and marketing,
- all necessary equipment and supplies for conducting the activity
- storage **will not** be provided to the Contractor.

### Requirements

1. Must possess a current and active Business License from the community/location where the business operates (if required in that locale). Not required from individuals sharing a hobby or craft with their neighbors.
2. Must carry a minimum of one million dollars in liability insurance coverage, which names Arcade Creek (Recreation and) Park District, its officers, employees and volunteer as Endorsed Additional Insureds.
3. Responsible for all marketing, advertising, registration, collection of fees and related activities
4. Will provide or make provision for all necessary equipment and supplies needed to conduct the activity.
5. Sign a facility rental contract for a given period of time.

6. Provide professional, responsive service to everyone you encounter during the activity time.
7. Pay the monthly rental invoice on a timely basis.

#### Park District Requirements

1. Provide a safe and clean location for the activity to be conducted.
2. Provide a calendar of District Holidays when the facilities are closed.
3. Provide a staff person to open and close the facility at the end of each activity.
4. Will hang promotional flyers in information kiosks throughout the District when provided.
5. Provide a link on the Park District website to the Provider's web page and a phone number to call for more information.
6. Provide a contract manager to deal with issues which may arise, and to be responsible to ensure the fulfillment of the responsibilities of the contract by both parties.
7. Provide and collect information for the renewal of the contract at the end of each contract term.
8. Invoice the contractor on a monthly basis for facility rental fees.