



*Working Together,
to Make a Community!*

Batavia Park District
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Purpose Statement

Within the Batavia Park District system, certain activities or programs can best be implemented, enhanced or coordinated through the development of co-sponsored or sanctioned groups. It is this realization that has allowed the park district to have impacts in a variety of special interests and community needs throughout the City and even beyond.

The park district's mission statement acknowledges the importance of using the resources before it in an effective and efficient manner while meeting the recreational and open space needs of the community it serves. The use of co-sponsored and sanctioned groups mirrors this mission statement in several ways. The use of volunteers is a very cost effective technique to make recreational needs a reality. In addition, the use of park district resources to support these groups must also be completed in an efficient and cost-effective manner. The PAF Program is the vehicle in which the two aforementioned premises are managed and administered in order to create a consistent and fair tool to allocate the resources available without placing a burden on the taxpayers of the District.

The PAF Program is intended to implement the values of the District such as equal participation, equal access and recreation and fun as the priorities of all its own programs, as well as, the programs and interests of all the co-sponsored and sanctioned groups under the park district "umbrella". The Park Board has set forth policy for the professional staff to implement within the parameters of this program. The Batavia Park District shall determine those activities whose needs are not currently being met and would best be provided through this programming method and further define the relationship that exists between these groups and the Batavia Park District. The transition of a group, which seeks partner, affiliate or friend status may evolve from interest groups currently existing within the community, Batavia Park District programs that have demonstrated viable growth potential and newly formed groups.

The following guidelines have been established to provide a clear understanding of the Batavia Park District's relationship to these groups and to insure the conformity and consistency with the standards of the Batavia Park District. The hierarchy and determination of PAF status for any group falls within the premise that those organizations who mirror the values and mission of the park district, and provide benefits back to the District to eliminate or reduce the tax burden and create or maintain recreational and open space pursuits. Those who meet the criteria set forth will receive a higher designation in the PAF Program than those who do not. Designation in the PAF Program shall not be perceived as a matter of importance to the District and community, but rather a manner of control and expectations of community cooperation.

PAF Program Objectives

The Batavia Park District has identified and outlined the need of a Partner, Affiliate, and Friend (PAF) Program for the District and its groups. Each level of the program clearly describes annual yearly requirements that must be met to achieve each level of the program. The outlined requirements of each level describes each groups responsibility to the citizens of Batavia and by doing this service entitles the associate group to benefits from the Batavia Park District as outlined in each level. Designations will be reviewed on an annual basis to determine if current designation is valid. Movement up or down in the PAF Program will be determined by the application process and evaluated by the Executive Director of the park district.

Our objective in establishing the PAF (Partner, Affiliate, Friend) Program is to offer benefits to our associates that are fair and non bias, showing no personal favoritism and reflective of compliance to our predetermined criteria. By doing this, the Batavia Park District offers a clear understanding of the terms in our relationship. Thus everyone benefits fairly, but more importantly, the citizens of Batavia are the true beneficiaries.

It is also the objective of the PAF Program to create a sense of community and encourage and foster the use of volunteers in order to enhance the recreational and open space needs of the community and gain a sense of community pride via the park system. In order for this objective to be met, a consistent framework of criteria and expectations must be set forth to create and foster positive working relationships with every co-sponsored and sanctioned group, regardless of special interest or impact of efforts.

In addition, another objective is to create a tool from which the numerous co-sponsored and sanctioned groups under the park district “umbrella” can be introduced into the framework of the PAF Program and create a manner in which newly formed groups can be facilitated into the park district system.

Last, the park district under the limitation of tax caps and bonding authority must create a program that eliminates or reduces the cost to support the numerous groups that desire park district support and not create a burden on the tax payers of the District.

DEFINITIONS

District – Batavia Park District

Board – Park Board of Commissioners elected to govern the park district.

Staff – The professional staff of the park district hired to carry out the functions and policies set forth by the Board.

Co-Sponsored – Organizations, groups or programs that mirror the mission and values of the park district and are eligible to apply for a PAF Program designation.

Sanctioned – Organizations, groups or programs that also mirror the mission and values of the park district and are supported or help support the park district system via financial or intergovernmental cooperative means.

Partner – The highest designation in the PAF Program and given this designation to any Group or organization that fulfills the requirements and expectations set forth for the PARTNER level in this program.

Affiliate – The middle designation in the PAF Program and given this designation to any group or organization that fulfills the requirements and expectations set forth for the AFFILIATE level in this document.

Friend – The lowest designation in the PAF Program and given this designation to any group or organization that fulfills the requirements and expectations set forth for the FRIEND level in this document.

Expectations – Required annual and on-going elements each organization must meet for the PAF Program in the level for they are designated.

Benefits – Perceived and/or actual value received from the Batavia Park District for becoming a PAF Program Organization. Benefits range in value and are corresponding to the hierarchy of the designation for each organization.

Residents – Organizations and citizens who reside within the Batavia Park District Boundaries.

Tax Payers – Those individuals that pay property taxes to the Batavia Park District. Boundaries of the Park District are different than City or school boundaries.

Rational of Hierarchy

The Rational of Hierarchy is the manner in which organizations are designated a level of affiliation with the park district based on a set system of criteria and eligibility. The hierarchy is illustrated on a three-tiered level and is designated by the commitment level by different groups in the Batavia Community. Those organizations meeting the criteria and in concert with the mission and values of the District receive higher designations on the hierarchy. Also, those organizations that provide value back to the District and eliminate or reduce the support burden of tax dollars to include monetary of material donations, volunteer hours, in kind services or other non – monetary based activities are eligible for a higher designation within the tiered system based upon the previous fiscal year, not passed donations. The District has classified the three levels as Partner, Affiliate and Friend or (PAF).

A **Partner** is a group in the community who falls under ONE or more of the following:

1. A group or organization that is tax supported with current intergovernmental agreements with the District.
2. Currently has shared land and facilities agreement with the District.
3. Tax supported groups, which patrol and protect District assets.
4. Organizations that assist with the enforcement of the District ordinances and control use and conduct of the parks and facilities.
5. Provide a substantial monetary support for the development of District land and facilities to include monetary of material donations, volunteer hours, in kind services or other non – monetary based activities based upon the previous fiscal year, not passed donations.
6. Provides a substantial recreational service to the District, which saves the district from hiring other or additional personnel.

An **Affiliate** is a group in the community who assist voluntarily with the promotion and development of District events and meets a recreational and/or open space need(s) on an ongoing and annual basis.

A **Friend** is a group in the community who requests the use of District land or facility space and assists in meeting a recreational and/or open space need on an occasional or isolated basis.

General Guidelines and Expectations of PAF Program Organizations

EXPECTATIONS OF ALL PAF MEMBER ORGANIZATIONS -

1. Provide District with an annual mailing list of officers & membership/participants.
2. Provide a Certificate of Insurance naming the Batavia Park District as additional insured. Waivers will be required of participants using park district property*
3. Comply with all Batavia Park District rules, regulations, ordinances and time restraints in regard to use of park district facilities, parks or amenities.
4. Reimburse the District for expenses and related costs incurred by the District or for use of the District's property, facilities or equipment that results in the use of tax dollar support and would not be absorbed by the District if requested use did not occur. *
5. All requests for District facilities and parks require submission of the proper facility or park permit request form. Forms can be acquired at the District Administrative Offices. Any request must be filed with any related fees to the said offices no later than two weeks prior to the requested date of use. All request forms must be complete and correct to be classified as a valid request. Request forms may have several requests on one form and all requests may be made no more than one year in advance. All requests are subject to the District's prioritization scheduling procedure.
6. Restore and clean any property or facility that is uses in same or better condition than when received.
7. Secure District approval before engaging in any fundraising campaign held on District premises and must comply with District ordinances and policies. This also includes the hiring of any private vendor or company to work on District property on the requesting organizations behalf. All insurance coverage requirements also apply.
8. Agreements with all co-sponsored and/or sanctioned groups will be reviewed annually, with renewal dependent on a satisfactory review.
9. Submit annual board report to Board of Commissioners highlighting annual efforts, events and coordination with District. Reports shall be written and/or verbal and submitted for review by the Board at a regular monthly Board meeting.
10. Comply with District Criminal Background Checks Policy where deemed appropriate and organization meets criteria to require checks.
11. Provide District with copy of Non-For-Profit status through the Illinois Department of Revenue.
12. Handling of own PAF Member finances, cash handling and financial reporting. District depending on designation may request copy of financial reporting items or annual audit if conducted.
13. Provide equal access to participate in PAF Organization. Discrimination for membership or participation within PAF Member and its activities based on age, gender, race, religion or any other protective classes as determined by law is prohibited.

* Expectation may be waived pending PAF Designation and level of incorporation.

GENERAL PAF MEMBER BENEFITS

1. Use of the Batavia Park District meeting rooms, facility space or parks. Use will be based on availability and District's Priority Scheduling Procedure and will be reviewed annually by the District. The Priority Scheduling Procedure will be as follows:

- 1st Priority - District Programs
- 2nd Priority - General Public
- 3rd Priority - Partner Requests
- 4th Priority - Affiliate Requests
- 5th Priority - Friend Requests

Priority scheduling will only be considered for weekday rentals. Weekend rentals are not subject to this procedure and the District reserves the right to reserve requests for revenue generating rentals and may do so more than one year in advance.

2. In conditions where there is a separate use agreement with the District, the separate use agreement will supercede and conditions or contents set forth with in the PAF Program.
3. The District will provide limited publicity upon request to PAF members, such as flyers, posters or brochures to the group for free or a nominal fee correlating to the PAF member designation. The PAF member must provide the District with all relevant information and a minimum of five-business days notice prior to release. More in-depth assistance may be offered pending District staff availability and must be coordinated through the office of the District's Director of Marketing and Public Relations.
4. The PAF member enjoys the opportunity to provide important resources that enhance the recreational and educational opportunities available to the Batavia Park District residents.
5. The Batavia Park District and PAF members can engage in fruitful exchanges of ideas and plans for future opportunities.
6. The PAF Member may receive the expertise and time of the District's professional staff.
7. Provides PAF Member with District endorsement of efforts and events provided by Member and creates community exposure of said efforts and events and credibility as such.
8. Each PAF Member will receive a Certificate of Designation and Recognition for their participation in the PAF Program on a yearly basis.
9. Each PAF Member will be invited to an All Member Annual Picnic and invite all officers and members of their organization.
10. Each organizations status will be determined by what value each organization provides back to the District to eliminate or reduce the support burden of tax dollars, to include monetary of material donations, volunteer hours, in kind services, or other non – monetary based activities. This will be based upon the most recent fiscal year, not past donations.

PARTNER
EXPECTATIONS & BENEFITS

EXPECTATIONS -

1. Partners will have it's own governing Board of Directors that reports annually to the District. Partners will also designate a contact member for use by the District to communicate and/or correspond with.
2. Activities sponsored by Partners must service an organization of which 80% of its members/participants reside or work within District boundaries.
3. Partners must exist within the District boundaries and/or provide a significant leisure service to the residents of the community without subsidization of tax dollar support.
4. File an annual report to Board to include a copy of the Partner's proposed annual budget & financial statement must be provided annually and submitted to the office of the District's Executive Director. *
5. A District representative may or may not be a member of Partner board.
6. Partner mission statement must be compatible with the District philosophy.
7. Partner must provide reasonable evidence to the District that it is a "not for profit" organization as designated by the State of Illinois
8. Partners related to athletics will comply with the Athletic Field and Space Allocation Policy.
9. All General Expectations listed for all PAF Member Organizations.

BENEFITS -

1. Rental fees of District facilities, parks and amenities will be complimentary until Partner has accumulated \$1,600.00 worth of fees at the current not for profit rate. Once maximum is met, Partner will then be responsible for payment of any facility, park or amenity rented in the said year at not for profit rate. Accumulation will commence with the calendar year of District being January 1 – December 31. Partner organizations will be able to submit requests for facility rentals starting the 2nd full week of January.
2. Storage of equipment in District facilities is available upon request. Space and items to be stored will be based on availability, duration and volume of storage items. District's Facility Manager must approve requests. District assumes no liability for damage to any items stored on District property and waives all claims of lost or broken items left in storage on District premises.
3. Opportunity to promote Partner through District programs and facilities. Other promotional efforts must be coordinated through the District's Director of Marketing and Public Relations.
4. Partners related to athletics will receive field and space benefits as stated in the Field and Athletic Space Allocation Policy. A copy is included in the Appendix for reference.
5. All General Benefits listed for all PAF Member Organizations.

* May be waived upon District Approval.

AFFILIATE
EXPECTATIONS & BENEFITS

EXPECTATIONS -

1. Activities sponsored by Affiliates must service an organization of which 70% or more of its members/participants reside or work within District boundaries.
2. Affiliates must participate in two or more District programs or special events per year as volunteers or provide a needed service to the District as assistants to or in lieu of District personnel.
3. Affiliates must exist within the District boundaries and provide a requested service to the residents of the community without subsidization of tax dollar support.
4. Affiliate's mission statement must be compatible with the District philosophy.
5. Affiliate must provide reasonable evidence to the District that it's a "not for profit" organization as designated by the State of Illinois.
6. Affiliate must provide a current list of all its members and designate a contact member for use by the District to communicate and/or correspond with.
7. Affiliates related to athletics will comply with the Athletic Field and Space Allocation Policy.
8. All General Expectations listed for all PAF Member Organizations.

BENEFITS -

1. Rental fees of District facilities, parks and amenities Affiliates will receive a 75% discount from the current non-for-profit rate. Affiliate organizations will be able to submit requests for facility rentals starting the 3rd full week of January.
2. Affiliates receive District coordination in their efforts with the District to provide maximum coverage of leisure services throughout the community.
3. Opportunity to promote Affiliate through District programs and facilities. Other promotional efforts must be coordinated through the District's Director of Marketing and Public Relations.
4. Affiliates related to athletics will receive field and space benefits as stated in the Field and Athletic Space Allocation Policy.
5. All General Benefits listed for all PAF Member Organizations.

FRIENDS
EXPECTATIONS & BENEFITS

EXPECTATIONS -

1. Activities sponsored by Friends must service an organization of which 50% or more of its members/participants reside or work within District boundaries.
2. Friend's willingness to volunteer assistance to the District for related programs and/or special events.
3. Friend must provide reasonable evidence to the District that it is a "not for profit" organization as designated by the State of Illinois.
4. Friend must provide a list of current members and designate a contact member for the District to communicate and/or correspond with.
5. Friends related to athletics will comply with the Athletic Field and Space Allocation Policy.
6. All General Expectations listed for all PAF Member Organizations.

BENEFITS

1. Rental fees of District facilities, parks and amenities Friends will receive a 50% discount from the current non-for-profit rate. Friends organizations will be able to submit requests for facility rentals starting the 4th full week of January.
2. Coordinate Friends efforts with the District to provide maximum coverage of leisure services throughout the community.
3. All General Benefits listed for all PAF Member Organizations.

Procedures for Completing Expectations

1. Said expectations and responsibilities of PAF Program organizations must be turned into the District by the first Monday in January of every calendar year. Each organization will be notified of any changes in status with the District.
2. Applications for designation into the PAF Program must be completed and filed with District on the first Monday in January of every calendar year. Accompanying application must be completion of required checklist items and related documents to meet PAF designation requirements.
3. PAF Members submitting an annual report for the District Board of Commissioners must have the report submitted before the 2nd of the month in the month the report is being filed. For example, if an organization wants to submit a report for the June board meeting it must be turned in before June 2nd.

Procedures for Use of Benefits

1. Copies – A request for copies of flyers, posters or anything else must be made three days in advance of when the copies are needed. Please allow for this time for the copies to be made, as our front office staff can be busy. The organization will be notified when the copies are completed. Copies may be made by PAF Member, however the number of copies made must be logged on the appropriate document for tracking and reimbursement purposes and approved by the District's Office Manager.

2. Requests for Space –
 - a. Any use of land/fields or space must follow the District's Athletic Field and Space Allocation Policy.
 - b. Any request of facilities must be made with the District's Facility Manager a minimum 2 weeks in advance of any time requested. A rental request form is in the appendix for reference.
 - c. Any contracts turned in incomplete or illegible are not considered valid until all information is received.
 - d. The District reserves the right to cancel any meeting or event held during the week Monday thru Friday with two weeks minimum notice.
 - e. All damage fees will be waived for all PAF Member requests.
 - f. Any damage to the facilities during the time the space is occupied will be assessed and billed to the appropriate organization. All rentals from this organization will be suspended until the bill is paid.
 - g. Facility rental contracts must be filled out completely for all meeting dates and locations. One contract may be used for multiple requests through the year. A new form will be required for multiple facilities or parks. Requests are taken no more than one year in advance.
 - h. All rules and guidelines on the back of the rental contract must be followed for each rental. (See appendix F).

3. Promotion Requests
 - a. Flyers, posters and small promotional items may be requested by PAF Members. A minimum of five business days must be given in order to complete the request. Requests are subject to staff availability.
 - b. More in-depth promotional efforts and requests must be coordinated with the Director of Marketing and Public Relations and are subject to resource allocation and staff availability. Reimbursement levels of such efforts will be determined by PAF Member designation.

Conclusion

The Batavia Park District owns and maintains over 350 acres of parks and operates several year round and seasonal facilities. It also offers over 1,000 recreational programs and services on an annual basis throughout the year. Despite all these services, the park district relies heavily on the organizations within the park district “umbrella” that are not part of the actual park district. These co-sponsored and sanctioned organizations provide thousands of volunteer hours and invaluable expertise, resources and efforts that the park district could not provide within the limited resources it has. The PAF Program is in place to provide a framework to which this diverse group of organizations can be managed and acknowledged appropriately.

The current PAF Membership and new organizations to come encompass a vast array of interests, activities and purposes. However, the common thread among all is to assist in providing the community at large with a beneficial quality of life and meeting the recreational and open space needs of all residents. This effort is one of complexity and has a substantial amount of organizations involved. The PAF Program is intended to gain the optimum level of volunteerism and community support for a worthy cause. No cause or organization within the PAF Program is more important than another. However, with this vast complexity comes the challenge to administer the support, cooperation and efforts of both the PAF Members and the Batavia Park District.

The program also provides a more formal approach to recognize and appreciate the efforts of the PAF Members. With the pure numbers of potential PAF Membership, it is impossible for the park district to fully support each cause or organization. The District must also continue to strive towards fiscal responsibility to the tax payers and reduce the impact that these support organizations use in tax dollars. However, still remain an active and supportive entity for the great work and accomplishments PAF Members provide to the community. The balance of this situation is not an easy task, however the PAF Program will provide a guide and framework to manage the situation in a fair and consistent manner.

The PAF Program acknowledges the varied levels of cooperation with the park district and provides a hierarchy of support and benefits in direct correlation to the level of support back to the park district. The program also allows for PAF Members to move within the hierarchy pending a change in coordination and efforts towards the park district.

The program is a formal framework to incorporate the high diversity and complexity of the overall park system and the pure numbers involved. The PAF Program will evolve over time and will foster and nurture positive relationships by setting expectations of all involved and provide a common goal regardless of age, interest or cause in providing the community at large a quality park system that all residents can enjoy and participate.

The Mission/Vision of the Batavia Park District is as follows: Parks and Recreation are an essential service that enhances the quality of life in the community by fostering

personal health, preserving open space and trails, strengthening the community through recreational activities and events, protecting the environment and contributing to a healthy economy. The Batavia Park District will provide sufficient levels of integrated and neighborhood based parks and recreational facilities and services to meet the growing population of the District and the community.

Thank you for your efforts and cooperation with the Batavia Park District.



APPLICATION FOR PAF PROGRAM

ORGANIZATION: _____

CONTACT NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

To be considered for the PAF PROGRAM the following items must be submitted with this application. If the above organization does not have one or more of the below items please write on a separate sheet of paper the reason why.

- _____ Current list of Officers / Board Members and members with a mailing list.
- _____ Certificate of Insurance naming the District additionally insured.
- _____ Organizations mission statement.
- _____ Copy of proposed annual budget and financial statement.

List current District Programs above organization is involved with.

Authorized Signature of Organization: _____

Title: _____ Date: _____