

nbparks Policies and Information

Mission Statement

The Northbrook Park District is committed to providing a balanced program of leisure services for residents, exercising effective stewardship for future generations and maintaining restraint in the use of funds.

Registration

Registration for programs will be processed on a first-come, first-served basis. Participants must meet the minimum required age before the beginning of the program, and all children must be toilet-trained before starting a program.

Commitment to Quality

At the Northbrook Park District, we want all participants to be satisfied with their recreation choices. If you are not happy with the content or instructor of a program, you may ask to repeat the class, transfer to another class or receive a refund, after filling out a Commitment to Quality form at any Registration Office. The Registration Offices are at the following locations:

- Village Green, 1810 Walters Avenue
- Northbrook Sports Center, 1730 Pfingsten Road
- Leisure Center, 3323 Walters Avenue

This policy applies to recreation and cultural arts classes if the course is at least four weeks long and the participant attends the first two classes. A refund request form must be submitted before the third class. The following are exempt from this policy: Sunshine Preschool, Adventure Campus, athletic leagues, camps, clinics, costumes, passes, private lessons, tickets and trips. Those programs will utilize the basic refund policy outlined below.

Refunds

With the exception of Sportsman's Lottery applications and Golf Passes, you should call the main Registration Office at (847) 291-2980 to request a refund. Refunds will be granted:

- If the Park District cancels a program.
- If you give notice five full working days before the start of a program, unless otherwise noted in program descriptions.
- Before a Season Pass is issued or before the start of the pool or tennis season.
- Before the first scheduled performances for Northbrook Theatre season subscriptions.
- If the instructor and participant agree that the participant's skill level is not appropriate for the program.
- After the start of a program, due to an illness or injury, verified in writing by a physician on an official letterhead or prescription pad

The appropriate supervisor will determine a prorated amount of the refund.

Customers who paid by cash or check will receive a refund check; those who paid by credit card will receive a credit to their charge account. Unless otherwise noted, all refunds are subject to an administrative fee of 10% of the program cost (a minimum charge of \$8), except in cases of program cancellation. All Park District Camps and Workshops have a nonrefundable deposit, specified in the Summer Camp Guide.

Transfers

You can request a transfer into a class with an opening, if:

- The class you're transferring from exceeds the minimum required enrollment.
- You give notice five full working days before the start of a program, unless otherwise noted in program descriptions.
- You make the request before May 1 for the first session of workshops or before June 1 for the second session.

Cancellations and Changes

A class may be cancelled if the minimum enrollment is not reached, and those who signed up will be notified. Please register at least one week before the start date to avoid any disappointments. Because of early printing deadlines, the Park District reserves the right to make changes to programming listed in its publications.

Appropriate Behavior

Participants are expected to exhibit appropriate behavior at all times in programs and facilities. That includes respect for all people, equipment and facilities and cooperative, positive participation. The staff will review rules with participants and may dismiss anyone whose behavior endangers safety or negatively affects a program or facility.

Health Conditions

For the protection of everyone, participants must notify the Park District at the time of registration about any medical condition that might require special consideration by Park District staff. Personal information will be kept confidential.

Insurance Coverage

The Northbrook Park District is committed to conducting activities in a safe manner, continually strives to reduce risks and insists that all participants follow safety rules. However, participants and parents must recognize an inherent risk of injury in recreation activities. The Park District does not carry medical accident insurance for program participants; the cost would make program fees prohibitive. Please review your own health insurance policies. The absence of coverage does not make the Park District automatically responsible for payment of medical expenses. In addition, certain high-risk activities will require a waiver/release form, which must be signed by the first class.

Residency

All Village of Northbrook residents are not residents of the Northbrook Park District. A Northbrook Park District resident is a person whose principal home (either entirely or in part) lies within the boundaries of the district. The resident must be able to produce a valid driver's license or contract for purchase of the residence. Individuals who rent to others may not be considered Park District residents, even though they own the property. Renters who establish permanent residency at the location may be classified as Park District residents.

Park District policy may require proof of residency. In such cases, you will need to provide a current residential utility bill in your name, with the mailing address the same as the service address, and a valid driver's license or

other photo identification containing your current address. If you have questions regarding residency, please call the main Registration Office at (847) 291-2980.

Facility Usage

Northbrook Park District programs and affiliate groups always have priority use of Park District parks and facilities. The public can use outdoor areas on a first-come, first-served basis when they are not scheduled for use. Non-Park District individuals and/or groups also may reserve outdoor areas, when available, by securing a permit, paying the applicable reservation charge and fulfilling the necessary insurance requirements. For information about permits, call the Parks Department at (847) 291-2960.

No Smoking Policy

The Smoke-Free Illinois Act prohibits smoking in public places, places of employment and within 15 feet of entrances, exits, windows that open and ventilation intakes of public places and places of employment. In addition, the Village of Northbrook prohibits smoking within 25 feet of any public entrance to a Park District building and within 75 feet of the clubhouse at Sportsman's Country Club.

Golf Practice and Vandalism

Hitting golf balls is not permitted in neighborhood parks, and vandalism will not be tolerated. You can help save tax dollars by reporting vandalism immediately to the Northbrook Police Department at (847) 272-2131.

Pets in Parks

Dogs, cats and other pets are allowed in Northbrook Park District parks if they are under the control of their owners and on a leash no longer than 15 feet. Owners must properly dispose of pet waste. Pets are not allowed at Village Green Park during the following events: Northbrook Days, Baseball Opening Day, Earth Day, Shermerfest, July 4th, Park Fest concerts and other events as indicated by the Executive Director and posted at the park. The provisions of this paragraph do not apply to police dogs or dogs trained to assist the disabled.

Photo and Video Policy

The Park District regularly video records and photographs participants enrolled in Park District programs and classes and patrons enjoying park events and facilities. These photographs/videos are used in connection with promoting/advertising the services, programs and facilities of the Park District. All photos and videos taken are for not-for-profit Park District use and become the sole property of the District. For more information, contact the Communications Department at (847) 291-2960.

Rules

The Park Board of Commissioners have approved various rules pertaining to parks and other facilities of the District and affecting the conduct of customers and employees of the District; these are contained in Ordinance 81-0-5.

Americans with Disabilities Act

The Northbrook Park District provides recreation opportunities for all residents and encourages participation by everyone. Programs and services are subject to the Americans with Disabilities Act (ADA), as well as all applicable laws regarding non-discrimination. We will be happy to make reasonable modifications to assist anyone with special needs who wants to participate in a program. Please contact the District in advance of a program to discuss any necessary accommodation or if you require Park District materials in a special format, such as Braille, large print or audio cassette.

The Park District provides a grievance process for resolution of any ADA complaints alleging discrimination on the basis of a disability. If you have any concerns about Park District ADA compliance, please contact Elsa Fischer, Director of Leisure Services, c/o Northbrook Park District, 545 Academy Drive, Northbrook, IL, 60062, phone (847) 291-2960 or email efischer@nbparks.org. The Park District is reviewing its programs and practices in regard to ADA requirements and invites comments from the public.

NSSRA

The Northbrook Park District is a partner in the Northern Suburban Special Recreation Association (NSSRA), which provides recreation programs, services and special events for adults and children with disabilities. Our residents with disabilities can take advantage of a wide range of NSSRA programs, including cultural arts, sports and Special Olympics, as well as in-home recreation services and door-to-door transportation. The Northbrook Park District also works closely with NSSRA to enable inclusive recreation. NSSRA can provide extra staff, behavior management support and disability awareness training, so that people with disabilities can enjoy community recreation. For more information, call (847) 509-9400 or visit www.nssra.org.

Northbrook Youth Services

Along with area schools, churches and synagogues, the Northbrook Park District works closely with Northbrook Youth Services, a community-based program that provides comprehensive services to Northbrook children and their families. Call (847) 272-5664 for more information.

NCDAA

Northbrook Citizens for Drug and Alcohol Awareness (NCDAA) is a volunteer, nonprofit community organization dedicated to preventing alcohol, tobacco and other drug use by Northbrook youth. The Park District partners with the group to offer education and awareness programs. NCDAA offices are located at 1710 Pfingsten Road, and more information is available by calling (847) 272-7870.

Recreation Guide Distribution

The Northbrook Park District mails Recreation Guides to all Northbrook Park District residents. If you do not receive a guide and wish to, please complete a form at the Village Green Registration Office. Extra copies of guides are available at all Registration Offices, the Administration Office, Sportsman's Country Club, the Northbrook Library and Village Hall.

Program Requests

The Park District is here to serve you, so we'd like to know what programs and activities you want. Also, if you have a specific talent or interest and would like to teach a program, please let us know. Send your suggestions and comments to Elsa Fischer, Director of Leisure Services, c/o Northbrook Park District, 545 Academy Drive, Northbrook, IL 60062 or email efischer@nbparks.org.

Park District Affiliate Programs

The Northbrook Garner Bicycle Club hosts the Friday night Velodrome Race Series at the Ed Rudolph Velodrome located in Meadowhill Park. The goal of the club is to provide participants and spectators with a positive introduction to velodrome bicycle racing. The club promotes the benefits that cycling provides: for the participants, community and environment. For more information, go to the website at www.northbrookbicycleclub.org or call Mark Harris at (847) 419-3635.

The Northbrook Competitive Figure Skating Team (NCFST) is an organization that offers figure skaters of various ages and abilities the opportunity to compete in Ice Skating Institute (ISI) competitions in a friendly and supportive environment. Any skater six years of age or older who is enrolled in the Northbrook Park District Skating School and skating at the Pre-Alpha level or higher is eligible to join NCFST. For more information, contact Susan Jones at (847) 205-0786.

The Northbrook Cycle Committee is an organization of riders, fans and officials who organize and promote the Thursday night Ed Rudolph Velodrome racing at Meadowhill Park. For more information, visit www.northbrookvelodrome.org or call Aram Bayzaee at (847) 334-7200.

The Northbrook Hockey League is a community-based organization that offers Learn-to-Play, recreational House League and competitive travel hockey programs for boys and girls ages 4 and up. They are governed by a Board or Directors and are members of USA Hockey, the Amateur Hockey Association of Illinois and the Northern Illinois Hockey League. For more information, visit www.northbrook.pucksystems2.com or contact Peter Day at peter.day@merrilcorp.com

The Northbrook Baseball Organization offers "house" and "travel" baseball opportunities for boys in 3rd grade through high school. For more information visit www.northbrookbaseball.org or call Mark Gerstein at (847) 564-9849.

The Northbrook Speed Skating Club is a developmental club for youth who compete at all levels from novice to elite. The Speed Skating Club has a long history and has produced several Olympians! For more information, visit www.nbssc.org or call Tim Rech at (847) 998-6588.

The Northbrook Girls' Softball Association (NGSA) was founded in 1997 to promote instruction for young female softball players in 3rd through 8th grades. The NGSA works hard with all players to promote good sportsmanship, teach fundamental skills and community respect. For more information, visit www.northbrooksoftball.com or contact Steven Grundy at (847) 272-7559.

The Northbrook Tennis Association is a group of enthusiastic tennis players of varied ages and abilities, promoting competitive and social play in the community. Membership is open to Northbrook residents interested in playing tennis. For more information, contact Susie Hall at (847) 272-0827.

Spartan FC is a competitive soccer club based in Northbrook. The club emphasizes excellence through the development of individual skills, teamwork, and sportsmanship. Spartan FC's philosophy is to offer a competitive soccer environment focused on the development of technical proficiency, tactical understanding, and the physical well being of our players in a constructive atmosphere. Players should come with an open mind, a willingness to learn, and a solid work ethic. For more information, visit www.spartanfc.org