

## **LICENSE AGREEMENT FOR ACCESS AND USE**

This License Agreement ("Agreement") is made and entered into this 21<sup>st</sup> day of April, 2021 ("Effective Date") by and between Community Unit School District 200, an Illinois unit school district ("School District") and Wheaton Park District, an Illinois park district and unit of local government ("Park District"). The School District and the Park District are sometimes hereinafter referred to individually as a "Party" and together as the "Parties."

### **RECITALS**

WHEREAS, the Park District owns certain real property located in Wheaton, Illinois commonly referred to as Memorial Park ("Park Property"); and

WHEREAS, the Park Property includes a variety of amenities, including a newly constructed bandshell facility ("Bandshell"); and

WHEREAS, the School District formed, funds, and operates the schools seeking use of the Bandshell: Wheaton North High School ("WNHS") and Wheaton Warrenville South High School ("WWSHS"); and

WHEREAS, the Park District recently completed a major capital improvement project in Memorial Park, including the construction of a new Bandshell facility which will serve to support and enhance the activities of the community; and

WHEREAS, due to the Park District's significant investment in the renovation of Memorial Park and the Bandshell, the Park District's Board of Park Commissioners ("Park Board") desires to formalize the Park District's relationship with School District and WNHS and WWSHS's access to and use of portions of Memorial Park and the Bandshell (collectively, the "Licensed Premises"), for storage, rehearsal, and the various performances outlined in this Agreement (collectively, the Licensed Activities"); and

WHEREAS, the Park Board finds and hereby declares that it is in the best interests of the Park District and its residents to grant the School District a license to use the Licensed Premises for the Licensed Activities, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and undertakings contained herein, and for such other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

### **ARTICLE 1 INCORPORATION OF RECITALS**

1.1 The above Recital paragraphs are contractual in nature and are incorporated into and made a part of this Agreement.

### **ARTICLE 2 CONDITIONS PRECEDENT TO PARK DISTRICT'S OBLIGATIONS**

2.1 Insurance. School District shall keep in full force and effect at all times during this Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with this Agreement. School District shall provide coverage that is at least as broad as:

- A. Comprehensive general liability insurance, including contractual liability coverage, with coverage of no less than \$1,000,000 per occurrence.
- B. Workers' Compensation Insurance covering all costs, statutory benefits and liabilities under State Workers' Compensation and similar laws for its employees.

The Park District, and its elected and appointed officials, officers, employees, agents, and volunteers (collectively the "Additional Insureds") shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of School District's insurance and shall not contribute with it. The Park District shall have the right, but not the obligation, to prohibit School District and any of its officers, officials, employees, volunteers, agents or invitees from entering the Licensed Premises until evidence that insurance has been placed in compliance with the requirements of this Article are received by the Park District.

### **ARTICLE 3**

#### **SCHOOL DISTRICTS'S USE OF THE LICENSED PREMISES**

3.1 Grant of non-exclusive License. Subject to the terms and conditions of this Agreement, the Park District hereby grants to School District the following rights ("License"):

- A. Access. School District and its officers, officials, employees, agents, volunteers, and invitees shall have access to and use of the Licensed Premises for the Licensed Activities during the term of this Agreement. For purposes of clarification, the Licensed Premises is more accurately described and depicted in Exhibit A, attached hereto and incorporated herein by reference. In addition to the terms and conditions set forth in this Agreement, School District's access to and use of the Licensed Premises shall also be governed by the Park District's Bandshell Use Guidelines, as may be amended from time to time, a current copy of which is attached hereto as Exhibit B and incorporated herein by reference.
- B. Ingress/Egress. School District and its officers, officials, employees, agents, volunteers, and invitees shall also have reasonable access and means of ingress and egress to, over, upon or across other portions of the Park Property for the limited purpose of enabling reasonable access to and use of the Licensed Premises.

3.2 Dates and Times. School District shall have access to and use of the Licensed Premises, including reasonable means of ingress and egress, during the dates and times set forth on Exhibit C, attached hereto and incorporated herein by reference. School District may secure access to and use of the Licensed Premises on additional days and/or for additional or extended hours subject to availability and based on the mutual agreement of the Parties.

3.3 License Fee. There shall be no fee for the License granted hereunder. However, School District shall be responsible for reimbursing the Park District for all direct costs associated with its access

to and use of the Licensed Premises, including the costs for a facility support attendant provided by Park District. 2021 estimated hourly staff rate is \$25 per hour and overtime rate is \$37.50 per hour for staff.

3.4 Hazardous Materials. No explosives or flammable or hazard materials of any kind shall be transported across, brought upon, or stored or deposited on, the Park Property or the Licensed Premises. As used in this Agreement, "Hazardous Materials" means any hazardous or toxic substances, materials or wastes, including, but not limited to solid, semi-solid, liquid or gaseous substances which are toxic, ignitable, corrosive, carcinogenic or otherwise dangerous to human, plant or animal health or well-being and those substances, materials, and wastes listed in the United States Department of Transportation Table (49 CFR 972.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and amendments thereto or such substances, materials, and wastes regulated under any applicable local, state or federal law including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) designated as "hazardous substances" pursuant to Section 1251 et. seq. (33 U.S.C. Section 1321) or listed pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 et. seq. (42 U.S.C. Section 6903), or (vi) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601 et. seq. (42 U.S.C. Section 9601) or any other applicable environmental law.

3.5 Compliance with Laws; Manner of Use. School District shall comply with all applicable federal, state, county and local statutes, ordinances, rules, regulations and codes in its conduct of the Licensed Activities. School District shall conduct, and shall cause its officers, officials, employees, agents, volunteers, and invitees to conduct, the Licensed Activities in a safe manner and in strict accordance with the terms of this Agreement. School District shall not make or permit to be made any use of the Licensed Property which is directly or indirectly forbidden by law, ordinance, rule or regulation, or which may be dangerous to life, limb or property, or which may increase the Park District's insurable or uninsurable risk or liability. School District shall cooperate with the Park District, the City of Wheaton, and the Wheaton Police Department, and shall strictly follow all public safety requirements regarding its use of the Licensed Premises and its conduct of the Licensed Activities. School District shall comply fully with any and all federal, state, and local laws, rules, regulations, ordinances, orders, guidelines, or directives of any kind related to the COVID-19 pandemic, including but not limited to the Restore Illinois Plan, guidance issued by the DCEO, Illinois Department of Public Health, CDC, any other federal, state, or local agencies or departments, any other executive orders issued by the Governor of the State of Illinois, and the Park District's COVID-19 Phase 4 Guidelines, as amended from time to time, a current copy of which is attached hereto as Exhibit E and incorporated herein by reference. School District shall establish and follow a COVID-19 plan based on the applicable phase of the Restore Illinois Plan and current guidance from DCEO and other federal, state, and local agencies and officials, including the Park District's COVID-19 Phase 4 Guidance attached hereto as Exhibit E.

3.6 Waiver and Release of Liability. School District shall conduct the Licensed Activities entirely at its own risk. School District acknowledge that the Park District shall not provide any supervision, security or protection in connection with the Licensed Activities. The Park District shall not be liable or responsible for damage caused by fire, vandalism or other casualty to, or for the destruction, loss, or theft of, any vehicle, equipment, material, supply or other personal property at any time during the Agreement, except such proximately caused by the willful and wanton conduct of the Park District. To the fullest extent permitted by the laws of the State of Illinois, School District hereby forever waives, relinquishes and discharges and holds harmless the Park District, and its elected and appointed officials, officers, employees and agents from any and all claims of every nature whatsoever, which School District

may have at any time against the Park District Indemnitees, including without limitation claims for personal injury or property damage sustained or incurred by School District or any person claiming by, through or under School District, relating directly or indirectly to the Licensed Activities, the condition of the Licensed Premises, or use by the Park District or School District of the Licensed Premises.

3.7 Condition of the Property. Except as otherwise specifically provided in this Agreement, the Park District has not made, and by grant of the non-exclusive License hereunder does not make, any representations with respect to the condition of the Licensed Premises or its suitability for any purposes, including but not limited to School District's intended purposes, it being acknowledged and agreed by the School District that the School District is solely responsible for ascertaining all conditions affecting the Licensed Premises prior to its execution of this Agreement, and prior to each use thereof by School District, and its officers, officials, employees, agents, volunteers, and invitees, or any of them.

3.8 Reservation of Rights. The License granted hereunder is not exclusive, and the Park District reserves the right to continue its use and the public's use of the Park Property and the Licensed Premises. The Park District shall have the right to use the Park Property, including the Licensed Premises, at any time for any purpose which does not unreasonably interfere with the Licensed Activities during the term of this Agreement. Any rights to the Licensed Premises not specifically granted to the School District under this Agreement are reserved to the Park District, its successors and assigns. The Park District shall have the right to enter upon the Licensed Premises at any time(s) to inspect, maintain or repair the Park Property, including the Licensed Premises and improvements thereon, to determine Licensee's compliance with the terms and conditions of this Agreement, and for any other lawful purpose(s).

## **ARTICLE 4 INDEMNIFICATION AND HOLD HARMLESS**

4.1 Indemnification of the Park District. School District hereby indemnifies and shall defend and hold harmless the Park District, and its elected and appointed officials, officers, employees, volunteers and agents (the "Park Indemnitees") from and against any and all suits, liabilities, claims, losses, costs, and damages, including but not limited to consequential damages, penalties, fines and expenses, of every kind or nature whatsoever, including without limitation court costs and attorneys', paralegals' and consultants' fees (the "Legal Expenses"), suffered, incurred or sustained by any of the Park Indemnitees, including without limitation, liabilities for the death of, or injury to, any person or the loss, destruction or theft of, or damage to, any property, or liabilities imposed under any Environmental Laws, to the extent relating directly or indirectly to, or arising directly or indirectly from, the exercise by the School District, or its officers, officials, employees, agents, volunteers, and invitees, or any other person acting on its or their behalf or with its or their authority or permission, of the obligations, rights or privileges imposed upon, or granted to, School District under this Agreement or their use of the Licensed Premises. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph 4.1. School District shall similarly defend, indemnify and hold harmless the Park Indemnitees against and from any and all suits, claims, losses, costs, damages (including but not limited to consequential damages), penalties, fines and expenses, including without limitation Legal Expenses, suffered, sustained or incurred by any of the Park Indemnitees to the extent resulting from the School District's breach of any provision of this Agreement or otherwise incurred by Park District in enforcing the terms of this Agreement.

4.2 Notice of Claims. The Park District shall promptly give written notice of its claim to School District whenever the Park District shall have determined that there are facts or circumstances that render

School District liable for indemnification under this Agreement. Such notice (the "Claim Notice") shall set forth in reasonable detail the basis for the claim. If any claim for indemnification arises out of a claim asserted by a third party (a "Third-Party Claim"), the Park District shall serve the Claim Notice within thirty (30) days of its receipt of such claim asserted by a third party.

4.3 Third-Party Claims. If the Claim Notice states that a Third-Party Claim has been asserted against the Park District, School District shall have thirty (30) days after its receipt of the Claim Notice to acknowledge to the Park District, in writing, that School District intend to control the defense of the Third-Party Claim through counsel of its own choosing, including settlement.

4.4 Cooperation. Each Party shall cooperate with the other in connection with the indemnifications contained in this Article 4, including, without limitation, making available to the other all relevant information reasonably available to it that is material to the defense of a Third-Party Claim.

## **ARTICLE 5 TERM AND TERMINATION**

5.1 Term. The term of this Agreement shall commence on the Effective Date and shall extend through May 28, 2021.

5.2 Termination. The Park District shall have the right to terminate this Agreement and the non-exclusive License granted hereunder immediately and without notice upon School District's default of its obligations hereunder, or its violation of any federal or state laws, or local regulations or ordinances. Upon the effective date of termination, the respective rights and obligations of the Parties shall cease with the exception of any obligation that accrued prior to the effective date that remains unsatisfied on the effective date, including but not limited to any obligation under Paragraphs 2.1, 3.6 and 4.1 above. Notwithstanding the foregoing, the Park District may terminate this Agreement upon written Notice to the School District in accordance with Article 6 herein, effective immediately, in the event the Park District requires the use of the Licensed Premises for park and recreational purposes.

## **ARTICLE 6 NOTICES**

6.1 Any notice required or permitted to be given under this Agreement shall be in writing and shall be effective: (i) as of the date personally delivered; (ii) one (1) business day after the date delivered to a nationally recognized overnight courier service, delivery prepaid for next business day delivery; or (iii) at the time of being sent by email if delivery thereof is confirmed and notice has been sent to the following addresses and/or email addresses:

If to School District:

130 W Park Ave  
Wheaton, IL 60189  
Attn: William Farley  
Email: william.farley@csd200.org

If to the Park District:

Wheaton Park District  
102 E. Wesley St.  
Wheaton, IL 60187

Attn: Michael Benard, Executive Director  
Email: mbenard@wheatonparks.org

Notice by facsimile transmission is not permitted.

## **ARTICLE 7 MISCELLANEOUS PROVISIONS**

7.1 Amendments and Modifications. This Agreement may be amended or modified only by a written instrument executed by the Parties.

7.2 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without giving effect to its principles of conflicts of law. Jurisdiction over any dispute shall be in the Circuit Court of DuPage County, Illinois.

7.3 Entire Agreement. This Agreement supersedes all prior agreements and understandings between the parties hereto relating to the subject matter hereof. This Agreement, the exhibits and other writings referred to herein, constitute the entire understanding of the parties with respect to the subject matter hereof.

7.4 Time of the Essence. Time is of the essence in this Agreement. If the time for performance of any obligation hereunder shall fall on a Saturday, Sunday or holiday (national or State of Illinois) such that the transaction contemplated hereby cannot be performed, the time for performance shall be extended to the next such succeeding day where performance is possible.

7.5 Counterparts/Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, when taken together, shall constitute one and the same instruments. All electronic or .pdf signatures shall be treated as original signatures for all purposes.

7.6 Severability. If any term, condition or provision of this Agreement is adjudicated invalid or unenforceable, the remainder of this Agreement, other than such term, condition or provision, shall not be affected and shall remain in full force and effect, to the fullest extent permitted by law.

7.7 Article Headings. The Article headings in this Agreement are intended for convenience only and shall not be taken into consideration in any construction or interpretation of this Agreement.

7.8 Waiver. No waiver of any breach or default hereunder shall be considered valid unless in writing and signed by the Party giving such waiver. No such waiver shall be deemed a waiver of any subsequent breach or default.

7.9 Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their respective legal representatives, heirs and successors in interest.

7.10 Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

7.11 Further Assurances. The Parties agree to execute all documents and instruments reasonably required in order to consummate the matters contemplated herein.

7.12 Joint Participation. The Parties hereto participated jointly in the negotiation and preparation of this Agreement, and each Party has obtained the advice of legal counsel to review and comment upon the terms and conditions contained herein. Accordingly, it is agreed that no rule of construction shall apply against or in favor of any Party. This Agreement shall be construed as if it was jointly prepared by the Parties and any uncertainty or ambiguity shall not be interpreted against one Party and in favor of the other.

7.13 No Third-Party Beneficiaries. This Agreement does not confer any rights or benefits on any third party.

7.14 Authorization. The undersigned duly authorized representatives of ABC and the Park District represent and warrant that no additional consents, approvals or authorizations are necessary or required to effectuate this Agreement.

7.15 No Waiver of Tort Immunity Defenses. Nothing contained in this Agreement is intended to constitute nor shall constitute a waiver of the rights, defenses, and immunities provided or available to the Park District under the Illinois Local Governmental and Governmental Employees Tort Immunity Act with respect to claims by third parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date set forth opposite his/her signature below.

**COMMUNITY UNIT SCHOOL DISTRICT 200, ILLINOIS**

By: [Signature]

Date: 4/26/21

Its: Superintendent

Attest: [Signature]

Its: Assoc. Supt.

**WHEATON PARK DISTRICT**

By: [Signature]  
President, Board of Park Commissioners

Date: 04/21/21

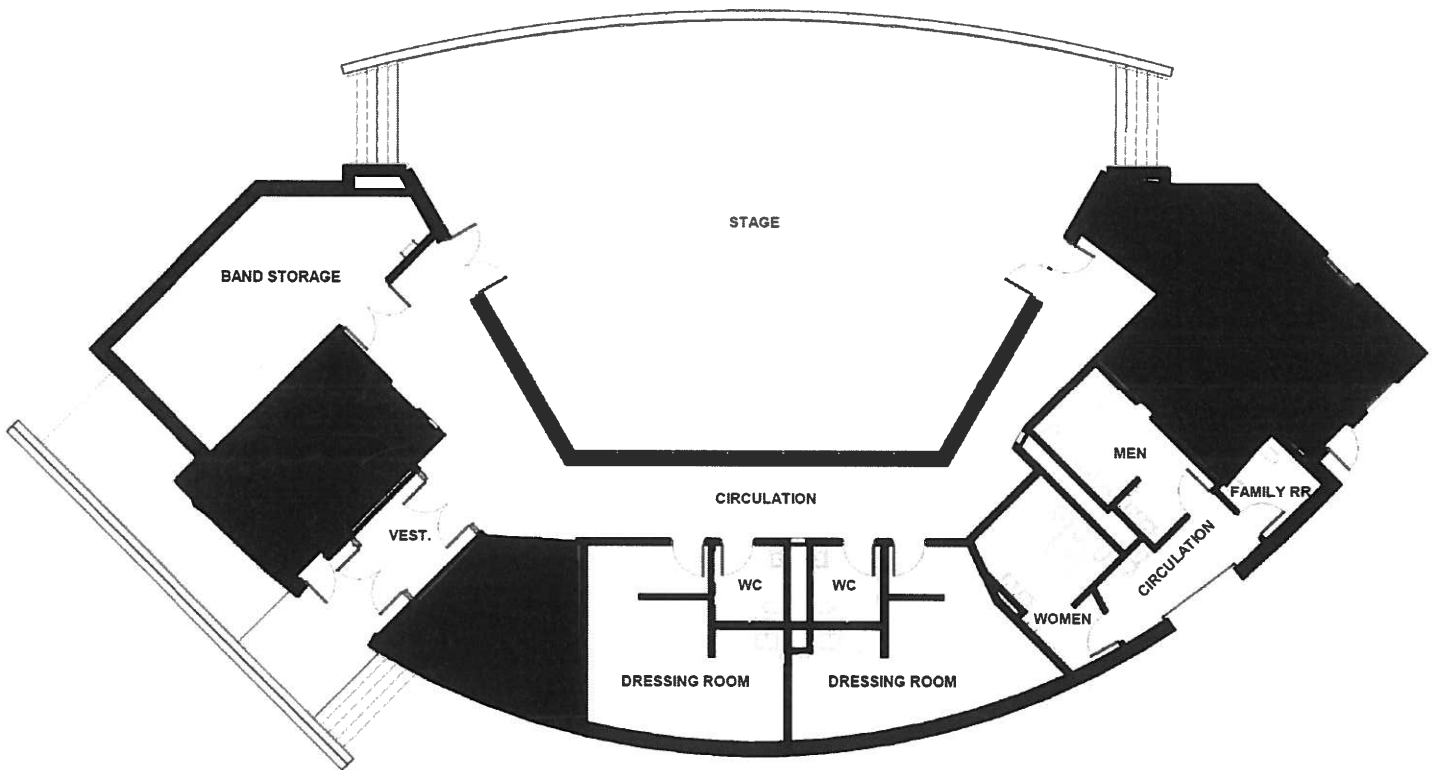
Attest: [Signature]  
Secretary, Board of Park Commissioners

## EXHIBIT A

### Depiction of Licensed Premises



Areas blacked out are not to be accessed by Community Unit School District 200 during use of Memorial Park Bandshell.





## **EXHIBIT B**



### **Memorial Park Bandshell Use Guidelines for Community Unit School District 200**

- A) School District is authorized to sell merchandise at each performance. If the School District wishes to sell pre-packaged food and beverages they must provide the Wheaton Park District with a written plan for managing concession sales in compliance with the Phase IV Restore Illinois Guidelines.
- B) PARK DISTRICT agrees to provide storage area for the School District to be used solely for their purpose no earlier than April 22, 2021 through May 25, 2021. A storage area door code will be provided to the School District's Representative on or before the date occupancy may begin. A physical key or alarm code to the building will not be provided to the School District or any School District members or affiliated partners. School District may secure access to and use of the Licensed Premises on additional days and/or for additional or extended hours subject to availability and based on the mutual agreement of the Parties.
- C) PARK DISTRICT will provide the School District with a door code that will allow access only to the storage area within the bandshell that has been designated for the School District's use.
- D) School District is authorized access to the following areas within the Venue: Band Storage Area, stage, backstage hallway, backstage universal restrooms, and two (2) dressing rooms (Dressing Room A and Dressing Room B). Access or use of additional storage areas, concession area, concession storage, electrical room, and audio/visual cage is not permitted.
- E) School District agrees to not alter or store anything in the dressing rooms or other areas of the bandshell.
- F) School District is permitted to access the Venue no sooner than two-hours prior to performance for set-up and load-in as it relates to concession operations, chair and stand set-up, use of dressing room, and sound check. Following the Performance all areas are to be vacated within one-hour of performance end or 9:00 p.m., whichever is earlier.
- G) PARK DISTRICT agrees to provide the School District with a limited number of tables and chairs for their use (quantity to be determined in advance).
- H) PARK DISTRICT will require a minimum one (1) Park District facility attendant per Practice night and one (1) Park District facility attendant per Performance night. The facility attendant will be onsite at the Venue to perform the following duties: to provide access to the facility, to unlock and maintain the backstage and public restrooms, facilitate access required by the School District within the Venue, provide garbage removal, and to support the electrical, sound, and lighting access required by the School District.

- I) PARK DISTRICT will provide School District logo and branding guidelines for use on promotional and marketing materials. The Park District Director of Marketing will be given a minimum of five (5) business days to approve all promotional materials, websites, or ticketing that will contain the Park District brand, logo, or identifying information as owners of the property.
- J) School District agrees to follow the State of Illinois, Illinois Department of Commerce & Economic Opportunity, and Park District guidelines as it relates to event policies and protocols as a result of the Restore Illinois Phased Reopening Plan in response to the COVID-19 pandemic. School District must submit in writing to the Park District no less than thirty (30) days prior to the first practice a details plan, including map, outlining how practices and performances will follow State of Illinois guidelines to the fullest extent as outlined by the DCEO in the COVID-19 2020 Theaters & Performing Arts Guidelines.

## **EXHIBIT C**

### **Dates of Times for Access and Use of Licensed Premises**

#### **2021 Performance & Practice Schedule**

<b>Date</b>	<b>Time+</b>	<b>Specific Performance Use</b>
Friday, April 23	3 p.m. to 8 p.m.	WNHS Show Choir- Dress Rehearsal
Saturday, April 24	12 p.m. to 9 p.m.	WNHS Show Choir- Performance
Thursday, April 29	3 p.m. to 8 p.m.	WWSHS Show Choir- Dress Rehearsal
Friday, April 30	3 p.m. to 8 p.m.	WWSHS Show Choir- Dress Rehearsal
Saturday, May 1	10 a.m. to 9 p.m.	WWSHS Show Choir- Performances (2)
Wednesday, May 5	2:30 p.m. to 9 p.m.	WWSHS Musical – Dress Rehearsal
Thursday, May 6	2:30 p.m. to 9 p.m.	WWSHS Musical – Dress Rehearsal
Friday, May 7	4:30 p.m. to 9 p.m.	WWSHS Musical – Performance
Saturday, May 8	12 p.m. to 9 p.m.	WWSHS Musical – Performances (2)
Sunday, May 9	12 p.m. to 5 p.m.	<i>Rain Date for May 7 or 8 performances</i>
Wednesday, May 12	3 p.m. to 8 p.m.	WNHS Musical- Dress Rehearsal
Thursday, May 13	3 p.m. to 8 p.m.	WNHS Musical- Dress Rehearsal
Friday, May 14	3 p.m. to 9 p.m.	WNHS Musical- Performance
Saturday, May 15	10 a.m. to 9 p.m.	WNHS Musical- Performances (2)
Sunday, May 16	11 a.m. to 7 p.m.	WNHS Talent Show (1p.m.) & Jazz Band (5p.m.)
Thursday, May 20	3 p.m. to 9 p.m.	<i>Rain Date for May 14 or 15 performances</i>
Friday, May 21	3 p.m. to 9 p.m.	<i>Rain Date for May 14 or 15 performances</i>

+ Based on the City of Wheaton Ordinance No. O-2019-21 section C. CESSATION OF AMPLIFIED SOUND: All amplified sound shall cease at 9:30 p.m.

## EXHIBIT D

### Wheaton Park District Memorial Park's COVID-19 Phase 4 Guidelines



## COVID-19 PHASE IV PROTOCOLS & GUIDELINES FOR RENTAL USE OF THE MEMORIAL PARK BANDSHELL

### GENERAL HEALTH GUIDELINES

CURRENT PHASE IV REVITALIZATION ALLOWS ONLY FOR SEATED THEATERS, CINEMAS, AND PERFORMING ARTS CENTERS PRIMARILY ENGAGED IN SHOWING LIVE OR PRE-RECORDED PERFORMANCES

- Rental use of Memorial Park will only be extended to events that meet the above description
- Seating will not be provided and all ticketholders should be notified to bring temporary seating for their use during the performance (bag chair, blanket). Standing room areas or group congregations while viewing are not allowed
- Face coverings over the mouth and nose are required except when seated viewing (audience) or performing (musicians, actors)
- Social distance of at least 6-ft should be maintained between patrons that are not members of the same household or party unless participating in activities permitted under Phase IV guidelines.

### CAPACITY & TICKETING

- The venue will operate at no more than 25% of capacity, with no more than 150 spectators for school production or religious service and no more than 430 spectators for authorized professional entertainment performances.
- All performances must be ticketed with advance registration, events without seating are not allowed at this time.
- Website and digital ticket purchasing sites should clearly indicate face-covering requirements, social distancing guidelines, cleaning protocols, and reduce capacity limits.
- Ticketholders should be assigned a seating area within the park and each area should have a designated entrance and exit point, bathroom area, and concession area (if applicable) to minimize congregating in lines or within the park. Please see Venue Layout below for further information and guidelines
- Any area within the venue that may require lines to form should be marked for 6-ft social distancing
- The renter is responsible for actively limiting the congregation during the entry/exit process and throughout the event
- Public/patron COVID-19 screening and wellness information should be posted online and in on-site signage. All attendees should self-certify they are symptom-free to staff upon entry. It is strongly encouraged guest temperature is taken as well.

### VENUE LAYOUT



- Rentals will be authorized use of sections 1 and/or 2 based on the details of the rental request
- At no point is the pre-determined rental capacity of the park not to exceed the maximum
- Each section will require a minimum of 2 access entry and exit points to be secured. If rental is allowed in both sections, a minimum of 4 access entry and exit points must be manned and secure at all times. Staggered timed-entry is suggested
- All park attendees (including staff, performers, and patrons) are to maintain a minimum of a 6-ft social distance between patrons that are not members of the same household or party
- A minimum of 6-ft social distance must be marked at any point where a line may form and directional arrows should be utilized throughout the park to safely direct patrons to their seating location
- First-row seating should be no closer than 6-ft. from the stage

## STAFFING & PERFORMERS

- Renter should make temperature checks available and post information about COVID-19 symptoms to allow employees to self-assess whether they have symptoms and should consider going home. Record of screenings along with performer and staff verification and contact information should be on file for each practice and performance for use when contract tracing.
- Additionally, a log of all external suppliers and vendors who enter the premises should be maintained by the renter.
- It is recommended to stagger the arrival and exit times of staff and performers to minimize congregation during changeover.
- Frequent handwashing by staff and performers is required. The renter must provide hand sanitizer for all staff and performers. The venue will be responsible for filling bathroom soap stations.
- Face coverings over the mouth and nose are required at all times for staff and performers unless on stage actively performing.
- For live performances, all individuals should maintain a 6-ft. of social distancing unless job duty cannot be performed without proximity (e.g. actors performing, hair, make-up) and should wear face coverings if practical (e.g. string instrument performers) on and off stage.
- Food and beverage backstage (other than individual water bottles) is prohibited. No shared food, outside food, or catering allowed in the backstage area.
- Staff and performers are only allowed in designated areas of backstage as indicated on the rental use agreement. The concession area is off-limits.
- For live performances, minimize the sharing of high-touch props and equipment between non-household participants. If prop sharing is required, sanitation before and after each use and user is encouraged to wash and sanitize hands.

## ADDITIONAL CONSIDERATIONS

- The renter is responsible for the proper signage and visual warning information as required by the DCEO guidelines, this includes but is not limited to: directional signage for safe social distancing, COVID-19 screening and wellness information, face mask and handwashing reminders, limited occupancy of common areas, etc.
- Concessions (if applicable) should follow the DCEO Restaurant and Bar guidelines. All food or beverage sold must be pre-packaged via "grab and go".
- All transactions (including registration and ticketing) should be touchless (mobile ticketing/check-in).
- For rentals over 150, additional restroom and handwashing station rental should be considered to eliminate high concentration of gatherings and to limit contact between ticketing sections.
- If multiple performances or shows are taking place in one allotted rental timeframe, proper cleaning and sanitizing of all public spaces and backstage are required. Please allow at least 90-minutes in between performances so guests, staff, and performers do not crossover use of the venue.
- Amplified sound should not exceed 100 decibels (dBA) at any time during use of Memorial Park and its bandshell.

## REQUIRED DOCUMENTATION

All renters/users of the Memorial Park Bandshell agree to follow the State of Illinois, Illinois Department of Commerce & Economic Opportunity, and Wheaton Park District guidelines as it relates to event policies and protocols as a result of the Restore Illinois Phased Reopening Plan in response to the COVID-19 pandemic. Renters must submit in writing to the park district no less than thirty (30) days before the first occupancy of the park for practice or performance a detailed plan including a map, outlining how events will follow State of Illinois guidelines to the fullest extent as outlined by the DCEO in the COVID-19 2020 Theaters & Performing Arts Guidelines and should include the renter's emergency management procedures and protocols.

For questions or further clarification please contact

Kristina Nemetz | Superintendent of Marketing & Special Events | 630-510-5064 | [knemetz@wheatonparks.org](mailto:knemetz@wheatonparks.org)

Rob Sperl | Director of Parks & Planning | 630-510-5970 | [rsperl@wheatonparks.org](mailto:rsperl@wheatonparks.org)

## RESOURCES

### DCEO COVID-19 RESOURCES

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/theaters-and-performing-arts/>  
<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/indoor-and-outdoor-dining/>

### WHEATON PARK DISTRICT PARTICIPANT GUIDELINES

<https://wheatonparkdistrict.com/wp-content/uploads/COVID-19-Protocol-Wheaton-Park-District.pdf>





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/26/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	<b>CONTACT NAME:</b> Tyler MacKenzie	
	<b>PHONE (A/C, No, Ext):</b> 630-694-5165 <b>FAX (A/C, No):</b> 630-285-4062	
	<b>E-MAIL ADDRESS:</b> tyler_mackenzie@ajg.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : Collective Liability Insurance Cooperative	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES** **CERTIFICATE NUMBER:** 1589594256 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per District Agg GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CLICCG2020	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*Collective Liability Insurance Cooperative Reinsurer - Great American Insurance Company (NAIC #16691)

Additional Insured status provided herein afforded by CLIC CG2028 0413, CLIC CG2012 0413, CLIC CG2013 0413, CLIC CG2026 0413, CLIC CG2015 0413 and/or CA CLIC 0715 when applicable.

The Park District, and its elected and appointed officials, officers, employees, agents, and volunteers are shown as additional insured solely as respects the General Liability coverage evidenced herein regarding the use of facilities by the Named Insured during the policy period.

**CERTIFICATE HOLDER****CANCELLATION**

Wheaton Park District 102 E. Wesley St. Wheaton IL 60187	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		<b>CONTACT NAME:</b> Nikki Edwards <b>PHONE (A/C, No, Ext):</b> 630-694-5437 <b>E-MAIL ADDRESS:</b> Nikki_Edwards@ajg.com <b>FAX (A/C, No):</b> 630-285-4062		
<b>INSURED</b> SCHOOL EMPLOYEES LOSS FUND (SELF) Community USD #200 130 W. Park Ave Wheaton IL 60187		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A : Star Insurance Company		18023
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

**COVERAGES****CERTIFICATE NUMBER:** 597486749**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			WCE-0935098-20	7/1/2020	7/1/2021	X PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**Wheaton Park District  
102 E. Wesley St.  
Wheaton IL 60187

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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