



Partnerships - ARCS Guidelines

ARCS proposals may be approved as the following types of partners if they meet the requirements for that partnership type. ARCS proposals may be declined if they do not meet these specifications. Additionally, the proposal may be declined if the Chicago Park District (CPD) has an existing partner that meets park needs. ARCS proposals must also be financially sustainable.

All ARCS partners must align with the CPD's [mission](#) and commitment to diversity, equity, and inclusion. ARCS activities must not unnecessarily duplicate or compete with CPD programs. All ARCS partners, including their participants, staff, volunteers, and guests, must follow all CPD rules. CPD programming takes priority over ARCS activities in scheduling.

- **Athletic**

- Non-CPS park property use (*typically youth sports leagues and private schools*) for a series of athletic purposes (e.g. a season of practices, not a single-day athletic event)
- Program must include a plan to support the sustained and frequent use of park property associated with use of the athletic space for Athletic groups
- *Terms:*
 - Instructors/volunteers must be screened according to CPD's standards
 - Fees will be determined based on the planned usage of the athletic space
 - Partner is required to provide any special equipment needed to conduct program; if storage of equipment is needed, it must be negotiated in the proposal process and included in agreement.
 - Special Events will require a permit. The partner must apply and pay for the [permit](#) separately from this agreement.
 - Partner signage must be approved by the Park Supervisor and Regional Marketing Manager.

- **Resident**

- CPD mission-centered nonprofit, agency, or association operating on park property, including arts & culture organizations, providing free or low cost programming
- Dedicated space within park district with no rental fee (or a nominal rental fee) to conduct partner programs in exchange for CPD programming free to the public for which the partner has particular expertise, or conduct other service projects for the Park
- *Terms:*
 - Staff and volunteers must be screened according to CPD's standards
 - May not compete with other programming at the park
 - Partner is required to provide any special equipment needed to conduct program; if storage of equipment is needed, it must be negotiated in proposal process and included in agreement.
 - Special events that are free for the community and take place during the partnership timeframe may be receive fee discounts. The Partner must still apply for any necessary [permit](#) separately from this agreement.
 - Rental fees for fee-based programming may be negotiated in proposal process

- No fees exchanged between partner and CPD, beyond potential nominal rental fee and negotiated special events fees
 - Partner will not incur charges for signage posted at the park, but signage must be approved by the Park Supervisor and Regional Marketing Manager. Co-branding may be requested.
- **Contractor**
 - Provides a mission-centric and unduplicated program during regular park hours for a fee
 - Program must be open to public (e.g. no tryouts, set skill level, application, etc.).
 - *Terms:*
 - Instructors must be screened according to CPD's standards
 - Final fee schedule and payment methods will be outlined in an agreement, as determined through the proposal process. Fees and payments will be determined within the following procedures:
 - ***Minimum*** facilities fee of \$7.50 per hour is required;
 - Additional programming free of charge for park patrons or in-kind contributions to support park programs is required
 - Partner is required to provide any special equipment needed to conduct program; if storage of equipment is needed, it must be negotiated in proposal process and included in agreement.
 - Special events that are free for the community and take place during the partnership timeframe may be receive fee discounts. The Partner must still apply for any necessary [permit](#) separately from this agreement.
 - Partner signage must be approved by the appropriate Park staff.
- **Service Provider**
 - Provides a mission-centric service (e.g. wellness screenings, teen leadership seminars, etc.) for no fee
 - Program should be open to public. If not open to public, explain the process for how participants gain involvement in program.
 - *Terms:*
 - Instructors/volunteers must be screened according to CPD's standards
 - Must not interfere with current programming
 - Series of events must be approved and aligned with CPD's existing programming
 - Special events that are free for the community and take place during the partnership timeframe may be receive fee discounts. The Partner must still apply for any necessary [permit](#) separately from this agreement.
 - No fees exchanged
 - Partner will not incur charges for signage posted at the park for programs at the park, but signage must be approved by the Park Supervisor and Regional Marketing Manager. Co-branding may be required.
 - Partner is required to provide any special equipment needed to conduct program; if storage of equipment is needed, it must be negotiated in proposal process and included in agreement.