



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 activities must align with the CPD's mission and must not unnecessarily duplicate or compete with CPD programs. CPD programming takes priority over ARCS activities in scheduling.

- **Athletic**

- Non-CPS park property use for a series of athletic purposes (e.g. a season of practices, not only a single-day athletic event)
- Program must include 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; up to 20% of fees may be paid in approved in-kind payments
 - Partner is required to provide any special equipment needed to conduct program; storage of equipment may be negotiated in proposal process
 - Special Events will require a permit. The partner must apply and pay for the [permit](#) separately from this agreement.
 - Partner will pay regular fees for signage posted at the park, but signage must be approved by the Park Supervisor and Regional Marketing Manager. If co-branded, reduced signage fees can be negotiated.

- **Resident**

- CPD mission-centered nonprofit, agency, or association operating on park property; Arts & Culture organizations may apply through [Art Partners in Residence](#)
- 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
- *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; storage of equipment may be negotiated in proposal process
 - Special events that are free for the community and take place during the partnership timeframe may be considered
 - Rental space for additional partner programming and events 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:
 - Facilities fee of \$5 per hour paid monthly during program timeframe; up to 10% of fees may be paid with approved in-kind payments which would be deducted from monthly fee due
 - CPD receives 20-30% of registration fees, according to agreement
 - If less than 25% of registration fees, must provide 5% of programming free of charge for park patrons as a free class or in financial assistance
 - Partner is required to provide any special equipment needed to conduct program; storage of equipment may be negotiated in proposal process
 - Special events that are free for the community and take place during the partnership timeframe may be considered
 - Partner will pay regular fees for signage posted at the park, but signage must be approved by the Park Supervisor and Regional Marketing Manager. If co-branded, reduced signage fees can be negotiated.
- **Service Provider**
 - Provides a mission-centric service (e.g. wellness screenings, teen leadership seminars, etc.) for park-driven programs and events for no fee
 - Program should be open to public (e.g. no tryouts, set skill level, application, etc.). 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 considered
 - Rental space for additional partner programming and events may be negotiated in proposal process
 - 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 is required.