



(This form should be completed by the requesting partner. Please use Adobe Acrobat to complete this form.)

Introduction

The Chicago Park District welcomes and encourages partnerships that enhance and support our mission and programs. The mission of the Chicago Park District is to:

- Enhance the quality of life in Chicago by becoming the leading provider of recreation and leisure opportunities
- Provide safe, inviting and beautifully maintained parks and facilities
- Create a customer-focused and responsive park system that prioritizes the needs of children and families

ARCS members and the Chicago Park District develop a mutually beneficial agreement that outlines programs and activities based on a rigorous proposal process. The process assesses the merits of the proposed activities for the Park District and determines to what extent the activities further the Park District's mission. If it is determined that there is significant value of the program to the Park District, ARCS members are eligible for ARCS fees, outlined in the program guidelines.

This form is to be used to *establish or renew* a formal partnership agreement with individuals, businesses, nonprofits, or other community groups. Eligible programs include:

- **Athletic:** youth sport leagues, private schools use of athletic space
- **Resident:** nonprofits, associations, or agency seeking space to provide regular, ongoing programming that aligns with CPD's mission
- **Contractor:** organizations or businesses seeking to provide fee-based programs that align with CPD's mission
- **Service Provider:** partner seeking to provide programs for park-driven programs and events for no fee for participants

If approved, you will be notified and sent a partnership agreement outlining the activities, benefits, and payment required to proceed with the partnership.

Once completed, submit form to partnerships.app@chicagoparkdistrict.com. Please allow a minimum of 30 days to approve your proposal. Some proposed activities may require more time to approve and plan. Please refer to our [seasonal registration calendar](#) outlining our regular sessions to plan your proposed activities accordingly.

Proposal Summary

Today's Date: _____ Organization name: _____

Address: _____ Website: _____

CEO/Owner name: _____ CEO/Owner email: _____

CEO/Owner phone: _____

Contact name: _____ Contact email: _____

Contact phone: _____

Partnership name (Program/service or Event Series name): _____

Type of Partnership requested*: (choose one)

*Please refer to guidelines for descriptions and fee structures.

Brief Description of Proposed partnership. (How do you describe this program in your flyers or brochures?): (50 words or less)

Park(s) where partnership will take place:

Start date: **End date:**

How does the proposed partnership support the [Chicago Park District's mission](#)? (50 words or less)

Is your organization a 501 c 3 nonprofit, business, individual, or other community group?

Do you have an existing relationship with a PAC, local park, or department of the Chicago Park District?
If yes, please list the name and title of your contact:

Financial impact

Facilities requested:

Rooms Athletic Fields
Gymnasium Outdoor Space

Days of week: _____ Hours per day needed: _____

Other park resources: _____

Are you requesting to have your marketing materials posted in the park?

Use ctrl+click to select all that apply:

Will you charge a fee for activities?
If yes, describe participant fee?

Do any of your planned activities require a [special event permit](#)?

Are you requesting a discount for any special event permits?

For staff use only
Actual cost of request:

*include a calculation (example: (room rate x # hours x # days) + staffing + equipment + marketing assets)

ARCS fees*:

**Please refer to guidelines for descriptions and fee structures.*

Program impact

Impact area: (use ctrl+click to select all that apply)

Will your activities be open to the public? Yes/no

If no, please explain your process for how participants gain involvement in your activity.

Outline your activities in detail. Include the purpose of the proposed partnership, detailed activity schedule along with fee schedules (if applicable), and how these activities enhance CPD’s existing programs. If you are proposing to offer free programming in exchange for partnership status, please include the value of the program per hour or per participant.

How are you or your organization qualified to lead these activities? (50 words or less)

Is the partnership a collaboration with an existing CPD program? If yes, explain. (50 words or less)

Describe evidence of community demand for the proposed partnership. (50 words or less)

Are you willing to offer programming at an additional park location?

Projected number of participants: _____

Program Demographics (optional)

Please indicate your intended target audience, if applicable. If your activity is open to any user of the parks, please choose “General Audience”. Use ctrl+click to select all that apply:

Ages: (select all that apply)

Gender: _____

Veterans: yes/no

Community Area(s):

Disability: yes/no

Race/Ethnicity:(select all that apply)

LGBTQ: Yes/No

Income levels ([Chicago Area Median Income chart](#)):(select all that apply)

Other benefits to CPD

Will you organize volunteers? yes/no

Choose from the following volunteer activities:

Do you propose to make in-kind payments to support your activities? Yes/no

Choose from the following in-kind payments proposed*:

Please describe proposed in-kind payments in detail. Include number of hours, classes, or adjusted fees you can offer, as applicable. **For Athletic Use proposals only:** Please describe any field maintenance or improvements that you can contribute.

*Please refer to guidelines for required in-kind exchanges for Residents and maximum allowable in-kind payment rates for Contractors and Service Providers.

Supporting documents (as applicable)

- Permit request
- References, Letters of Recommendation
- Certifications and proof of affiliation (letterhead, business card, etc.)
- Proof of nonprofit status
- Proof of insurance
- Proposed schedule of activities with detailed descriptions (see sample template)
- Other: _____

Or submit by email to: partnerships.app@chicagoparkdistrict.com

Please Note:

We will consider partnerships for parks across the city, but prioritize partnerships that support parks with specific programming needs as determined internally by the Chicago Park District. Please note that for ongoing partnerships, proposals must be submitted at least annually, unless partnership agreements allow for longer terms.

Ideal partnerships show an equal financial and programmatic impact on both the Chicago Park District and our partners. A series of events may be considered as part of a partnership agreement, but one-time events are rarely grounds for a partnership.