



Kankakee Valley

PARK DISTRICT

893 W Station Street
Kankakee IL 60901
815.939.1311
Fax: 815.933.7338
www.kvpd.com

Dear Affiliate Community Group,

2019 season is upon us.

The District is enclosing the affiliate community group agreement for your organization's use in 2019.

We will host a meeting February 20th at 6 pm at Bird Park administrative office. Please turn in your signed agreement and any other required paperwork you may have at the time. Paperwork may also be mailed to the administrative office or dropped off. Due to the sensitivity of some information, we ask that you do not fax the paperwork. No sporting organization will be allowed to access or play on the fields without full and complete packets turned into the office. Non-sporting organizations will also need to have their full and complete packets turned in, so we may reserve your dates. All organizations' deadlines are included and will be strictly adhered to. Without complete packets and paperwork, your affiliate agreement is null and void.

In addition, this meeting is an opportunity for you to meet the other organizations and new board members as they may change from year to year.

For maintenance, landscape/mowing schedules or requests, kindly call the office 815-939-1311 8:30 am-4:30 pm Monday-Friday. If we are busy or away from the office, you may need to leave a message. We will check into the matter and/or the status and call you back with the information.

Anna Van Hoff will be your contact and will be coordinating the agreements. If you need assistance with any paperwork or have any questions regarding such please call her at the office 815-939-1311 8:30 am- 4:30 pm Monday-Friday. If we are busy or away from the office, you may need to leave a message.

If you have received this letter and are no longer with or the liaison of the organization, please pass this information on to the appropriate person and call our office to update our records.

We sincerely wish you a successful, fun and safe season.

KVPD & Staff

Cc: File

Attachments: Agreement, Checklist
Timeframe, Not for profit facility sheet