



At the Heart of Community

Handbook & Proposal

2025

*Independent Contractor
Guide*



GUIDE TO BECOMING AN INDEPENDENT CONTRACTOR:

First and foremost, thank you for your interest in becoming an Independent Contractor with the Village of Lake Zurich Park & Recreation Department. We are excited about the possibility of working together to reach our common goals and serve our community. The Village of Lake Zurich Park & Recreation Department offers a variety of classes and activities amongst our numerous parks and facilities.

This guide was created in order to allow service providers to acquaint themselves with the Village of Lake Zurich Park & Recreation Department and the process of becoming an Independent Contractor for the Park & Recreation Department. The guide is also designed to serve as a resource of expectations for the Village of Lake Zurich Park & Recreation Department's current Independent Contractors.

VILLAGE OF LAKE ZURICH PARK AND RECREATION DEPARTMENT VISION STATEMENT:

To enrich the quality of life for our community through our commitment to maximizing the value of our parks and services, environmental stewardship, diversity of uses and recreation opportunities across the complete age spectrum.

VILLAGE OF LAKE ZURICH PARK AND RECREATION DEPARTMENT CUSTOMER SERVICE PLEDGE:

Our department is dedicated to providing our community with remarkable customer service; always demonstrating welcoming, engaging and responsive service to all.

WHAT IS AN INDEPENDENT CONTRACTOR?

The Village of Lake Zurich Park & Recreation Department utilizes numerous independent contractors to provide recreation services to our community. This is a person or business that performs services for another person under an expressed or implied agreement and who is not subject to the other's control or right to control, the manner and means of performing the services; not as an employee.

This means that both parties will be acting in an independent capacity and not as agents, employees, partners or joint ventures of one another. Contractors are not employees of the Village of Lake Zurich Park & Recreation Department and are not entitled to any right, benefits or privileges of employees.

WHAT CAN THE PARK AND RECREATION DEPARTMENT OFFER CONTRACTORS?

Teaching a class with the Village of Lake Zurich Park & Recreation Department has many benefits. Here are just a few features that we can offer our instructors:

- The Village of Lake Zurich Park & Recreation Department has access to great parks and facilities including classrooms, meeting rooms, beach facilities, as well as many outdoor athletic fields and courts.
- The Village of Lake Zurich Park & Recreation Department advertises classes in its seasonal brochures which are mailed out to all Lake Zurich residents, over 7,000 copies, three times each year. All class information is also available 24/7 on our website. Often classes are also featured in other marketing venues such as school e-newsletters, press releases to local newspapers, and flyers.
- Participants are able to register for programs in the way that is most convenient for them including online for classes at any time of day or night, in person, by mail or fax. We accept cash, checks, Visa and MasterCard payments.
- The Village of Lake Zurich Park & Recreation Department accepts registrations from both residents and non-residents, giving everyone the opportunity to participate in classes and offering contractors the opportunity to attract participants outside of Lake Zurich as well. Residents receive at least one week priority registration period after which registration is open to non-residents.

Independent Contractors for the Village of Lake Zurich Park & Recreation Department benefit by being affiliated with an organization that is rich in history and which enjoys a positive reputation in the Lake Zurich community.

QUESTIONS ABOUT THIS GUIDE:

If you have any questions about the information included in this guide, feel free to contact the Village of Lake Zurich Park & Recreation Department. We can be reached at:

Village of Lake Zurich Park & Recreation Department
ATTN: Elke Kadzielawski, Recreation Supervisor
200 S. Rand Rd
Lake Zurich, IL 60047
elke.kadzielawski@lakezurich.org
847-540-5075

WHAT TO DO TO BECOME AN INDEPENDENT CONTRACTOR:

1. SUBMIT A COURSE PROPOSAL

The process begins by submitting the Independent Contractor Application & Class Proposal (included in this guide) for each proposed class. The completed application and proposal is submitted to the Village of Lake Zurich Park & Recreation Department Director/Supervisor for their review to determine if it meets the department's vision and goals as well as the community needs. (Incomplete or illegible proposals will not be considered.)

a) Submitting an application and proposal does not guarantee that the class or activity will be automatically accepted and added to the Village of Lake Zurich Park & Recreation Department program offerings. Additionally, once accepted and added, no guarantees are made that the department will automatically continue offering the activity or program.



b) The potential Independent Contractor may be contacted for additional detail and discussion which may include a small, informal interview with the Recreation Director and/or Supervisor.

2. DOCUMENTATION NEEDED TO BE PROVIDED PRIOR TO ACCEPTANCE

Once the details of the application and proposal(s) are confirmed, all independent contractors must submit all required documentation prior to the final approval/acceptance by the Village of Lake Zurich Park & Recreation Department:

a) Proof that all instructors and individuals that may be involved in providing services on behalf of the Independent Contractor have completed and satisfactorily passed a background check through the State of Illinois (at a minimum) and cross referenced with the State of Illinois and Federal sexual offender registry within the past 3 years. For a fee, background checks can be processed through the Village of Lake Zurich.

b) The Village of Lake Zurich Park & Recreation Department is a member, along with many other municipalities, of IRMA (Intergovernmental Risk Management Agency). IRMA is the organization for the Village of Lake Zurich Park & Recreation Department and NOT for the people or business with whom we contract. The Village of Lake Zurich Park & Recreation Department will not defend or pay out claims brought against an independent contractor of the Park & Recreation Department. The Independent Contractor must provide a certificate of insurance (COI) listing the Village of Lake Zurich as additionally insured with at least \$1 million dollar general liability coverage. An endorsement naming the Village of Lake Zurich, its officers, officials, employees and volunteers must accompany the COI. The COI must be current and on file with the Park and Recreation Department while instructing with the Village of Lake Zurich Park & Recreation Department.

c) If the Independent Contractor has employees, proof of worker's compensation and employer's liability coverage is required. If the Independent Contractor has no employees, a letter stating that the contractor is the sole proprietor is required.

d) A W-9 (Federal Employer Identification Number) for the individual or business must be on file for payment of services to the Independent Contractor. The Village will report payments of \$600 or more to the IRS on Form 1099-Misc. The contractor will provide a W-9 to the Village of Lake Zurich with a social security number for any individual receiving payment.

3. ONCE ACCEPTED AS A VILLAGE OF LAKE ZURICH PARK AND RECREATION INDEPENDENT CONTRACTOR

a) A meeting will then be set between the contractor and the Recreation Director and/or Supervisor to complete all remaining paperwork, determine the specific design and delivery of the class(es) in regards to facility suitability and availability, fee structure, time frames, minimum and maximum participant levels, age ranges, course descriptions, etc. At this time the Village of Lake Zurich Park & Recreation Department and the Independent Contractor will enter into an agreement; a written contract will then be produced, stating specifically the course programs and terms that you are agreeing to. A sample contract is provided in this handbook for reference.

b) Please note that not all programs-even quality ones- will be accepted. For example, the Village of Lake Zurich Park & Recreation Department may not accept proposals not in line with the Village of Lake Zurich Park & Recreation Department mission or that are very similar to programs that are currently offered. Also, programs that have been offered in the past that have been canceled due to low enrollment may not be accepted unless the Independent Contractor can demonstrate that they have the necessary number of participants interested.

There is no exclusivity to Independent Contractors or the classes they teach and should be aware that returning Independent Contractors will not automatically continue offering the activity. The Village of Lake Zurich Park & Recreation Department may request an updated proposal and signed amendment to the original Independent Contract Agreement at any time.



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4. PROPOSALS MUST BE SUBMITTED BY THE DEADLINES BELOW (subject to change):

- Spring/Summer (Mar-Aug) - 1st Friday November
- Fall (Sept-Dec) - 1st Friday June
- Winter (Jan-Mar) - 1st Friday September

TIMELINE FOR REVIEW PROCESS:

The review (acceptance, conditionally accepted, or denial) of all applications and class proposals can take up to 15 days. The Village of Lake Zurich Park & Recreation Department recommends submittal a minimum of four (4) months prior to the seasonal program brochure production, in order to give applicant and department plenty of time to prepare/promote. The Village may alter this timeline at its discretion without notice.

1. Applicant: Fill out and return "Application and Class Activity Proposal Form" to the Recreation Supervisor, Elke Kadzielawski, either in the office (200 S. Rand Rd, Lake Zurich, IL 60047) or by email at elke.kadzielawski@lakezurich.org.
2. Recreation Supervisor: Confirm application/proposal(s) has been received within two (2) business days.
3. Recreation Supervisor: Review application/class proposal(s) and receive additional clarification, if necessary, within five (5) business days of confirmation.
4. Recreation Supervisor: Present proposal to additional recreation team members within five (5) business days of review.
5. Recreation Supervisor: If a decision is made to move forward with proposal, Recreation Director/Supervisor will contact Applicant for interview within two (2) business days of review with the recreation team.
6. Recreation Supervisor: Communicate "Accepted", "Conditionally Accepted" or "Denied" proposal to applicant after interview.
 - a) Accepted Application/Proposal(s)- Accepted as is.
 - b) Conditionally Accepted Application/Proposal(s)- Accepted with the condition that applicant must adhere to changes or restraints placed by the Village of Lake Zurich Park & Recreation Department.
 - c) Denied Application/Proposal(s)- Denied at this time.
7. Recreation Director/Supervisor: Once required documentation listed above is complete and on file, the Independent Contractor agreement and any outstanding paperwork will be finished.

AGREEMENT:

An agreement for services will be signed and will run for one (1) year unless otherwise noted.

TERMINATION OF AGREEMENT:

The Village of Lake Zurich Park & Recreation Department may cancel the Agreement with the Independent Contractor at any time with written notice.

The Village of Lake Zurich Park & Recreation Department shall not be liable for compensation of the Independent Contractor for the remainder of the agreement should it be canceled. If an Independent Contractor fails to complete a session, as identified in the agreement, the contractor shall not be paid for any part of the terminated session.



ACTIVITY INFORMATION:

Class Pricing/Compensation

As an independent contractor, you establish the price for your services. If your program is held in/on a Village of Lake Zurich Park & Recreation Department facility, the split is 70/30. (70% of gross earnings to the independent contractor and 30% to the Village of Lake Zurich Park & Recreation Department). If your program is held in your own facility, the split is 75/25 (75% of gross earnings to the independent contractor and 25% to the Village of Lake Zurich Park & Recreation Department).

How is registration, program fees and refunds handled?

Registrations: Registration for programs can take place online, in the Village of Lake Zurich Park & Recreation Department office, through the mail or fax. Registrations are NOT allowed to be taken at the class nor by the independent contractor. Participants who have not registered or paid may not participate. Each activity is sold as a unit and unless otherwise arranged, participants must pay the full fee.

Non-Resident Fees: If a participant does not live in Lake Zurich, they must pay the non-resident program fee which for most programs is 20% above the listed resident program fee. For some independent contractors, this fee is not part of the Instructor percentage split. Please refer to your independent contractor agreement.

American with Disabilities Act (ADA) Assistance: The ADA is federal legislation that gives Civil Rights protection to individuals with disabilities, similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services, and telecommunications.

It is the policy of the Village of Lake Zurich Park & Recreation Department to fully comply with the provisions of the ADA, and make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so they have equal opportunity to participate or benefit, unless an undue burden would result. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

Village of Lake Zurich Park & Recreation Department is a member agency of Special Recreation Association of Central Lake County (SRACLC) which provides therapeutic programs and services to people of all ages with disabilities or special needs. Individuals residing within the boundaries of the Member Agencies are considered "residents" of SRACLC and may take advantage of the specialized leisure services available, inclusion assistance with Village of Lake Zurich Park & Recreation Department will be provided by SRACLC.

Areas range from cultural arts, sports, adaptive sports, special events, day camps and more.

Individuals needing or wanting assistance from SRACLC are asked to indicate this on their registration form. SRACLC does ask to have at least 2 weeks to determine the needs and secure staff if necessary.

Liability Waivers: All participants must sign the liability waiver at time of registration before engaging in an activity. Do not allow anyone to participate in class until they are registered and have signed a waiver. If the Independent Contractor requires participants to sign their additional waiver, this form must be on file with the Village of Lake Zurich Park & Recreation Department Park prior to the resident registration date.

Refunds: Participants wishing for a refund or to transfer to another class should be referred to the Village of Lake Zurich Park & Recreation Department office as refunds must accompany a written request (can also be emailed). Full refunds/transfers are granted before the start of class, if there is a medical problem (accompanied by a doctor's note), if they move out of the area, or if a class is canceled, postponed or combined. If a participant is dissatisfied with the class, they may repeat the class at no charge, receive a credit that can be applied to any other program or receive a refund. This is on a case by case basis. The Department's view on customer satisfaction is that if the customer can articulate specific concerns and examples of how and why they are dissatisfied with a class, they will get a refund. It is better to retain a customer than to get in an argument over who is right and who is wrong.

Discounts/Proration: Village of Lake Zurich Park & Recreation Department currently only allows a new resident discount to encourage individuals who are new to the Lake Zurich area to participate in our programs. Individuals wishing to enter the class after the start date, will receive a prorated price based on the number of weeks they will attend after approval has been granted by the Independent Contractor.

HOW DO I MANAGE THE LOGISTICS OF MY CLASS?

Facility Access: As an independent contractor you will be given a key for yourself and/or your instructor that must be checked out at the Barn location at least 3 business days prior to your program start date. This can be arranged with the Recreation Supervisor who will meet you at the facility to ensure you receive the correct key and to give you a facility tour. Keys must be signed out. Facility keys must be returned to the Village of Lake Zurich Park & Recreation Department upon ending your services with the Village and/or when requested by the Recreation Director/Supervisor. Keys are to be returned within a week of the request or the contractor will be invoiced by the Village for any unreturned keys and for the cost of re-keying the entire facility.

Program Equipment & Supplies: All supplies and equipment necessary for the independent contracted program is the responsibility of the independent contractor. This should be taken into account when considering participant pricing. Please note that storage at our facilities is very limited. All storage requests needs to be discussed and approved by the Park & Recreation Department. If storage of equipment, supplies, etc. is approved, please be aware that the Village of Lake Zurich is not responsible for any loss or damage.

Class Roster: A list of all course participants will be sent from the Village of Lake Zurich Park & Recreation Department at least five (5) business days prior to the class's start date. (An updated roster will be sent with any new registrations prior to the class start date.) It is the Independent Contractor's responsibility to verify the class roster and have it available to the instructor at every class. Please take attendance at each class meeting using an attendance sheet. This must be turned in at the end of class along with any evaluations. Please note that if individuals arrive at class and are not on the roster, they are not to take the class until registration is confirmed as the department must verify that they have signed a waiver.

Room Set-Up & Clean-Up: The Independent Contractor is responsible for the facility when in use for their program. The contractor is the first person to arrive in order to appropriately set up for class no later than fifteen (15) minutes prior to the class start time and the last person to leave. Before you exit the building, check for others. Be sure to lock all facilities before you leave. If other contract instructors or staff is present, please notify them of your departure.



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Changes to Classes: The Village of Lake Zurich Park & Recreation Department can alert participants to changes in dates or class time by including class dates, holidays, and planned absences in promotional materials and on their receipt.

However, if the changes occur after publication, instructors are also expected to remind students of deviation from the regular program format with signs and verbal announcements at the beginning and end of their program the week before the expected change. The Village of Lake Zurich Park & Recreation Department also does have the ability to email participants and asks to have at least three (3) business days' notice. Any deviations for class schedule including location, time, instructor, etc. must be communicated to the Village of Lake Zurich Park & Recreation Department.

Course Cancellation: Occasionally a course must be canceled due to insufficient enrollment. This will be discussed with the Independent Contractor no less than five (5) days before the start of the course. Every attempt is made to give potential student ample time to enroll in the class.

In the event that the course needs to be canceled, the Village of Lake Zurich Park & Recreation Department will take responsibility to contact all the participants. If a last minute cancelation arises due to weather, etc., it is the Independent Contractor's responsibility to contact all participants and to notify the Department office of the cancelation at least two (2) hours prior to the class.

Promotion:

- Brochure/Online - All classes will be placed in the seasonal program brochure and in our registration system that displays through our website online.
- Marquee - Independent Contractors can request a message to be placed on our outdoor marquee at Paulus Park once a session (1 week limit) as space allows. Message is to be provided and placed up at least two weeks prior to the first day of class and must be approved by the Recreation Director/Supervisor.
- Banner - Independent Contractors are responsible for design and cost of banner, but must be approved by the Village of Lake Zurich Park & Recreation Department and must contain the Village of Lake Zurich Park & Recreation Department logo on banner. Banner placement is limited and the Village of Lake Zurich Park & Recreation Department programs and events have first priority.
- Flyer/Post Cards - If you would like to distribute flyers to the local schools or to other program areas, your flyer must first be approved by the Village of Lake Zurich Park & Recreation Department and then sent to the school for approval. All flyers must contain the Village of Lake Zurich Park & Recreation Department logo.
- Benchmarks Newsletter - Independent Contractors can request their approved flyers to be placed in the Village of Lake Zurich's electronic newsletter which is sent out bi-weekly to over 5,000 local email addresses.

WHEN AND HOW DO I GET PAID?

Payment: You must turn in the attendance sheets and an invoice for your class in order to be paid. Please turn these in by the end of your class. Checks are processed through the Village of Lake Zurich Park & Recreation Department and can take between 4-6 weeks to arrive.



Taxes: The contractor acknowledges and agrees that he/she is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and workers' compensation insurance on behalf of the contractor and their employees, if any, employed by him/her.

HOW DO I HANDLE AN EMERGENCY?

Location of AEDs, First Aid Kits and Fire Extinguishers: AEDs, first aid kits and fire extinguishers are located in all recreation facilities. It is the responsibility of independent contractors to have first aid kits on them when outside of our facilities. The fire extinguishers are serviced and maintained by the Lake Zurich Fire Department. Should you find an issue with an AED, first aid kit and/or fire extinguisher, notify the Recreation Director/Supervisor immediately.

Accident/Incident Report: Despite our attention to safety, sometimes people get hurt; when this happens it is essential that you complete an Accident/Incident Report form. Even if the injured party is in the family of a student, or a passerby, the form should be completed to provide necessary follow up (and documentation if needed in the event of litigation). All accident forms must be turned in to the Recreation Director/Supervisor within 24 hours of occurrence.

It is the Independent Contractor's responsibility to know where the first aid kit is located for all facilities in which they provide service. For serious accidents, DO NOT MOVE the injured party, call 911. If a minor is involved, notify the parent/guardian immediately.

Never admit liability or fault for any accident or injury to any person or property damage. Avoid statements such as "I'm sorry" or "That's not the first time this has happened." Make only factual statements in dealing with law enforcement, but do not admit responsibility. Do not promise, imply, or suggest that medical bills, property repairs or any other damages will be paid.

Occasionally, interpersonal problems, accidents and other incidents occur in class which must be documented for your protection as well as that of the class participants, staff and the general public. Please make sure to document any of these occurrences on the Accident/Incident Report form. Please fill out the form as completely and objectively as possible, and submit completed incident forms within 24 hours to the Recreation Director/Supervisor for occurrences such as fighting, theft, drugs/alcohol, physical assault, damage and trespassing.

Preservation of Evidence: Whenever possible, take photographs of the accident scene or equipment involved. Photograph the equipment showing the damage or defect prior to repairs. If equipment is involved, take necessary steps to remove it, secure it, or block it from further use until repairs can be made. In any of these cases, notify the Village of Lake Zurich Park & Recreation Department immediately.

CPR/AED/First Aid Certification: It is not a requirement of the Village of Lake Zurich Park & Recreation Department for each instructor to be CPR/AED/First Aid certified, but it is highly recommended.

WHAT ARE THE EXPECTATIONS OF OUR INDEPENDENT CONTRACTORS?

Professional Conduct: Though not employees of the Village of Lake Zurich Park & Recreation Department, Independent Contractors do represent the Village.

For some participants, the Independent Contractor is the only Village representative with whom they will come into contact with. Independent Contractors and their employees must conduct themselves in a professional manner including dress and speech and should support the information outlined in this guide and in the Independent Contractor Agreement. The Village of Lake Zurich Park & Recreation Department also expects that all contractors will uphold the mission and values of the Village of Lake Zurich Park & Recreation Department (listed in this guide).

Contact with Class Participants: Participant contact information is provided to independent contractors in order to allow the contractor to provide good customer service and for safety reasons. This information is personal and should not be shared with anyone, including other participants, parents, other business, rented, sold, or used for purposes not specific to the contracted class. For example, using the information to create a mailing list to advertise the contractors' other programs is not allowed.

It is recommended that independent contractors contact participants via e-mail or a phone call prior to the start of class as a courtesy. This is a good time for contractors to introduce themselves and remind participants of any supply requirements and of the date, time and location of the classes. It is recommended to carbon copy the Recreation Director/Supervisor on important pieces of information that an independent contractor may send to Village of Lake Zurich Park & Recreation Department program participants.

Child Abuse Prevention Policy and Expectations: It is the purpose of the Village of Lake Zurich's Park & Recreation Department to provide a safe and secure environment for preschoolers, children, youth and individuals with special needs entrusted to our care. We do this to encourage those and their families to feel comfortable in all park and recreational facilities and programs.

A safe and secure environment includes a formal, written policy to help prevent occurrences of child abuse. Although it is recommended that every independent contractor and their staff are trained in child abuse prevention, it is not mandatory. Basic expectations that the independent contractor and their staff need to be following when interacting with Village of Lake Zurich participants include, but not limited to, the following:

- Make sure you are interacting with children in an appropriate manner
- Make sure your actions and behaviors are not coming across as misconstrued
- Gentle limits
- No redirection using the face/head
- No forceful redirection of any kind
- Appropriate Hugs
- Age Appropriate interaction
- Never leave a child or children unattended at any time.
- Never be alone with a child or participant; Make sure to follow the Rule of 3. At no point in time are participants allowed to go anywhere by themselves. If you are running a program outdoors, please make sure that your instructors understand where bathrooms are located (if near the Paulus Park Barn, the building should be unlocked at the beginning of class for participant use) and locked after the last class of the day. If it is a parent child class, the parent can take their own child to the restroom facilities. If a parent is present during a class, they are allowed to take ONLY their child to the restroom. If the class is preschool/youth age (3-9), the whole group needs to go for the potty break. If the youth are 10+, they may go to restroom in groups of three ONLY (two youth and an instructor, three youth, two instructors and one youth). In regards to indoor facilities, please follow the instructions above for parent child classes or if a parent is present. If there is not a bathroom in your immediate space, please utilize above for preschool, youth and your 10+ age group. If there is a restroom in your immediate space, please send children one at a time. This is for the safety of all of the children, as we are always in public facilities/areas. We strictly enforce this rule at all times.

In addition, prohibited discipline techniques included, but are not limited to, the following:

- Physical punishment of any kind
- Abusive or profane language
- Public or private humiliation
- Shaming or isolation
- Withholding food/drink
- Restricting the use of the bathroom

Communication with the Village of Lake Zurich Park & Recreation Department Staff: It is important to maintain a clear line of communication between the Village of Lake Zurich Park & Recreation Department and the independent contractor.

As an Independent Contractor, if you have any questions, concerns, or issues regarding your program, your first point of contact is either the Recreation Director or Recreation Supervisor who oversees your program.

Discrimination and Harassment: Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Independent contractors are responsible for their own actions and conduct as well as their employees, and must never engage in discrimination or harassment.

HOW WE WILL MONITOR OUR INDEPENDENT CONTRACTORS?

Class Observations: The Village of Lake Zurich Park & Recreation Department will periodically audit the work of contractors. Observations usually include a rating tool with space provided to comment on the quality of services and to identify any obvious or hidden problems. The observation can be completed with or without the contractor's knowledge and can be completed by internal staff, other professionals, or volunteers.

Review of Class Evaluations: Evaluations are available to participants at the end of each session. This may take form of a printed evaluation handed to the participants and collections afterward, dropped off at the front desk, or returned via mail; electronically (via internet, email or phone call); or face-to-face dialog with a staff person. Directly asking individuals what they believe to be the quality or quantity of the service may provide a much broader perspective than can be summarized by staff alone. Users of services are most knowledgeable of their own level of satisfaction with the services and what can be done to improve the quality of operations.

Review of Complaints and Refunds: Most dissatisfied people do not complain but simply quit or seek alternative service providers. Each refund received is accompanied with an evaluation for refund that will be reviewed and addressed with the independent contractor.

APPENDIX

A

Forms for Reference

I. It is the intention of the Village of Lake Zurich, to create an Independent Contractor Relationship with _____. This agreement shall not be construed as creating an employee/employer relationship or joint employment relationship between the parties.

A. The contractor acknowledges and agrees that he/she is not entitled to any benefits or protections afforded employees of the Village or bound by any obligations of employees of the Village. Contractor understands and fully agrees that he/she will not be covered under provisions of the unemployment compensation insurance of the Village of Lake Zurich or the workers' compensation insurance of the Village of Lake Zurich and that any injury or property damage on the job will be contractor's sole responsibility and not the Village of Lake Zurich's. Also, it is understood that contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Village of Lake Zurich and therefore, contractor will be solely responsible for his/her own actions. The Village of Lake Zurich will in no way defend contractor in matters of liability.

B. The contractor agrees not to hold him/herself out as an employee or joint employee of the Village to members of the public.

C. The contractor acknowledges and agrees that he/she is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and workers' compensation insurance on behalf of the contractor and those employees, if any, employed by him/her.

II. A. Services to be performed by contractor include:

B. Days and hours of work to be performed by contractor include:

C. Location(s) of work to be performed by contractor include(s):

D. The contractor's other responsibilities include:
Although they are not Village employees, Contractors represent the Village and as such must conduct themselves in a professional manner; this includes dressing and speaking professionally, and supporting the parks' policies, procedures, and decisions. Contractor and their employees are to maintain a professional relationship with participants and parents of minor participants at all times.

III. The contractor shall at all times have sole control over the manner, means and methods of performing the work/services required by the contract according to his/her own independent judgment, and is solely responsible for the direction of his/her employees and agents. The contractor will provide all equipment and tools necessary to perform their work. The contractor acknowledges and agrees that he/she will devote such times as is necessary to produce the contracted for results. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the Services in a safe, proper, efficient, thorough and satisfactory manner and understands that Village of Lake Zurich is relying on such representation in contracting with Contractor for the Services.

V.

- A. Method of payment: The contractor must submit an invoice for your class(es) in order to be paid. Please turn these in by the end of your class(es). As a contractor you assist with establishing the pricing for your services. The agreed upon split is 70/30. (70% of gross earnings to the contractor and 30% to the Village). Checks are processed through our finance department and can take between 4-6 weeks to arrive.
- B. The Village will report payments to an individual of \$600 or more to the IRS on Form 1099-Misc. The contractor will provide to the Village of Lake Zurich a social security number for any individual receiving payment.
- C. The contractor will provide a Federal Employer Identification Number to the Village.

VI. The contractor acknowledges and agrees that he/she is responsible for all expenses, including the provision of equipment and materials related to provision of the contracted for results, unless otherwise specific and explained.

VII. The contractor acknowledges and agrees that he/she is solely responsible for his/her employees/agents actions in performing the work/services.

VIII. The contractor agrees to provide and keep force at all times during this Agreement, the following coverages: commercial general liability insurance including contractual liability coverage, with minimum limits of no less than one million dollars (\$1,000,000) combined single limit per occurrence, with a two million dollar (\$2,000,000) annual aggregate; property damage insurance; full Workers' Compensation Insurance equal to the statutory amount required by law; and employers liability insurance with limits of not less than one million dollars (\$1,000,000). All insurance carriers providing the coverage set forth herein shall have a minimum rating of A:VII as assigned by A.M. Best Co, licensed to do business in the State of Illinois, and satisfactory to the Village in its sole discretion. All certificates of insurance in connection herewith shall be furnished to the Village no later than seven (7) days prior to the commencement date of this agreement.

These insurance requirements may be waived by written agreement. In the event the Village of Lake Zurich waives this requirement, contractor must fully understand and agree that he/she remains an independent contractor and shall not be an employee of the Village of Lake Zurich. As an independent contractor, and consistent with section I above, contractor shall not be entitled to any benefits or protection afforded employees of the Village of Lake Zurich, irrespective as to whether or not the contractor elects to maintain general liability and/or workers' compensation insurance to protect the contractor.

IX. All insurance coverage provided by the contractor shall be primary coverage as to the Village of Lake Zurich. Any insurance or self-insurance maintained by the Village of Lake Zurich shall be excess of the contractor's insurance and shall not contribute with it.

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- X.** The Village, its officers, agents and employees are to be covered and named as additional insured under the Commercial General Liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause. A certified copy of the actual additional insured endorsement provided on ISO form CG 2010 or equivalent form will be provided to the Village prior to commencement date of this agreement.
- XI.** Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Village of Lake Zurich. Such cancellation shall be grounds for the Village of Lake Zurich to immediately cancel this Agreement.
- XII.** To the extent permitted by law, the contractor shall indemnify, save, defend and hold harmless the Village of Lake Zurich, including its officers, officials, agents, volunteers and employees, (hereinafter collectively referred to as "Village") from and against any and all liabilities, obligations, claims, damages, penalties, wage and hour claims, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the Village may become obligated by reason of any accident, bodily injury, or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, or any claim made under the Fair Labor Standards Act or any other federal or state law arising directly or indirectly in connection with, or under, or as a result of this Agreement.
- XIII.** The contractor acknowledges and agrees that he/she will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal or any other governmental unit or regulatory body or court.
- XIV.** The Village may terminate this contractual agreement in the event of contract breach or (when applicable) if the program did not meet the minimum number of participants. The contractor shall have financial responsibility to the Village for reasonable costs incurred by the Village including the cost of obtaining replacement services.
- XV.** Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the Services in a safe, proper, efficient, thorough and satisfactory manner and understands that Village of Lake Zurich is relying on such representation in contracting with Contractor for the Services.
- XVI.** Contractor agrees to submit to a criminal background check and that this agreement is contingent upon successfully completing a criminal background check.
- XVII.** This Contract constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection therewith. No modification of this Contract shall be effective unless made in writing, signed by both Parties and dated after the date hereof. This Contract is non-assignable by Contractor.



Village of Lake Zurich

Appendix A - Agreement

XVIII. Other Items: _____

Authorized Signature of Contractor

Authorized Signature of Village of Lake Zurich

Date

Date

DRAFT



INVOICE

JOHN JONES

123 Hobbie Dr.
#22
Oranqevale, CA 95662

Invoice #: 91407
Date: 9/14/2007
Invoice For: Instructor Services

Phone: (000)000-0000
Fax: (000)000-0001
Email: someone@example.com

Bill To: VOLZ
200 S. Rand Rd.
Lake Zurich, IL 60047

REMITTANCE	
<i>Please remit payment to:</i>	John Jones
<i>Address:</i>	22 Orangevale, CA 95662
<i>Invoice For:</i>	Instructor Services
<i>Invoice #:</i>	91407
<i>Due Date:</i>	30 days after receipt
<i>Amount Due:</i>	\$456



The Village of Lake Zurich Parks & Recreation Department strives to offer the highest quality of programs to our community. Thank you for taking the time to complete this program evaluation on your most recent experience in our programs.

NAME OF PROGRAM

NAME OF INSTRUCTOR

HOW DID YOU LEARN OF THE PROGRAM

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website
<input type="checkbox"/> Brochure	<input type="checkbox"/> Facebook
<input type="checkbox"/> Referral	<input type="checkbox"/> Other (please specify) _____
<input type="checkbox"/> E-Newsletter	

HOW DID YOU ENROLL

<input type="checkbox"/> In Person
<input type="checkbox"/> By Mail
<input type="checkbox"/> By Fax
<input type="checkbox"/> Online

AT WHICH LOCATION WAS YOUR CLASS HELD

<input type="checkbox"/> Park Barn	<input type="checkbox"/> Other (please specify) _____
<input type="checkbox"/> Buffalo Creek	
<input type="checkbox"/> Chalet	
<input type="checkbox"/> Dance Studio	

**FIRST TIME PARTICIPATING
IN OUR PROGRAMS**

Yes No

**WOULD YOU ENROLL IN
THIS PROGRAM AGAIN**

Yes No

**WOULD YOU REFER THE
PROGRAM TO OTHERS**

Yes No

PLEASE INDICATE YOUR LEVEL OF SATISFACTION (Circle the appropriate field)

Overall value of the program:	Very Satisfied		Satisfied		Average		Dissatisfied		Very Dissatisfied
The fees charged for the program:	Very Satisfied		Satisfied		Average		Dissatisfied		Very Dissatisfied
Guest services experience:	Very Satisfied		Satisfied		Average		Dissatisfied		Very Dissatisfied

TEACHER EXPERIENCE, PLEASE INDICATE YOUR LEVEL OF SATISFACTION (Circle the appropriate field)

Treated participants fairly:	Very Satisfied		Satisfied		Average		Dissatisfied		Very Dissatisfied
Knowledge of program:	Very Satisfied		Satisfied		Average		Dissatisfied		Very Dissatisfied
Enthusiasm/Encouragement:	Very Satisfied		Satisfied		Average		Dissatisfied		Very Dissatisfied
Took safety precautions:	Very Satisfied		Satisfied		Average		Dissatisfied		Very Dissatisfied



PLEASE INDICATE YOUR LEVEL OF SATISFACTION (Circle the appropriate field)

Program organization:	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
Convenient schedule:	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
Class size:	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
Facilities cleanliness:	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
Information available online:	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
Meets description of program:	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied

WHAT DID YOU (OR YOUR CHILD) LIKE MOST ABOUT THE PROGRAM?

WHAT DID YOU (OR YOUR CHILD) LIKE LEAST ABOUT THE PROGRAM?

IS THERE ANYTHING ELSE YOU WISH TO SHARE WITH US?

WOULD YOU LIKE SOMEONE TO CONTACT YOU ABOUT YOUR EXPERIENCE WITH THE PROGRAM?

Yes No

IF YOU WOULD LIKE TO BE CONTACTED ABOUT YOUR SURVEY, PLEASE LET US KNOW HOW WE CAN GET IN TOUCH

Email Address: _____

Phone Number: _____



At the Heart of Community

Village of Lake Zurich

Appendix A - Program Class Audit

PROGRAM/CLASS

INSTRUCTOR

DATE/TIME

AUDITOR

FACILITY	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	N/A	COMMENTS
Clean and presentable for customers and program safety					
Safe and appropriate for program and participants					
Equipment is safe and appropriate for program					
Leaves facility in the same condition prior to class beginning					

INSTRUCTOR	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	N/A	COMMENTS
Instructor has facility and program set-up and ready for start time					
Instructor is friendly and courteous					
Instructor is easily recognized by students and parents					
Instructor is neat and clean in appearance					
Instructor is engaged with participants/families					
Instructor is helpful and knowledgeable					

PROGRAM/CLASS

INSTRUCTOR

PROGRAM	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	N/A	COMMENTS
Participants/Customers engaged in activities					
Ratios ensure program quality and safety					
Activities match advertised expectations					
Activities are age appropriate					
Customers are having a positive experience					
Needs and interests are being met					
Safety and supervision is apparent					

Comments:



Village of Lake Zurich Park and Recreation Department Registration Form

PLEASE FILL OUT THIS FORM COMPLETELY AND MAIL OR FAX IT TO:
Park and Recreation Department, 200 S Rand Rd, Lake Zurich, IL 60047

Village of Lake Zurich
FAX: 847-380-5471

Family Information

Resident Non-Resident

Please print. Fill out the information below for your entire family; then list each participant separately in the Registration Information section. Proof of residency may be required.

Family (or primary guardian) Last Name Father or Guardian First Name Mother or Guardian First Name

Address City State Zip

Home Phone Cell Phone (State Whose Number) Work Phone (State Whose Number)

E-mail Address

Alternate Name Phone Relationship

In case of an emergency, an attempt will be made to contact a parent at home, at work and via cell phone. If a parent cannot be reached, the Park Department will contact the alternate name listed above.

Does a participant in your family require Americans with Disabilities (ADA) assistance or a one-on-one aid? Yes No
If yes, please request an additional form at the Park Department Office. (Good for this registration only.)

Family Member Registration Information

Please list your first and second choice options for each class (if more than one section, date, or time is available).

Program #	Program Name	Participant's First Name	Participant's Last Name	Birth Date mo/day/yr	Fall 2022 Grade	Gender	R/NR Fee

Payment Information

Total Fee Payment Method: Check One:

Visa MasterCard Cash Check (#: _____)

Village of Lake Zurich - WAIVER AND RELEASE OF ALL CLAIMS

Please read this form carefully and be aware that in registering yourself and/or your minor child for participation in the program(s), you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of the program(s). I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s) and I agree to assume the full risk of any such injuries, damages, or loss regardless of severity which I or my child/ward may sustain as a result of participating in any of the program(s). I hereby fully release and discharge the Village of Lake Zurich and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and/or losses sustained by me or by my child/ward, arising out, connected with, or in any way associated with the activities of any of the program(s). I HAVE READ, FULLY UNDERSTAND AND ACCEPT THE CONDITIONS AS DESCRIBED ABOVE.

This section must be filled out if you are using Visa or MasterCard.

Account Number: _____

Cardholder Name _____

Expiration Date _____ Amount of Charge \$ _____

Authorized Signature _____

Signature of Parent/Guardian/Participant

Date

This waiver must be signed by adults 18 years old and older.

Photo Release Photos and videos are periodically taken of people participating in Village of Lake Zurich Park and Recreation Department programs and activities. All persons registering for Park Department programs/activities or using Park Department property thereby agree that any photograph or videotape taken by the Park Department may be used by the Park Department for promotional purposes including in its electronic media, videotapes, brochures, flyers and other publications without additional prior notice or permission and without compensation to the participant.



Village of Lake Zurich

Appendix A - Non Employee Incident Report

This report is to be used by any non-employee involved in an accident or incident, which required first-aid or hospital treatment, or resulted in the non-employee complaining of discomfort as a result of the incident, or resulted in damage to their personal property.

PLEASE PRINT

Name:			Home Phone Number:		
Address:					
City:	<input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>		
Date of Incident:	<input type="text"/> / <input type="text"/> / <input type="text"/>		Time::	<input type="text"/> [] A.M. [] P.M.	
Exact Location of Incident:					
Describe Accident/Injury:					
Describe Vehicle/Property Involved:					
List all Witnesses & Phone Numbers:					
Was First-Aid Given?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Type:		
Was Medical Emergency Treatment Given?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Type:		
Given By (Hospital/Doctor):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/> Time: <input type="text"/> [] A.M. [] P.M.				
Your Signature:	Municipal Employee's Signature:				
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>				

Return to Village/City Administrator's Office



VILLAGE OF LAKE ZURICH PARKS ARE

OPEN! DAWN TO DUSK



For your enjoyment, please obey the following rules:

- * **Park Shelters:** There are many picnic shelters throughout our parks. All shelters are available for reservations. If a shelter has not been reserved (noted by a posting at the shelter site), it is available on a first come, first serve basis. Electricity is available only at select locations; generators are not allowed in any of our parks without the permission of the Park and Recreation Department (certificate of insurance required). There is no water available at any of the shelters. Please contact the Park and Recreation Department to reserve a shelter.
- * **Restroom Facilities:** Only certain parks have restroom facilities or portable toilets during the summer season (May –September). Paulus and Breezewald parks have indoor restroom facilities on the park property (on a locked timer opened dawn to dusk).
- * **Alcohol: Available to Lake Zurich Residents Only.** No alcoholic beverages of any kind are permitted. This prohibition may be waived ONLY IN THE EVENT of a special event or shelter rental for qualified adults who pay the non-refundable fee per event to allow them to be added to the Village of Lake Zurich's insurance policy as an additional insured or by providing a Certificate of Insurance. This Certificate must be for \$2,000,000 Host Liquor Liability with the Village of Lake Zurich added as an additional insured through the homeowner's insurance. Your permit will indicate whether alcohol is allowed or not. If any underage drinking is present, beach and security staff will be required to contact the police. For more information, please visit: lakezurich.org/637/Liquor-Gaming-Licenses
- * **Open Fires:** Bonfires are not allowed in the park or on the beach.
- * **Grilling:** Charcoal is only to be used in the grills provided at the shelter. Gas and propane grills are allowed. The grills base must be at least 24 inches from the surface on which it rests; grills are not permitted on picnic tables. Coals must be thoroughly extinguished, cooled and disposed of in disposal receptacles NOT garbage cans. All fires must be carefully supervised and extinguished before the group leaves the site.
- * **Fireworks:** No fireworks allowed at any time.
- * **Pets:** No dogs or pets are allowed. Please refrain from feeding wildlife.
- * **Vehicles:** No vehicles are allowed in any of our parks (park pathways, grass, etc.) except for the parking lots. Driving through the park is prohibited. Motor vehicles left in the parking lot after the park closes will be towed.

- ★ **Clean Up:** All trash and garbage must be placed in appropriate receptacles. No glass of any kind is allowed on park grounds.
- ★ **Swimming:** For parks near the water, swimming is only allowed in the designated beach areas when a lifeguard is on duty. Beach admission is by a pass or daily fee at Paulus Park only. (Breezewald Park is open to residents with proof of residency or pass holders). Please contact the Park & Recreation Department for further information.
- ★ **Fishing:** Fishing is allowed on Lake Zurich. Anyone over 15 years old requires an Illinois fishing license and must have it on their person when fishing. Fishing in the swimming area is prohibited.
- ★ **Sound:** Loudspeakers, public address systems, musical instruments, bands or amplified equipment are not allowed without the permission of the Park and Recreation Department (certificate of insurance required).
- ★ **Special Equipment:** Inflatables, rides, porta-potties, tents, etc. are not allowed in our parks without permission of the Park and Recreation Department (certificate of insurance/permits are required). The use of metal detectors, golfing, or use of hardballs is not permitted within the park areas.
- ★ **Firearms or other weapons:** No person shall carry, use or discharge any firearm or other weapon causing a projectile of any sort to travel through the air in any public park. Police and staff will enforce.
- ★ **Catering:** No caterers are allowed to stay on site in our parks without permission of the Park and Recreation Department (certificate of insurance/permits are required). We do work with a seasonal caterer at Paulus Park. Please contact the Park and Recreation Department for further information.
- ★ **Boating:** The Village of Lake Zurich is only permitted to sell non-motorized boat permits to Lake Zurich residents during the boating season. Watercrafts include but are not limited to: Kayaks, Canoes, Paddle Boats, Row Boats, and Long Boards. Inflatable crafts are not permitted. All crafts must stay in the No Wake area of Lake Zurich, wear a PFD, carry a whistle for emergencies, and review the rules of the lake. Daily usage permits for non-power watercraft access may be purchased for \$5 and are available at the Paulus Park Barn during normal business hours, Monday-Friday, 8:30am-4pm, or at Paulus Park Beach during the listed hours of operation. Daily permits are required and boating violators are subject to fines.

To report any safety or emergency repairs, please contact the Park & Recreation Department at 847-438-5146. To report any suspicious activity, please call 9-1-1.



Village of Lake Zurich

Appendix B

APPENDIX

B

Contractor Application & Class Proposal



Village of Lake Zurich

Appendix B - Contractor Application

CONTRACTOR APPLICATION

PLEASE EMAIL YOUR APPLICATION TO:
ELKE.KADZIELAWSKI@LAKEZURICH.ORG

APPLICANT INFORMATION				
Business Name (if applicable)				
Last Name	First Name	M.I.	Date	
Street Address				
City	State	Zip		
Phone	Email			
EDUCATION				
High School		Address		
From	To	Did you graduate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College		Address		
From	To	Did you graduate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other		Address		
From	To	Did you graduate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PLEASE LIST THREE EMPLOYMENT REFERENCES				
Company			Phone ()	
Address				
Job Title				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Company				
Address				
Job Title				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Company				
Address				
Job Title				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?			<input type="checkbox"/> Yes	<input type="checkbox"/> No



CLASS PROPOSAL APPLICATION

PLEASE EMAIL YOUR APPLICATION TO: ELKE.KADZIELAWSKI@LAKEZURICH.ORG

APPLICANT INFORMATION						
Business Name (if applicable)						
Last Name	First Name			M.I.	Date	
Street Address						
City	State			Zip		
Phone	Email					
CLASS INFORMATION						
(For multiple classes, please feel free to send a word document listing all class information required below as an attachment)						
Class Title		Minimum Enrollment	Maximum Enrollment			
Catalog Season (check all that apply)		<input type="checkbox"/> Winter/Spring Jan 1 - Apr 30	<input type="checkbox"/> Summer May 1 - Aug 31		<input type="checkbox"/> Fall/Winter Sept 1 - Dec 31	
Participant's Age		Participant Fee (Fee to be charged to customer including percentage to Park & Rec)				
Day of the Week (check all that apply)	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
How many classes per session?						
Course Dates						
Start Time	End Time	Location				
Are there any dates that your class will not be held? If yes, when?						
Detail Class Description (This information will be used in the Activity Guide, please include any information your participant must have knowledge of such as dress requirements or supplies): Class Description may be up to 65 words.						
DISCLAIMER AND SIGNATURE						
Submitting a class form does not guarantee that the class or activity will automatically be added to the program. There is no exclusivity to instructor and the courses they teach.						
Participants must pre-register for all classes. Registrations are processed on a first-come, first serve basis. It is policy to provide payment after receipt of services; therefore, advance payment is not possible. Once each class has been completed instructors will invoice the Village of Lake Zurich for their said services. The instructor will receive a check from the Village of Lake Zurich 4-6 weeks after invoices are submitted.						
Signature			Date			



Appendix B - Class Proposal Application

Convictions: Have you been convicted of a felony in the last 7 years?

Conviction will not necessarily disqualify an applicant from agreement.

All interested parties will be required to submit proof of completed background checks.

Have you ever been convicted by a court of a felony? Yes No

(If yes, please explain what conviction, when, where and disposition of the case)

DISCLAIMER AND SIGNATURE

Independent Contractors are contracted with the Village of Lake Zurich Park & Recreation Department to provide instruction for recreational activities and are not employees of the Village. Independent Contractors shall be dismissed at any time if the district finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to become an independent contractor.

I hereby certify that all statements made in this application are true, complete and without omission. I authorize investigation of all matters represented by this application. I agree and understand that any misstatement or omission of material fact on this application will cause forfeiture on my part of all rights of becoming an instructor with the Village of Lake Zurich no matter when said misstatement or omission is discovered or comes to light. I also authorize employers, schools, or persons from employers listed in this application to give any information regarding my employment, qualifications and character. I hereby release said employers, schools, persons and the Village of Lake Zurich Park & Recreation Department from any liability or damages for receiving, using, or releasing information.

Signature

Date



RECEIPT OF INDEPENDENT CONTRACTOR HANDBOOK

I hereby acknowledge receiving a copy of the Independent Contractor Handbook.

I understand that this Handbook and any oral or written statements of policy the Village of Lake Zurich are not a contract of employment, and that I may voluntarily discontinue services or services may be terminated by the Village of Lake Zurich at any time and for any reason without notice regardless of the period of my compensation. I am aware that the contents of the handbook are subject to change or elimination at any time at the discretion of the Village of Lake Zurich, without prior notice to me.

I hereby agree to accept the provisions stated therein. I agree to the policies stated in this Handbook and supersede any prior statements of policy of the Village of Lake Zurich.

Signature

Print Name

Date