

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089528  
Vendor Name: Wheaton Park District  
Invoice Number: 32685  
Invoice Date: 06/14/21  
PO Number:  
Check Number: E0085735  
Check Amount: \$ 285.00  
Check Date: 07/21/2021  
Department ID: 12039  
Reviewer Name:  
Voucher Number: V0690135  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

## Smith, Beverly

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**From:** acctpay@cod.edu  
**Sent:** Thursday, July 8, 2021 1:44 PM  
**To:** Smith, Beverly  
**Subject:** Voucher Confirmation: V0690135

----- WARNINGS -----

The invoice number has already been entered on a voucher for this vendor

----- END of WARNINGS -----

Voucher Number V0690135  
Voucher Status In Progress (Unfinished)

Requestor Name Beverly E. Smith

Voucher Date 07/08/21  
Due Date 07/31/21  
Vendor ID and/or Name 1089528 Wheaton Park District  
AP Type IM Invoices < \$15,000  
Voucher Total \$285.00

ITEM 1  
Item Description Team building for Women's Volleyball  
Quantity 1.000  
Price \$285.0000  
Extended Price \$285.00  
GL Distribution 01-30-12039-5501002  
Tax Info

COMMENTS

**AP VERIFIED**  
**07/20/21 - ISABEL BARRIOS**

APPROVAL

DATE

NEXT APPROVALS

**INVOICE**

Receipt # 2516240  
Invoice Date: 06/14/2021  
Invoice #: 32685  
Household #: 47993  
Home Phone: (630)730-1464

**Wheaton Park District**

**AP VERIFIED**  
**07/20/21 - ISABEL BARRIOS**

COLLEGE OF DUPAGE  
TOLIS KOSKINARIS  
16019 S SELFRIDGE CIR  
PLAINFIELD IL 60585

Wheaton Park District  
Lincoln Marsh Natural Area  
1001 W. Lincoln  
Wheaton IL 60187  
Phone: (630)871-2810  
Visit Us On The Web At: [www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com)

**Facility Reservation Details**

Facility: **Lincoln Marsh, Teams Course**  
Address: Corner of Pierce and Harrison, Wheaton, IL, 60187  
Reserv. Contact: **College of DuPage, Cell: (630)730-1464**  
Reserv. Number: 69904 Status: Firm  
Purpose: Team Building  
Anticipated Count: 14

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
08/19/2021	Thu	12:00 PM to 3:00 PM	285.00	0.00	0.00	0.00	285.00

Fee Details:	Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
	Teams Course	285.00	1.00	0.00	0.00	285.00

TOTAL INVOICED FEES	285.00
TOTAL INVOICED DISCOUNTS	0.00
PREVIOUS AMOUNT PAID AGAINST FEES	0.00
CURRENT INVOICE AMOUNT DUE	285.00

*Please return the lower portion with your remittance*

Household #: 47993

College of DuPage  
Tolis Koskinaris  
16019 S Selfridge Cir  
Plainfield IL 60585

Remit To:  
Wheaton Park District  
Lincoln Marsh Natural Area  
1001 W. Lincoln  
Wheaton IL 60187

Billing Date: 06/14/2021 Invoice Number: 32685  
Due Date: 08/05/2021

Amount Due: \$285.00

Facility Reservation  
Amount Paid: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Check \_\_\_\_\_ Credit Card

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

X \_\_\_\_\_

I agree to pay the above amounts listed as credit card charges  
according to credit card issuer agreements.



**Wheaton Park District  
Lincoln Marsh Requested Program Agreement**

Group Name: College of DuPage - Women's Volleyball  
Type of Program: Team Building Number of People: 14  
DATE: 8/19/21 Time: 12-3P  
Total Fee: \$ 285

**RECITALS**

- A. As used in this Agreement, Wheaton Park District includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all facilities and common areas, including but not limited to parking facilities, restrooms, walkways, shelters, picnic areas, natural areas, cabins, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. User shall remit the full balance due for the requested program two weeks prior to program date.
2. Payments received any later are subject to a \$25 late fee for Environmental Education Programs/\$50 late fee for Challenge Course Programs.
3. No refunds will be given for a decrease in the number of participants with less than two week's notice.
4. The last day to cancel a program without penalty is two weeks prior to the program date.
5. Programs canceled with less than two week's notice will be charged 25% of the total fee.
6. Programs canceled with less than 24 hour's notice will be charged the full amount.
7. Onsite programs are held entirely outdoors and are conducted rain or shine except when inclement weather creates unsafe conditions.
8. The Wheaton Park District reserves the right to cancel a program if staff determines it is unsafe due to inclement weather. Groups may reschedule or receive a partial refund if the program was in progress.
9. User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
10. User is solely responsible for providing any and all supervision at all times during any and all activities connected with and associated with this Agreement. Further, User shall be responsible for ensuring that all individuals in the group comply with all applicable rules and regulations pertaining to participation in Wheaton Park District programs and use of Wheaton Park District facilities.
11. User shall be responsible for and will pay for any damage to Wheaton Park District property caused by gross negligence or willful misconduct of any individuals in the group arising out of any and all activities connected with and associated with this Agreement.
12. Wheaton Park District does not assume any liability for property damaged, lost or stolen on the Wheaton Park District premises, or for personal injuries, damages or losses sustained as a result of participating in any and all activities connected with and associated with this Agreement. User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Wheaton Park District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.
13. It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the Wheaton Park District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
14. If applicable, User will set up the facility for User's function. User will take down the facility after User's function. User agrees to restore the facility to its prior condition.
15. Candles and open flames, including birthday candles, are prohibited inside park district buildings and cabins.

16. No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Wheaton Park District under this Agreement.
17. This agreement for requested programs will not be entered into by the Wheaton Park District unless said Agreement is signed by an authorized representative or agent of User and delivered to the Office of the Wheaton Park District.
18. This agreement may be revoked at any time at the discretion of the Wheaton Park District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future requested programs may be denied to User.
19. This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.
20. This agreement may not be assigned by User without the Wheaton Park District prior written consent.
21. This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.
22. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

#### Photos

The Wheaton Park District takes photographs or video of participants for promoting our programs, services, events, activities, and facilities in our program guides, website, or agency social media, etc. By participating in or attending any Wheaton Park District activities the participant (or parent/guardian of a minor participant) agrees to the use and distribution of his or her image (or images of a minor child/ward) in photographs, video recordings, and any other electronic reproductions of such activities for any purpose without inspection, compensation, or any other consideration now and in the future.

#### Warning of Risk

Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities/programs do exist. In this regard, it must be recognized that it is impossible for the district to guarantee absolute safety. Participants registering for strenuous activities are encouraged to seek a physician's approval.

**I have read and fully understand the above Agreement. If responding on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

Date: \_\_\_\_\_

Wheaton Park District

\_\_\_\_\_  
Signature (a duly authorized representative)

\_\_\_\_\_  
Authorized Signature

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (W) \_\_\_\_\_  
(C) \_\_\_\_\_

Email directly to: [Lincolnmarsh@wheatonparks.org](mailto:Lincolnmarsh@wheatonparks.org)

**Submit Form**

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From: Smith, Beverly <smithb244@cod.edu>  
Sent: Tue Jul 20 10:59:59 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Wheaton Park District  
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Attached is a check req. for Wheaton Park District.

*Beverly Smith*  
Administrative Assistant  
Athletics and Recreational Programs  
College of DuPage  
(630) 942-4242  
(630) 942-3601 fax  
Smithb244@cod.edu

**From:** Smith, Beverly <smithb244@cod.edu>  
**Sent:** Tuesday, July 20, 2021 10:42 AM  
**To:** Smith, Beverly <smithb244@cod.edu>  
**Subject:** Attached Image

[attachment: 0601\_001.pdf]