



# FIELD TRIP RISK FORM

PLEASE BRING THIS FORM WITH YOU ON YOUR FIELD TRIP DAY

Group Name: \_\_\_\_\_ Leader Name: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY ST ZIP

Phone #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**PICK LOCATION:**

**FEE: \$6 PER PERSON /\$1 RESIDENT GROUPS**

Main Beach (300 Lakeshore Dr)

Estimated # of Children: \_\_\_\_\_

West Beach (2330 Lake Avenue)

Estimated # of Supervisors: \_\_\_\_\_

SUPERVISION RATIO	ADULT : CHILD
Children under 1 yrs old	1 : 1
Children under 3 yrs old	1 : 5
Children under 10 yrs old	1 : 8
Children over 10 yrs old	1 : 10

Do you have seizure prone swimmers? Yes  No  If yes, how do you identify them (i.e. wristband) \_\_\_\_\_

Do you have any non-swimmers? Yes  No  If yes, how do you identify them (i.e. wristband)? \_\_\_\_\_

## VISITING GROUP EXPECTATIONS

- Group staff is responsible for swim testing their campers and identifying non-swimmers.
- Group staff is responsible for supervising campers at all times.
- First Aid room is located in Beach Manager's office. If a camper is injured or lost, a counselor must claim the minor. If no one claims the child, the police department will be called.
- If your group requires personal flotation devices, please contact us one week in advance. Limited sizes and quantities available.
- Water quality is monitored by the McHenry County Health Department. For current water quality results, please check our website at [crystallakeparks.org/Places to Go/Beaches/Beach Closing Updates](http://crystallakeparks.org/Places to Go/Beaches/Beach Closing Updates).
- In case of inclement weather, groups will be contacted by the Beach Manager. You may also call the Rainout Line at 815.410.4475 Main Beach (ext. 3) and West Beach (ext. 4) for updates.

## UPON ARRIVAL

- Send only the Group Leader into the beach office to check-in and complete payment.
- Please leave children on bus/van until the Group Leader returns from checking in.
- Buses should unload in the beach parking lot near the to the crosswalk.
- After unloading, buses should park in the back of the lot. Please do not park on basketball courts.

Non Res Admission: \$6/person x \_\_\_\_\_ = \$ \_\_\_\_\_

Res Group Admission: \$1/person x \_\_\_\_\_ = \$ \_\_\_\_\_

Lunch package: \$6/person x \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL: = \$ \_\_\_\_\_

Payment due upon arrival  
Checks payable to Crystal Lake Park District



\_\_\_\_ I HAVE READ ALL ATTACHED POLICIES AND RULES FORMS (INITIAL)

THIS AGREEMENT MUST BE SIGNED BY THE RENTER, AGE 21 OR OLDER, OR AN AUTHORIZED AGENT OR REPRESENTATIVE OF THE RENTER AND AUTHORIZED CRYSTAL LAKE PARK DISTRICT REPRESENTATIVE.

Group Leader Signature: \_\_\_\_\_

CLPD Authorized Signature: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Type of Payment: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE

HH# \_\_\_\_\_

\_\_\_\_ Review front page and make notes. All areas are filled in and Group Leader signs bottom and initials waiver

\_\_\_\_ Review beach rules and PFD with Group Leader

\_\_\_\_ Take actual count of campers and supervisors

\_\_\_\_ Collect payment: \$6/per camper and leaders  
\$6 per lunch package

\_\_\_\_ Turn in both forms with payment

Rev 1-25



### **Personal Flotation Device**

- All children using a lifejacket must be supervised by an adult in the water within arm's reach at all times.
- Lifeguards and other aquatic staff are not responsible for assessing patron swimming skills or ensuring that patrons properly wear lifejackets.
- The Crystal Lake Park District will make a reasonable attempt to provide lifejackets upon request for children 3 years of age and older and at least 40 pounds, through adult sizes. Limited number of lifejackets and sizes are available.
- Lifejacket straps must be secured and the lifejacket must fit snugly.
- Individuals wearing lifejackets are not permitted past the 3 foot buoys.
- Lifejackets may not be altered.
- Lifejackets should be returned to the beach office when finished using.
- Only US Coast Guard Approved lifejackets are allowed.

### **Insurance**

All organizations, businesses, leagues and family events **over 100 people** must carry insurance as outlined below:

- Renter shall maintain general liability insurance for bodily injury, personal injury and property damage during the term of this agreement, specifically including contractual liability coverage. The insurance shall be by an endorsement naming the Crystal Lake Park District, officers, officials, employees, agents and volunteers as additional insured and shall contain no special limitation on the scope of protection afforded the Crystal Lake Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Renter's insurance shall be primary insurance as respects the Crystal Lake Park District and any indemnified party. Any insurance or self-insurance maintained by the Crystal Lake Park District shall be in excess of Renter's insurance and shall not contribute with it. Renter's insurer shall agree to waive all rights of subrogation against the Crystal Lake Park District. The general liability insurance endorsement is due no later than twenty-one (21) days prior to the event.
- If alcoholic beverages are being served, renter must also provide proof of Dram Shop and Host Liquor Liability insurance as noted above. The proof of Dram Shop and Liquor Liability insurance endorsement is due no later than twenty-one (21) days prior to the event.
- Renter shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the Crystal Lake Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the rental date(s) no later than twenty-one (21) days prior to the rental date (s).
- Insurance and Host Liquor Liability can be purchased through the Park District. This insurance is supplied by Market Access Corporation of Palatine. Payment for this insurance must be made in advance. The Park District will submit the application for the insurance. Once the Park District is in receipt of the insurance binder, the Renter will be contacted to pick up a copy of the insurance certificate.
- Market Access Cancellation Clause: Should the described policy be canceled before the expiration date thereof, the company will endeavor to mail 10 days written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

### **Main & West Beach Rules**

- No one may enter the water without a lifeguard in the stand. Swimmers must follow lifeguard's instructions.
- Swimmers must stay within the roped off area. Red buoys indicate water over 3 feet deep. Blue buoys indicate water over 5 feet deep.
- **Main Beach** - No floats allowed beyond 3 foot buoy line. **West Beach** - No floats allowed beyond 3 foot buoy line for anyone under 21. Adults 21 and over: no floats allowed beyond the 5 foot buoy line. Floatation devices must be inspected by staff to ensure proper type and U.S. Coast Guard approved. Personal floatation devices are on hand for swimmers to use.
- Patrons are to conduct themselves on the beach and in the water in such a manner as to not jeopardize the safety of him/herself or others.
- No diving allowed.
- No food or drink in the water.
- No smoking or vaping in the park or on the beach.
- Children under the age of 11 must be accompanied by a person 16 years of age or older.
- The lake water is not suitable for drinking. It is recommended swimmers shower and towel dry after leaving the water.
- All infants must wear rubber or plastic pants. All swimmers must wear proper swimwear. No street clothes allowed.
- Persons under the influence of alcohol or exhibiting erratic behavior will not be permitted in the park.
- Admission to the beach may be refused to all persons suspected to have contagious diseases or infectious conditions.
- Staff has the authority to implement and enforce rules that are stringent or that supplement those listed here.
- No pets allowed. Licensed service animals are exempt.
- Do not feed geese or other wildlife.
- Obey lightning detection system rules for shelter.
- Grill equipment and supplies must be brought in through the front gate only. Only charcoal grills permitted.
- Catering supplies must be dropped off through the front gate only.
- Tents may not be larger than an EZ-Up 10' x 10' size.
- Beer and wine permitted in picnic areas only.
- Glass containers are not permitted on beach or grounds. Use receptacles provided for trash, charcoal, and recycling.
- Crystal Lake Park District special events may restrict coolers / alcohol in park.
- No riding of bicycles, skateboards or roller skates allowed in the park Memorial Day-Labor Day.
- Swim break rest periods are scheduled twice daily for everyone's safety. Additional rest periods may be run every hour depending on attendance and temperature.
- No walk-in boats, paddle boards, rubber rafts (all boats must be go through the boat launch area with a purchased boat launch key card.
- All watercraft must go through the boat launch area with a purchased boat gate access key fob.
- Flagpoles located at Main and West Beaches carry color-coded weather flags. To help ensure patron safety, please learn the meaning of the following flag colors and make it a habit to look for them while on the lake or at the beach.

**RED: BEACH CLOSED. KEEP OFF THE LAKE**

**GREEN: FAIR WEATHER, LIGHT AIR, AND WIND 1-10 MPH**

**IN AN EMERGENCY, CALL 9-1-1**

**ASK ABOUT OUR MAIN BEACH GROUP BOAT RENTALS**

**KAYAKS CANOES ROWBOATS PADDLEBOATS**