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Dear Affiliate Community Group;

2018 season is upon us.

The District is enclosing the affiliate community group agreement for your organizations use of 2018. We have simplified the agreement by editing items that are no longer valid. Therefore making the agreement clear and concise for all parties.

We will host a meeting March 5th at 5 pm at Bird Park administrative office to turn in your signed agreement and any other required paperwork you may have at the time. Paperwork may also be mailed in to the administrative offices or dropped off. Due to the sensitivity of some content we ask that you do not fax the paperwork. No organization will be allowed to play on the fields without full and complete packets turned into the office. Non sporting organizations will need to have their full and complete packets turned in so we may reserve your dates. Deadlines are included and will be adhered too.

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.

Ariana Padilla will be your contact and 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. You may also 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