

FACILITY INFORMATION:

ADMINISTRATION OFFICE

17551 Chicago Avenue
Lansing, Illinois 60438
708-474-5020
Hours of Operation: Monday-Friday: 8:00am-4:30pm

EISENHOWER CENTER

2550 178th Street
Lansing, Illinois 60438
Recreation & Fitness Center
708-474-8552

Hours of Operation: Monday Friday: 5:30am-9:00pm
Saturday/Sunday: 7:00am-4:00pm
(September-May)
Saturday/Sunday: 7:00am-2:00pm
(June-August)

Administrative Department

John W. Wilson, CPRP, Director of Parks and Recreation
Angel Summers, Staff Accountant

Recreation/Fitness Department

Sharon Desjardins, Superintendent of Recreation
Michelle Havran, Fitness/Aquatic Supervisor
Oralethea Davenport, Community Events Coordinator
Jacquelyn Uphoff, Recreation Supervisor
Gerry Meekma, Receptionist
Linda Germeraad, Receptionist
Lynette Davenport, Receptionist
Chester Marshall, Custodian
Cordell Edwards, Custodian
George Hanlin, Maintenance/Custodian

Office Staff

Carolyn Walker
Melissa Metzger
Monica Celmer

Buildings and Grounds Department

Michael Rutledge, Park Foreman
Adam Tollefsen, Maintenance
Patrick Rutledge, Maintenance



Photographs

The Lan-Oak Park District may videotape or take photographs of people enjoying programs, special events, parks and facilities. These photographs and videos are for our publications, brochures or cable programs. They are the sole property of the Park District and are used at its discretion.

The Lan-Oak Park District recognizes and supports the right of persons with disabilities to recreate alongside people without disabilities. All Lan-Oak Park District programs and services are open to such inclusion, so long as the registrant pays the fee paid by other registrants and registers before the program is full.

Do you have any new program ideas?

We'd like to hear them! Call the Park District at 708-474-8552 if you would like to teach a class or if you simply have a new idea for a class.

Smoking Ordinance

As of January 1, 1992 the Eisenhower Center became a smoke free facility.

Lan-Oak Park Foundation

The Foundation was formed to assist the park district in its endeavors to provide programs and facilities for the community, while at the same time allowing the district to use available tax dollars for the operation and upkeep of the park district. In today's world, government agencies need to look at alternate means of financing projects and special programs. The Foundation provides one way for this to happen. The Foundation has been instrumental in the district since its formation.

Mission Statement

The Lan-Oak Park District will strive to enhance the quality of life for all Lansing residents by providing clean, safe parks, well-developed recreational facilities and a wide range of recreational programs and activities for all ages.

Park Permits

Park permits may be obtained beginning Monday, January 4, 2010 at 8:00am. Proof of Lansing residency is required at the time of application. **No park rental will begin prior to 11:00am on the rental date.** There will be a \$50.00 fee and a \$35.00 deposit for each rental space. Full payment is due at the time of application - cash and credit cards only. The \$35.00 deposit will be returned to the applicant if the park is left clean and in good repair after the rental, and restroom key is returned. All deposit refunds will be available for pick-up at the Eisenhower Center, 2550 178th Street, Lansing three to four weeks after the rental date. Checks will no longer be automatically mailed. Checks left at the Eisenhower Center for more than 30 days will be mailed. The park district is not liable for checks lost in the mail or not cashed by their expiration date. Patron will pay any cost to reproduce or replace a check. Non-resident park permits may be obtained after July 1, 2010.

Picnic Kits

Picnic kits containing various sports games and supplies are available for rental. Picnic kits require a \$25.00 rental fee (cash and credit cards only) and a \$25.00 deposit. If the picnic kit is returned in its entirety and in good repair the \$25.00 deposit will be refunded. All deposit refunds will be available for pick-up at the Eisenhower Center, 2550 178th Street, Lansing three to four weeks after the rental date. Checks will no longer be automatically mailed. Checks left at the Eisenhower Center for more than 30 days will be mailed. The park district is not liable for checks lost in the mail or not cashed by their expiration date. Patron will pay any cost to reproduce or replace a check. Rental of picnic kit does not require rental of a park.

**The Lan-Oak Park District will be closed
on the following days:**

Thanksgiving Day November 26, 2009

Christmas Day December 25, 2009

New Year's Day January 1, 2010

REGISTRATION PROCESSING BEGINS

**August 20, 2009 Residents,
August 27, 2009 Non Residents**

Registration Process:

- **REGISTRATION WILL BEGIN UPON RECEIPT OF YOUR BROCHURE.** You simply fill out a registration form and deliver it to the Lan-Oak Park District Recreation Department and we will mail you a confirmation receipt once your registration has been processed. Program registrations will be processed for residents on August 20 and for non-residents on August 27.
- **All program registration is done on a lottery basis.**

3 Easy Ways To Register

1. MAIL-IN

Fill out the registration form in the back of the brochure. The form must be filled out completely in order to be processed. Payments may be made by check or credit card. Checks should be made payable to Lan-Oak Park District. Checks returned to the park district for any reason will be charged a \$30 service fee. If paying by credit card, include complete card number, cardholder name, expiration date and signature. Make sure you sign the waiver on the back of the registration form.

Mail to: Lan-Oak Park District
2550 178th Street
Attn: Registration
Lansing, IL 60438



2. FAX

Fill out the registration form in the back of the brochure. The form must be filled out completely in order to be processed. All faxed registrations must be paid with a credit card. Be sure to include the complete card number, cardholder name, expiration date and signature. Make sure you sign the waiver on the back of the registration form.

Fax to: 708-474-8520



3. DROP-OFF

Fill out the registration form in the back of the brochure and/or fill out a registration form at the Eisenhower Center. Include proper payment. Place completed registration form and payment in a sealed envelope marked REGISTRATION and drop it off at the Eisenhower Center during regular business hours. Make sure that the waiver is signed on the back of the registration form.

Drop at: Eisenhower Center
2550 178th Street
Attn: Registration
Lansing, IL 60438



*The Lan-Oak Park District accepts
American Express, Visa and Mastercard for
credit card payments.*

Sorry, no telephone registrations.

PROGRAM CONFIRMATION

A confirmation/receipt will be sent to you in the mail once your registration has been processed. If it states "ENROLLED" you are enrolled in the program. If it states "W-LIST" you are on the waiting list for the program. You will be notified if your waiting list status changes. We encourage you to place your name on the waiting list if the program you desire is full, additional sections may be opened if possible.

REGISTRATION DEADLINE

Our programs need to meet their minimum number of enrollments by the registration deadline in order for the program to become active. It is important that you register by the registration deadline to ensure that you are enrolled in the program if space is still available. After the registration deadline, registrations may not be taken. If we do not meet the minimum the program may be cancelled.

MINIMUM/MAXIMUM

When you see the words "Min/Max" under a program it refers to the minimum number of participants needed for this program to run and the maximum number of participants the program will accommodate.

TRANSFER/REFUND POLICY

The park district acknowledges that not all recreational programs are compatible with all park district patrons. On occasion it may become necessary for a patron to cancel their participation in a registered program, trip or special event. The park district hopes that every patron may still enjoy the benefit of park district participation by transferring his or her registration to another, more convenient or more satisfying program, trip or special event. The following represents the criteria for obtaining a program, trip or special event transfer or refund.

- Prior to the first day of a program 100% of the fee paid may be transferred to another program that has not already started, or may be refunded in the form of a check. A transfer will become effective immediately, while a refund check will require 2-4 weeks to process.
- On the first day of a program, but prior to the class time 100% of the fee paid may be transferred to another program or, if desired, 75% of the fee paid will be refunded.
- After a program starts, but prior to the day of the second class, 100% of the fee paid may be transferred to another program. If a refund is desired, a refund of 50% will be given.
- On or after the second day of a program, no transfer or refund will be provided.
- A processing fee of \$2.00 is deducted from all program refunds requested by the patron.

A 100% refund or transfer will be provided for any program, trip or special event cancelled by the park district, with no deduction for a processing fee.

All refund checks must be picked up at the Eisenhower Center when ready. Checks will no longer be automatically mailed. Checks left at the Eisenhower Center for more than 30 days will be mailed. The park district is not liable for checks lost in the mail or not cashed by their expiration date. Patron will pay any cost to reproduce or replace a check.

Non-Resident Fee – Sports Teams

If a team has more than 50% non-residents on its roster, the team will pay one fee of \$30.00, and that payment will cover the entire roster for the season. This fee is non-refundable, and must be paid prior to the beginning of the first game. If the fee is not paid prior to the first game, that game will be forfeited and the team will not be allowed to participate in future games until the fee is paid.