

	<b>POLICY PROCEDURE GUIDELINES</b>	<b>POLICY NUMBER: 07.10.00.</b>	<b>PAGE NUMBER: 1 of 4</b>
		<b>SUBJECT: Parade Float Policy</b>	Adopted: 7/10/2014 Latest Revision: 04/15/2016 Next Review:

**07.10.00. POLICY STATEMENT**

The Forest Preserve District of Cook County (the “District”) will participate in events that provide opportunities to showcase the District to new or diverse audiences. This policy is intended to clarify the requirements for the use of a District parade float, or other parade vehicle, in a parade or other public gatherings.

**07.10.01. PURPOSE**

This policy establishes minimum regulations for the operation of a float and parade vehicle.

**07.10.02. REFERENCES**

NA

**07.10.03. DEFINITIONS**

**Parade Float:** A unit especially designated or constructed for use in conjunction with a parade or public gathering.

**Parade Vehicle:** These guidelines govern District owned, leased, and rented vehicles including, but not limited to, automobiles, pick-up trucks, light duty trucks, sport utility vehicles, vans, heavy duty trucks, trailers, tractors, parade floats, and all other District owned, leased, rented, miscellaneous vehicles...

**Waiver of Liability Form:** Document that must be signed by parade float participants and drivers. (Please refer to Appendix A: Waiver of Liability- Parade Float)

**07.10.04. SCOPE**

This document applies to all persons securing and entering floats to be displayed during parades or other public gatherings.

**07.10.05. DISTRICT RESPONSIBILITY**

**Department Heads:** District department heads shall: **(1)** work with the Office of the General Superintendent in scheduling the use of a District parade float; and, **(2)** work with the Office of the General Superintendent in scheduling appearances to be made with the General Superintendent, Deputy Superintendent, or other District employees/leaders.

**Office of the General Superintendent:** The Office of the General Superintendent shall: **(1)** register parades for the District, and sends employee notices, with the assistance of the Department of Conservation & Experiential Programming and the Facilities & Fleet Department; **(2)** review and when appropriate approve other parade float requests; **(3)** ensure

that parade float participants sign off on waiver of liability document (see Appendix A); (4) stores all waivers of liability related documents; and, (5) coordinate parade float appearances with the General Superintendent, Deputy Superintendent, or other District employees.

**Conservation & Experiential Programming Department:** The Conservation & Experiential Programming Department shall: (1) assist in recruiting parade float riders; and, (2) assist in the management and usage of all parade floats.

**District Employees:** District employees are required to comply with this Parade Float policy.

**Facilities & Fleet Department:** The Facilities & Fleet Department shall: (1) maintain all parade floats and related vehicles; (2) assist in recruiting and assigning parade float drive/s; and, (3) assist in the management and usage of all parade floats.

## 07.10.06. PROCEDURES

**External Use Restrictions:** (a) District parade floats are to be used only for District purposes; (b) District parade floats are not to be utilized by non-District employees, unless approved by the General Superintendent; and, (c) District parade requests will be reviewed on a first come first serve basis.

**Parade Float/Vehicle Requirements:** (a) Reservations for parade use must be made at least two (2) weeks prior to date needed; (b) Reservations must be approved the Office of the General Superintendent; (c) Floats must be structurally sound and safely designed. The main platform must have no holes or hollow areas that might allow someone to fall through; (d) No Smoking inside the vehicle or on the float, or near the float at any time; (e) No open flames will be permitted on floats or on a vehicle towing a float; (f) Flammable or combustible liquids shall not be carried on float; (g) There must be no exposed rebar, nail heads, staples, chicken wire ends, etc., in areas expected to come in contact with people; (h) No decorations may be placed on lights or around heating and electrical equipment. Any electrical cords must be properly installed, protected, and in good repair; (i) Participants are prohibited from showing nudity; (j) Participants are prohibited from having water guns (i.e. super soakers, etc.); (k) Participants are prohibited from tossing water or other liquids; (l) Participants are prohibited from having animals on the parade float; and, (m) Participants are prohibited from having any firearm on the parade float.

**Driver Requirements:** (a) Only District employees may operate a parade float or vehicle; and, (b) Driver(s) must have a valid driver's license.

**Participant Requirements:** (a) All participants riding on a District float must sign a waiver of liability document; (b) All participants riding on open floats shall have solid sitting arrangement with hand holds readily available to them; (c) No person shall be wired or tied to the float; (d) Secured safety rails, barriers, or ropes may use to prevent a fall from the float. No unsecured riders may be located where they might fall beneath the float, its wheels or between tow vehicle and float (e.g. no seating on rear edge of tow vehicle or on front edge of float); (e) If present, children must be under adult supervision and seated at all times when in motion; (f) Riders are to remain on float once the parade begins and at all time when the float is in motion. Alcohol consumption or smoking on the float is prohibited; (g) No throwing or

distribution of candy and/or promotional items from parade float/vehicles; and, **(h)** If candy and/or promotional items are to be distributed to patrons or participants, they must be distributed by parade participants walking alongside the float/vehicle.

**Fire/Safety Recommendations:** **(a)** Motorized parade float and towing apparatus shall be provided with a minimum UL Rating 2A, 10-B: C rated portable fire extinguisher readily accessible to the operator; **(b)** A safety meeting must be scheduled with the float staff to identify any possible hazards, should an unexpected event occur; and, **(c)** Float staff should be able to: (1) Identify the location of the fire extinguishers and know how to shut off the generator and other electrical equipment; and, (2) Identify a method to alert the driver to stop the parade float.

**Music:** **(a)** The music must maintain a volume that will not interfere with other participants in the parade and must not contain vulgar or inappropriate language that could tarnish the reputation of the District.

**Alcohol/Drug Ban:** **(a)** The use of drugs, alcohol, and tobacco are not permitted for safety and liability purposes.

**07.10.07. TRAINING REQUIREMENTS**

N/A

**07.10.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE**

- (1)** This policy should be distributed to all appropriate District employees.
- (2)** This policy should be added to the District shared drive, intranet, and website.
- (3)** Department Heads should work to ensure that all necessary staff is knowledgeable about this policy.

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**If you have questions, comments, or suggestions concerning District policies, please contact:**

Forest Preserve District of Cook County  
Office of the General Superintendent  
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69 W. Washington St., Suite 2040, Chicago, IL 60602  
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## Appendix A:

# Forest Preserve District of Cook County Waiver of Liability- Parade Float

I, \_\_\_\_\_, and/or the minor to whom I am a parent or guardian, \_\_\_\_\_, desire to ride a parade float sponsored by the Forest Preserve District of Cook County, Illinois as part of the \_\_\_\_\_ parade scheduled for \_\_\_\_\_ (the "Parade").

I understand and expressly acknowledge that the activities of the Parade (including pre- and post-Parade activities and being on a Parade float) are dangerous and involve the risk of serious injury, death and/or property damage. I assume all risks associated with participating in the activities of the Parade. I hereby release and hold harmless the Forest Preserve District of Cook County, Illinois, its officers, commissioners, agents and employees, from any liability associated with the Parade. I hereby promise not to sue the Forest Preserve District of Cook County, Illinois for any matter related in any way to the Parade.

If I am a parent or guardian of any minor participant in the Parade, I understand and expressly acknowledge that the activities of the Parade (including pre- and post-Parade activities and being on a Parade float) are dangerous and involve the risk of serious injury, death and/or property damage. I assume all risks, on behalf of the minor to whom I am a parent or guardian, associated with participating in the activities of the Parade. I hereby release and hold harmless the Forest Preserve District of Cook County, Illinois, its officers, commissioners, agents and employees, from any liability associated with such minor's participation in the Parade. I hereby promise not to sue the Forest Preserve District of Cook County, Illinois for any matter related in any way to the Parade.

If I am an employee of the Forest Preserve District of Cook County, Illinois, I understand that my participation in the Parade is not required, completely voluntary, and separate from my employment with the Forest Preserve District of Cook County, Illinois.

I have read this Waiver of Liability and agree to abide by all terms as stated herein. I hereby agree that this waiver shall be binding upon and enforceable against me, my personal representatives, spouse, domestic partner, successors, assigns executors, heirs, and next of kin without limitation. If I am a parent or guardian of any minor participant in the Parade, I hereby agree that this waiver shall be binding upon such minor's heirs, executors, successors, assigns and next of kin.

**I HAVE READ AND VOLUNTARILY SIGN THE WAIVER OF LIABILITY AGREEMENT.**

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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