Hamburg Township
Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, October 24, 2023 – 3:00 p.m.

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes

   A. August 22, 2023 Regular Meeting Minutes
7. Correspondence

   A. Hamburg Township Museum – October Newsletter
8. Current Business

   A. None
9. Old Business

A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report

1. Iron Belle Trail/Lakelands Trail Projects
   - Huron River free-span Bridge Grant – No Update
   - MDNR Spark Grant #ARPA-0863 – Trailhead Improvements – Denied
   - Ralph C. Wilson Trail Maintenance Grant #IG202324346 Zukey Footbridge – No update
2. Park Master Design Plan Concept – Pending
3. Bennett Park & Senior Center
   - Bennett Park & Water Trail Access Improvements #TF22-0107
     - Spicer completed survey – will schedule meeting to discuss concept
   - LEO & MCSC MI Community Center Grant – Filed
     - Senior/Community Center Upgrade & Expansion Project
       - Phase 1 Submission for Planning & Remodel
   - LivCo ARPA Funding – ADA Accessible Patio Doors & Other Improvements - Update
   - HERO Grant - East Park Intergenerational Gathering Area – Proposed

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – Updates Pending
2. Park Fee Update – Cost Comparison Complete – Updates Pending

C. Administrative Services

1. Township Coordinator's Report – October 2023
2. Senior Center Report – October 2023
3. Scholarship Request
   a. East MI Panthers – Fall 2023
4. Park Use Requests
   a. HERO – Moving Wall – September 7-18, 2024 – Information Only (TB approved 9/17/23)

D. Special Projects

1. Baseball Dugout Renovation Project – Update
2. Pickleball Court #3 – Update
3. RC Truck Track Proposal – No Update
4. Bennett Park & Water Trail Access Improvements – (Report under Grants)
5. Scheduling Software RFP - Discussion

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No Update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – ADA Coordinator Training Update

10. Call to the Public
11. Committee Comments
12. Adjournment

Next Meeting Date:
Parks Committee: November 28 – 3:00 PM

Pledge to the Flag

Hamburg Township
Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, August 22, 2023 – 3:00 p.m.

1. Call to Order

   Dolan called the meeting to order at 3:04 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

   Board Members Present: Michniewicz, Dolan, Auxier, Muck
   Board Members Absent: Henneman, McCabe

4. Call to the Public

   A call was made with no response.

5. Approval of the Agenda

   Motion by Michniewicz, supported by Auxier, to approve the agenda as presented.
   VOICE VOTE: Ayes 4 Absent: 2 (Henneman, McCabe) MOTION CARRIED

6. Approval of the Minutes

   A. June 27, 2023 - Regular Meeting

   B. July Meeting Notice

   Motion by Auxier, supported by Dolan, to approve the minutes from the June 27, 2023 Regular Meeting.
   VOICE VOTE: Ayes 4 Absent: 2 (Henneman, McCabe) MOTION CARRIED

7. Correspondence

   A. Hamburg Township Museum – July & August Newsletters

8. Current Business

   A. Howell Recreation Organization – Field Use Discussion/Presentation

   B. Parkland Use Permit Sign Policy – Change Proposed/Recommendation to TB

9. Old Business

A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report

1. Iron Belle Trail/Lakelands Trail Projects

- Huron River free-span Bridge Grant – Update
- MDNR Spark Grant #ARPA-0863 – Trailhead Improvements – No Update
- Ralph C. Wilson Trail Maintenance Grant #IG202324346 Zukey Footbridge – No update

2. Park Master Design Plan Concept – Spicer Group Agreement to TB 9/5/23

3. Bennett Park & Senior Center

- Bennett Park & Water Trail Access Improvements #TF22-0107
  - Agreement Received – to TB 9/5/23
  - Spicer Agreements – Prime Professional to TB 9/5/23
- LEO & MCSC MI Community Center Grant – Deadline 8/31/23
  - Senior/Community Center Upgrade & Expansion Project
  - Phase 1 Submission for Planning & Remodel
- LivCo ARPA Funding – ADA Accessible Patio Doors & Other Improvements - Update
- HERO Grant - East Park Intergenerational Gathering Area – Proposed

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – (Sign Permit process for Parks – Change Proposed above)

2. Park Fee Update – Cost Comparison Complete – Recommendation to TB pending

C. Administrative Services

1. Township Coordinator's Report – August 2023

2. Senior Center Report – August 2023

3. Scholarship Request

a. Updated report attached

4. Park Use Requests

a. None

D. Special Projects

1. Baseball Dugout Renovation Project – Discussion

2. Pickleball Court #3 – Update

3. RC Truck Track Proposal – Update

4. Bennett Park & Water Trail Access Improvements – (Report under Grants)

5. Scheduling & Invoicing/Donations – Demos to follow short-list

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – Update

2. Hamburg Historical Sign in Hamburg Cemetery – Installed, Dedication Date TBD

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – ADA Coordinator Training Update

10. Call to the Public

A call was made with no response.

11. Committee Comments

Discussed the Powerade Soccer Tournament and concerns. The Deputy will be asked to attend next month's meeting to discuss concerns.

12. Adjournment

Motion by Auxier, supported by Michniewicz, to adjourn the meeting.
VOICE VOTE: Ayes 4 ABSENT: 2 (Henneman, McCabe) MOTION CARRIED

Meeting adjourned at 3:38 p.m.

Respectfully submitted,

Karen L. Vermillion
Clerk/Election Assistant

Next Meeting Date:
Parks Committee: September 26, 2023 – 3:00 PM

The Wave

Newsletter of the Hamburg Township Historical Society - October 2023

HAMBURG TOWNSHIP MUSEUM

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139
810-986-0190
hamburgmuseummichigan@outlook.com
https://hamburgmuseum.org

BOARD OF DIRECTORS
Karl Bangert
President
Carrie Schulz
Vice President
Suzanne Hines
Sec/Treasurer
Pat Corr
Membership
Alice Winkelman
Della Copp

MUSEUM HOURS
11 am - 3 pm
Weds. & Sat.

ADMISSION
$2 Adults, $1 Children
18 and younger.
Members Free.

*October is a month of many learning opportunities at the museum. Please be sure to check **front and back** of the newsletter for details.*

MARKING HISTORY

Join the Hamburg community and state and local representatives for the dedication of the State of Michigan historical marker highlighting the founding of Hamburg in 1831 and Edwin B.Winans who served as Michigan governor from 1891-1893, now buried in the Hamburg Cemetery.

This new marker replaces the original one established through the work of Joyce Dewolf Terry and the Hamburg Historical Society in 1981 as part of the 150th Anniversary of Hamburg's founding. Hamburg Township Parks and Recreation, the Hamburg Township Historical Society and donations from the George W. Lee Civil War Round Table of Howell, Mich. financed the production of the marker.

We invite you to join us for refreshments and tours following the dedication at the Hamburg Historical Museum, 7225 Stone St. in the village of Hamburg.

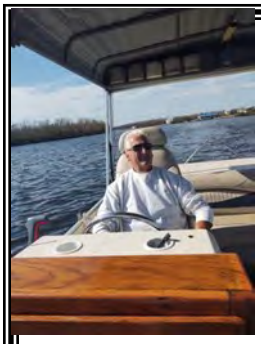
When: Weds,October 11, 2023 Time: 3:00 pm
Where: Hamburg Cemetery near the corner of Hamburg Rd. and Strawberry Lake Rd.

For more information contact the Museum at: 810-986-0190.
Or email: hamburgmuseummichhigan@outlook.com

Cheers for the Hamburg Walking Tour!

On September 16 a capacity group joined Suzanne Hines of the Hamburg Township Historical Society as she led a tour through the historic village of Hamburg.

DIVE INTO YOUR HISTORY



WELCOME ABOARD!

Join well-known **Captain Scotty** as he weaves us through the history of the fabulous chain of lakes. These lakes are so much a part of local life that we probably take them for granted without a thought of how they contributed to the history, lifestyle and economy of the region. Captain Scotty has a passion for history and boating and has served this area for over 40 years. He will take us back to glaciers, native Americans, life on the lakes and much more.

When: **Weds., October 25, 2023**
Time: **6:00 pm**
Where: **Hamburg Historical Museum, 7225 Stone Street, Hamburg**
Cost: **$5 members $10 non-members (Free for current non-members who purchase membership today.)**
Reserve: **810-986-0190 if voicemail, leave your name, number in your party, contact information (phone and/or email)**
Email: **hamburgmuseummichhigan@outlook.com**

KNITTING RETURNS

Our first knitting class in September was a great success, and we are back with a new series.

If you love knitting but are still a novice, join experts Pat Corr and Denise Emery as they guide you through making a winter hat. At the first class you will choose from three free patterns.

Knitters should be 12 or older with a knowledge of cast on, knit and purl stitches.

Supplies to bring: One circular needle, 16" length, size 10 ½ or 11. **Yarn will be supplied.**

CLASS LIMITED TO 6

When: **Mondays, October 16, 23, 30 & November 6**
Time: **6:30 p.m. – 7:30 pm**
Where: **Hamburg Historical Museum, 7225 Stone Street, Hamburg**
Cost: **$10 members, $15 non-members**
Reserve: Call 810-986-0190; if voicemail, leave name, contact information (phone and/or email.
Email: hamburgmuseummichhigan@outlook.com

Spooks

Sandra Liatsos

There's a goblin at my window,
A monster by my door.
The pumpkin at my table
Keeps on smiling more and more.
There's a ghost who haunts my bedroom,
A witch whose face is green.
They used to be my family,
Till they dressed for Halloween.

Where in the world did Halloween begin? And why do we use witches hats, flying bats, big black cats to decorate the scene? Come and hear the fascinating history of this beloved holiday. Listen as **Witch Suzy** tells how our customs and legends came across the sea hundreds of years ago and are now part of our celebrations.

When: Saturday, October 21, 2023
Time: 1:00 p.m.
Cost: $5 per person
Where: Hamburg Historical Museum, 7225 Stone Street, Hamburg
Reserve: Call 810-986-0190 if voicemail, leave your name, number in your party, contact information phone and/or email:
Email: hamburgmuseummichhigan@outlook.com

HELP US PRESERVE AND PRESENT THE HISTORY OF HAMBURG. JOIN THE HISTORICAL SOCIETY!

Name_____ Date_____

Address_____

City_____ State_____ Zip_____ Phone_____

Email address*_____

ANNUAL DUES

_____Individual $20.00 _____Dual $25.00 _____Family $30.00

_____Business $50.00 _____Life $300.00 (one lifetime payment)

*ADD $12 to receive paper newsletters via USPS; email copies are free.

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the museum at 7225 Stone Street during visiting hours.

Hamburg Township
Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

To: Township Board of Trustees

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – October 2023

Parks:

Spicer Group has completed a survey of the project area for the Bennett Park & Water Trail Access Improvements for grant TF22-0107. The project is slated for 2024 and must be complete by August 31, 2025. They will be meeting with staff to discuss details of the plan in order to complete a final design and project timeline. All work must comply with terms as outlined in the signed agreement, which requires that all scope items go through a competitive bid process and subsequent review by the MDNR.

The dedication for the Historical Marker in Hamburg Cemetery was well attended, and I would like to thank Suzanne Hines and the volunteers at the Hamburg Museum for all their hard work and support on this project. The updated language on the marker can be seen on the event Facebook page here: https://www.facebook.com/events/1277649009556714.

I have finished the preliminary bid tab for the Scheduling Software Project, and am ready to move to the short list and demos with fellow staff members. I hope to have a revised bid tab with final pricing by strategic planning.

The application for the Moving Wall Event, September 7-18, 2024, has been approved by the Township Board so those dates will be a BLACKOUT for both East and West Parks.

ADA

I have completed 32 of 40 CEUs which are required for the ADA Coordinator Program, and will continue to attend the online courses available. Some of the final credits will only be available at the conference, which I plan to attend again in summer 2024.

Inspections of completed ADA Transition Plan items have been delayed.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year.

Grants:

The 2022 Trust Fund Grant #TF22-0107 Agreement was signed, and we have until August 31, 2025 to complete the project.

The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 was filed 5/12/23, and we have not received word of funding to date.

The 2023 LEO/MI Community Center Grant was filed 8/31/23, and we have not received word of funding to date.

Ordinances

Internal Policy & Procedure for Zoning & General Ordinance updates have been submitted and are awaiting approval.

Ordinances can be found at:
https://library.municode.com/mi/hamburg_township,_(livingston_co.)/codes/code_of_ordinances

Other projects:

- Create Counter "Cheat Sheets" for all Township Coordinator functions ie:
- Organize and Scan all archive files into Docuware System
- Record retention

October 19, 2023

To: Parks and Recreation Committee
From: Julie Eddings, Senior Program Director
Re: Senior Center Director's Report

September Statistics:

- Monthly Attendance: 2470
- Daily Average: 124
- Number of New Members: 58

Upcoming Closures:

- November 10, 2023 for Veterans Day
- November 17 for Holiday Bazaar Set Up
- November 23 &24 for Thanksgiving

New Programming:

- Veterans Luncheon on Friday, November 3
- Hand Pain Clinic on Tuesday, November 7
- Christmas Craft with Brookdale on Tuesday, November 7
- 2U Vision Presentation, Eye Glass Cleaning and Repair on Wednesday, November 15
- Holiday Bazaar on Saturday, November 18
- Snowman and Rudolph Craft on Tuesday, November 21
- Cooper & Riesterer Law Presentation on Wednesday, November 29

Other Information:

- Senior Advisory Board Meeting will be held on November 8 at 10:00 am at the Senior Center.

No Information

Hamburg Township
Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

Memorandum

Date: October 16, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: Scholarship Request - East Michigan Panthers – Fall 2023

We have received a request from the captioned user group to assist with participant fees for their fall 2023 season. They would like to request funding as follows:

1 Varsity Player (Fee $400) – Family #1 - $150
1 Jr. High (Fee $300) & 1 Middle (Fee $250) – Family #2 - $150 each
1 Jr. High (Fee $300) – Family #3 - $150
1 Varsity Player (Fee $400) – Family #4 - $150

Total amount requested: $750

The group is a 501©(3) organization and requires fundraising from their participants, which will be used to offset some of the additional costs for the fees. I have confirmed that all of these requests are for Hamburg residents, and family #2 has been adjusted to the maximum per participant amount, up to the cap of $750.00 total per season.

Hamburg Township
a great place to grow

10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

TO: Parks and Recreation Committee

FROM: Deby Henneman, Township Coordinator

DATE: September 19, 2023

AGENDA ITEM TOPIC: Park Use Application - Moving Wall Memorial – Sept 7-18, 2024
East Park, West Park, and RC Field BLACKOUT
Number of Supporting Documents: **1 (Application from HERO)**

Requested Action

To recommend approval of the Park Use Application dated September 16, 2023 for the Vietnam Memorial Moving Wall Visit to Hamburg hosted by HERO, for proposed dates of September 7-18, 2024, to be a full BLACKOUT of East Park, West Park, & RC Flyer Field, contingent on a Public Safety review for Hazard Level, and the Township Board's confirmation of fees, if any. Signage for the event will be included as outlined in the Sign Policy for approved Park Use.

Background

Application has been received by HERO for a Vietnam Memorial Moving Wall Visit, similar to the events they have had in the past. They will include a ½ scale replica of the Moving Wall, along with a UH-1H Huey display and flights.

They anticipate 5,000 guests during the event, with an average of 1,000 at any given time. A layout plan has been included in the packet, which uses West Park for the moving wall, and east park for the Huey.

A fee waiver has been requested.

H.E.R.O.

HAMBURG ENHANCED RECREATION ORGANIZATION

September 17, 2023

Hamburg Township Board of Trustees
P O Box 157
Hamburg, MI 48139

Dear Members of the Board:

Attached is the H.E.R.O. Application for Park Use for the Vietnam Memorial Moving Wall Visit to Hamburg for September 2024. H.E.R.O. was granted the honor and privelge of hosting this special tribute to our Veterans in 2010, 2014, 2019 and now again in 2024.

The Moving Wall is a ½-size replica of the memorial in Washington, D.C. It will be five years since the last visit. Everything this Wall represents – sacrifices, freedoms and honor are the reasons that inspire us to host this event again. The Wall is more than just an opportunity for visitors to pay their respects and honor those who gave their lives for our freedoms. It is also a history lesson to the generations that follow the Vietnam era. A "living history" is planned with Able Company (associated with the 101st Airborne Alumni Association of Michigan), and the Wolfhounds (sponsored by the Grand Haven Vietnam Veterans Association). These groups will invite visitors to Take a Walk through Hisotry with the opportunity to witness the environment experienced by many servicemen during WWII, the Korean War, and the Vietnam War. The displays and exchanges are included to help educate those who were not involved and to bond with those who were. Perimeter patrols, scout dog patrols, inspections and chow will be witnessed. Local US Army National Guardsmen/women will also participate, representing our armed forces in the Gulf War, Iraq and Afghanistan.

This park use application also includes a static display of a restored Vietnam Veteran "Huey" helicopter with flights to be offered over the Wall to our guests that wish to be a part of this experience. For the past two events in 2014 and 2019, H.E.R.O. has hosted the Huey off-site on private property without incident. This part of the Moving Wall experience was far removed from the Wall location and it is our desire to bring it to Bennett Park. We could utilize the Manly Bennett Air Strip located at East Park that is used and managed by the Hamburg Flyers RC Club. The experience of the Huey can be just as heart wrenching as visiting the Wall memorial. During the Vietnam war, the vast majority of mobility was provided by these helicopters. The experience of sitting on the Huey, feeling the vibrations of flight and hearing the 'whop, whop, whop' sound of the blades is not simply a flight in a helicopter. It is a flight into history.

We respectfully request consideration for approval of the submitted park use application for the Moving Wall and Huey event scheduled for September 2024.

Thank you for your support.

Sincerely,

Joanna G Hardesty, President
H.E.R.O.

Hamburg Township
a great place to grow

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Hamburg Township Manly Bennett Park

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (*or name if family or individual use*): Hamburg Enhanced Recreation Organization (H.E.R.O.)

Name of Event: Vietnam Memorial Moving Wall Visit to Hamburg

Type of Event: Tribute to Veterans Park Use Category #: 2 - Qualified User

Applicant Name: H.E.R.O.

Date(s) of Event: September 7 - 18, 2024 Time(s) of Event: 24 hours per day (9/12 - 9/16)

Applicant Address: P O Box 548 Suite or Apt #:

Applicant City: Hamburg State: MI Zip: 48139

Contact Person (present during use): Joanna Hardesty

Contact's Affiliation with Applicant: President

Contact's Phone: (810) 397-9058 Contact's E-Mail: jghwade1@aol.com

Event Co-applicant, if any: N/A

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: Secura Ins A Mut Co

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: CP3389194 Expiration Date: 5/12/24

Limit of General Liability: 2,000,000 Occurrence 1,000,000 Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate

Event Description: *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: The Vietnam Memorial Moving Wall Visit to Hamburg will include a 1/2 -scale replica of the Vietnam Veterans Memorial on display for five days together with a UH-1H Huey display and flights.

Total Number of participants/spectators/guests anticipated during event: 5,000

Average of participants/spectators/guests anticipated at any given time: 1,000

Site of Proposed Event; include all areas of the parklands that will be used: Bennett Park - West; Bennett Park - East; Hamburg Flyers Field - Bennett Airport

Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect

Will there be camping and trailer facilities? If so, are overnight stays anticipated: Yes

Number of Volunteers: 150 +/- Are Volunteers trained?: Yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: Bennett Park - West along the path to the Wall as well as display areas

Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.

Will admission be charged? If so, how much: N/A

Parking fee charged? If so, how much: N/A Valet service available? N/A

Will Food/Beverages be served? If so, types of food and name of persons serving: TBD

For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.

Will there be Fireworks or any other pyrotechnic display? If so, describe: N/A

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be any animals present? If so, describe: Yes. Service dogs will be on-site throughout the visit.

Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.

Will there be Amusement rides or games? If so, describe: N/A

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes. Golf carts, transport & military vehicles

Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No.

Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.

Specific services required from the Township, if any: None

Other information regarding your event that you feel may be helpful: This is the 4th time that H.E.R.O. has brought the Moving Wall display to Bennett Park. For two of the three previous events the HUEY has been on display and offering flights on private property off Strawberry Lake Road.

Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional info9rmation or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: jh

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance3 with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: N/A

Applicant's Signature: _____ President H.E.R.O. Date: September 16, 2023

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: _____ Date: _____

For office use only

Comments: _____

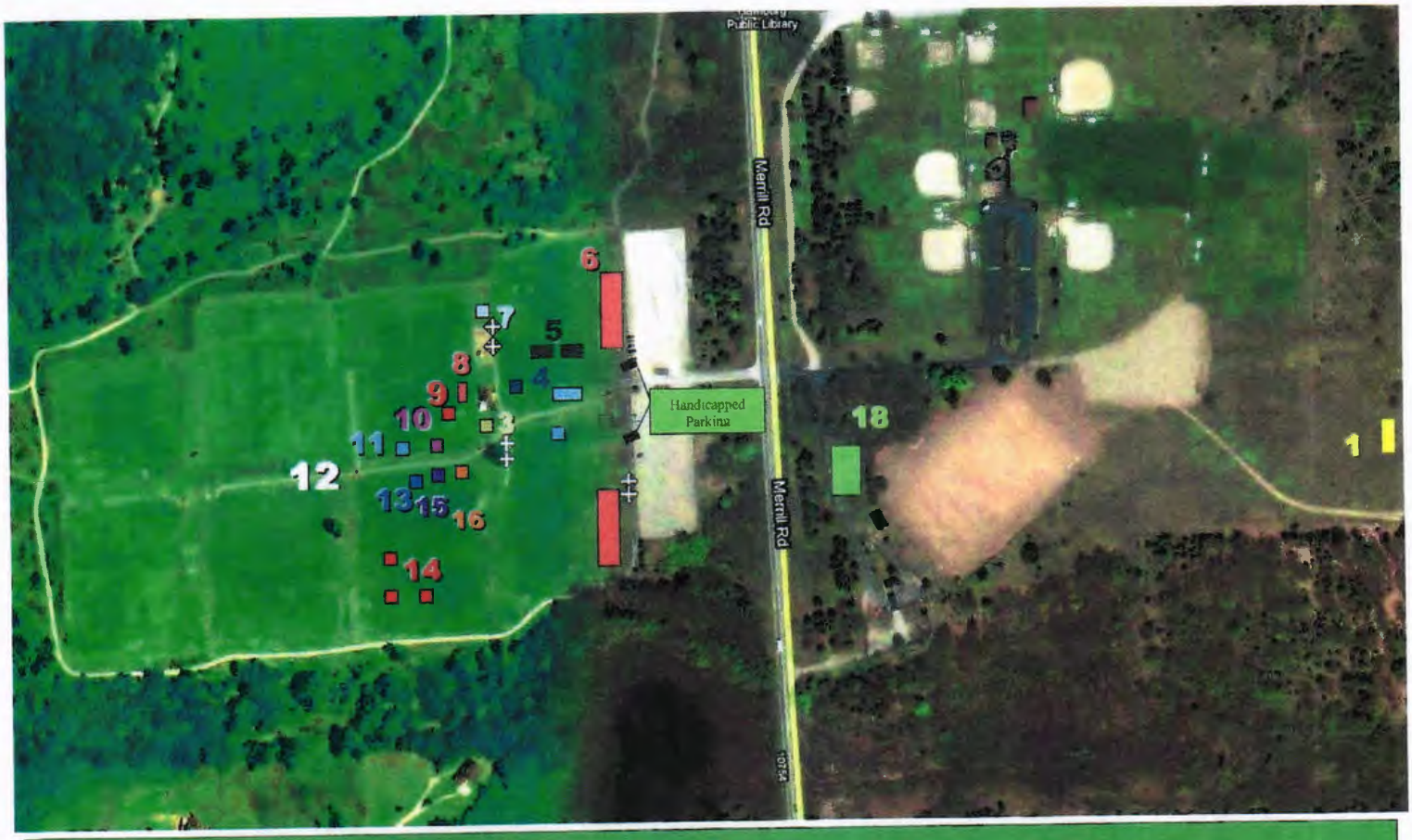
_____

_____

Meeting Approval Dates: _____ Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) ○ Approved ○ Denied

Hamburg Township Representative: _____



The Moving Wall Visit – Preliminary Layout Plan

1. Huey
2. Vehicle Displays
3. First Aid Tent
4. Museum
5. Veterans' Village
6. Motorcycle Parking
7. Mobile Command Center
8. Covered Rest Area
9. Wall Guard Station
10. Flag Folding Station
11. POW Station
12. MOVING WALL
13. Stage
14. Educational Encampment Displays
15. Chaplain
16. War Dogs
17. Volunteer Check In / Info / Computers
18. Volunteer RV Stat ++ Porta-Johns

Proposed Huey Area

Manly Bennett Airfield

THE MOVING WALL
VIETNAM VETERANS
MEMORIAL
AUG 28TH - SEPT 1ST
THE MOVING WALL
VIETNAM VETERANS

PUTNAM TWP
WELCOME HOME
VETERANS

THE
MOVING
WALL
REMEMBERING OUR
VIETNAM VETERANS

AMVETS POST 29
Mt. Clemens, MI
AMVETS

22
VETERANS DIE BY SUICIDE A DAY
ACCORDING TO THE DEPARTMENT OF VETERAN AFFAIRS
HAVING EACH OTHERS BACK DOESN'T END
JUST BECAUSE WE ARE HOME
IF YOU OR A VETERAN YOU KNOW IS IN A CRISIS
PLEASE CALL: 1-800-273-8255 AND PRESS 1
PLEASE REACH OUT - SHARE IF A VETERAN IN NEED CAN REACH OUT TO YOU

© mjane purdom

BOB HOPE USO SHOW!

UNITED ST

THEY AINT WET

Hamburg Township
a great place to grow

Bid Tabulation - Parks and Recreation Scheduling Software

Bids gathered in 2023
Updates may be required

SERVICE PROVIDER	Civic Plus 302 South 4th St., Suite 500 Manhattan, KS 66502 888-228-2233	Brightly Software Inc. 11000 Regency Parkway, Suite 300 Cary, NC 27518 nate.eicher@brightlysoftware.com	My Rec P.O. Box 16997 Salt Lake City, UT 84116 info@myrec.com	Community Pass P.O. Box 628 Ridgewood, NJ 07451 201-689-2323	Rec Desk 300 Plaza Middlesex Middletown, CT 06457 tim.bracken@recdesk.com	EZ Facility 866-498-3279
Scheduling Software for Park Facilities, Community Center Rentals & Events	Term 1 year	Term 36 months	Term 1 year	Term 1 year	Term 1 year	Charges by the month - 15% off annually (Annual Shown)
First Year Cost - Includes Setup, Training and Support	$ 7,838.00	$ 13,681.00	$ 3,295.00	$ 7,500.00	$ 4,800.00	$ 3,356.00
Annual Maintenance/2nd year fee	$ 4,725.00	$ 6,191.46	$ 3,295.00	$ 5,000.00	$ 4,800.00	$ 3,356.00
Scheduled Increase	5% after year 2	6% after year 2	Fees based on sales			
Transaction Fees (Other)				2.99% Credit, 1.00% ACH	.75% if Over $200,000 in Sales	Pricing reflects 15% discount

Notes:

Civic Plus - Platform seemed complicated

Brightly Software - Software is focus, not parks

MyRec - Best Value, fully compliant with ADA

Community Pass - Nice Platform, friendly staff

Rec Desk - Simple Buttons, S.Lyon Rec has system

EZ Facility - Calendar and billing only, not good fit

Helping businesses choose better software since 1999

Capterra

What can we help you find?

Recreation Management Software

/ ABOUT US 2 Million+ Verified Reviews 100,000+ Solutions 900+ Categories

Xplor Recreation
4.0 (1)

KEY FEATURES

12/12

VISIT WEBSITE

GovPilot
4.6 (76)

KEY FEATURES

8/12

VISIT WEBSITE

SmartRec
4.4 (128)

KEY FEATURES

10/12

VISIT WEBSITE

RecDesk
4.6 (40)

KEY FEATURES

11/12

VISIT WEBSITE

DaySmart Recreation
4.2 (26)

KEY FEATURES

11/12

VISIT WEBSITE

CivicRec

4.3 (43)

KEY FEATURES

10/12

VISIT WEBSITE

NEOGOV

4.4 (207)

KEY FEATURES

3/12

VISIT WEBSITE

Gym Assistant

4.6 (183)

KEY FEATURES

7/12

VISIT WEBSITE

EZFacility

4.5 (120)

KEY FEATURES

12/12

VISIT WEBSITE

Cartegraph Asset Management

4.9 (22)

KEY FEATURES

2/12

VISIT WEBSITE

Compare all software products on Capterra's **Recreation Management Software** Directory.

/ Top-rated software of 2023

Fill out the form and we'll send a list of the top-rated software based on real user reviews directly to your inbox.

Email Address *

E.g., example@domain.com

By proceeding, you agree to our **Terms Of Use** and **Privacy Policy**.

SEND ME THE LIST

/ WHO WE ARE

The #1 destination for finding the right software and services

We help your organization save time, increase productivity and accelerate growth.

LEARN MORE ABOUT CAPTERRA →

SOFTWARE CATEGORIES
SERVICE CATEGORIES
FAQS
BLOG & RESEARCH
GLOSSARY
WRITE A REVIEW
MY ACCOUNT
ABOUT US
CAREERS
LEGAL TERMS
PRIVACY POLICY

FOR VENDORS
VENDOR LOGIN

Capterra Inc.
1201 Wilson Blvd
9th Floor
Arlington, VA 22209

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-53373-1
Date: 10/12/2023 2:49 PM
Expires On: 12/22/2023

Client:
HAMBURG TOWNSHIP (LIVINGSTON COUNTY), MICHIGAN

Bill To:
HAMBURG TOWNSHIP (LIVINGSTON COUNTY), MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Andrew Brackett		andrew.brackett@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	CivicRec Annual Fee	CivicRec Annual Fee	Renewable
1.00	CivicRec Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	CivicRec Standard	Standard package -Project Coordination -Branded Public Portal -Help Center Access	One-time
2.00	CivicRec Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
1.00	CivicRec Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	One-time
1.00	CivicRec Pay - Forte	CivicRec Pay - Forte	
1.00	CivicRec Pay Annual Fee - Forte	CivicRec Pay Annual maintenance and support fee	Renewable
1.00	CivicRec Pay Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	One-time
1.00	CivicRec Virtual Training (2 Hour Block)	Training (Virtual) - up to 2 hours	One-time

~~List Price - Year 1 Total~~	~~USD 13,463.00~~
Total Investment - Initial Term	USD 7,838.00
Annual Recurring Services - Year 2	USD 4,725.00

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature

By:

_____

Name:

_____

Title:

_____

Date:

_____

CivicPlus

By:

_____

Name:

_____

Title:

_____

Date:

_____

Organization Legal Name:

_____

Billing Contact:

_____

Title:

_____

Billing Phone Number:

_____

Billing Email:

_____

Billing Address:

_____

_____

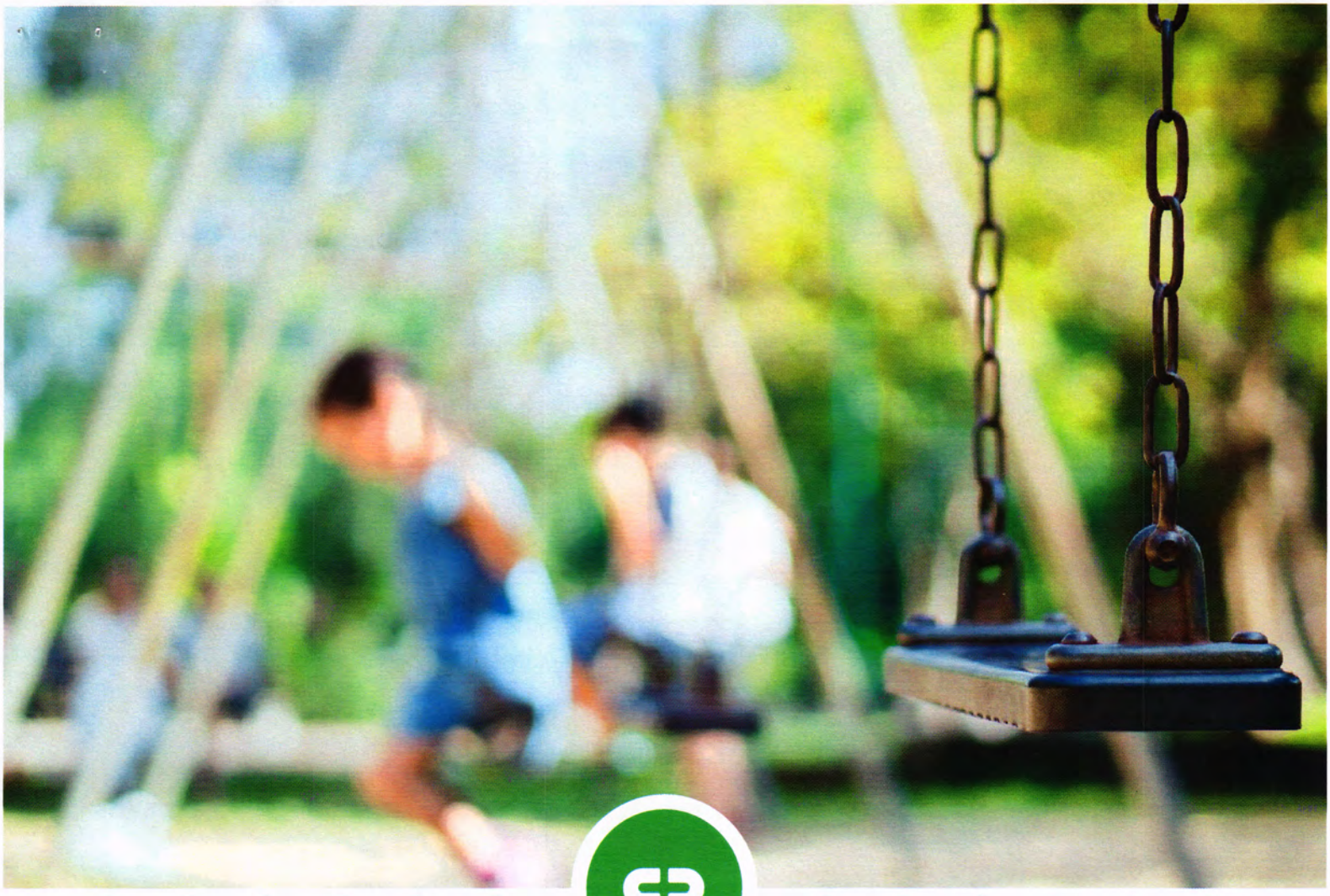
Mailing Address: (If different from above)

_____

_____

PO Number: (Info needed on Invoice (PO or Job#) if required)

_____



CIVICREC®

Parks & Recreation Management Software

VALID THROUGH DECEMBER 31, 2022

civicplus.com | 302 South 4th Street, Suite 500 | Manhattan, KS 66502 | 888.228.2233

CIVICPLUS

PS10242022

CIVICREC RECREATION MANAGEMENT SYSTEM

Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the residents they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and resident relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com

Experience

20+ Years
12,000+ Customers
900+ Employees

Recognition

Inc. 5000

11-time Inc. 5000 Honoree

100 GOVTECH COMPANY 2022

govtech.com/100

Technical Support

THE STEVIES

Recognized with multiple, global Stevie® Awards for sales and customer service excellence

CIVICREC RECREATION MANAGEMENT SYSTEM

CivicRec RMS

CivicRec is an all-in-one parks and recreation management software built specifically for local governments. With a simple interface for both staff and citizens, you can manage activities, facilities, memberships, and sports leagues. CivicRec also offers a point of sale system and a ticketing feature built right in. CivicRec is the easiest and most complete solution for your parks and recreation department.

Activity Registration

Your staff can quickly create programs, indicate flexible pricing, attach waivers and prompts, and assign instructors. Easily take registrations in-house or allow residents and non-residents to register securely on the device of their choice. Email branded receipts and permits after checkout. Our software utilizes load balanced servers and can be scaled to accommodate any volume.

League Management

Athletics staff can easily create leagues, draft players, assess skills, and generate schedules. Sign-up is easy for teams or individuals. With the "Scores & Schedules" and "Parent/Player Portal," your public and league participants will have easy access to current league information.

Membership Management

Easily sell memberships or punch cards, take member photos, print cards or associate barcode key tags, and check people into a facility. Leave credit and debit cards on file for future and recurring payments. Staff can see a history of the account's transactions.

Volunteer Management

CivicRec's volunteer management tool creates, manages, and organizes your volunteer opportunities. Within the Activity module, you can create volunteer roles and assignments specific to events, classes, or activities. Residents can select and register for volunteer roles from home and CivicRec will assist in tracking the time volunteers spend helping around the community with completely integrated reporting for tracking purposes.

Facility Reservations

Easily take in-house and online reservations as well as reserve spaces for classes and sports with an integrated master calendar to avoid double bookings. It's easy to see availability with grid and map-based views with attached photos, descriptions, and rental rates. Generate and email complex permits as well as include waivers, prompts, and forms for a complete checkout process.

Reporting/Financial Accounting

CivicRec has a very powerful reporting engine. There are over 100 canned reports. However, staff can basically take any report and customize it to their liking. Filters and fields can be added and/or removed. Reports can be sorted, saved, emailed, exported to Excel, or scheduled for regular delivery to any email address.

Ticketing

Easily generate general admission tickets for events. Public users will receive their tickets and receipt, which are always available in their transaction history. Tickets can then be printed or shown on their phone display to be scanned into our mobile or desktop check-in screens.

Point of Sale

CivicRec's Point-of-Sale screen makes it easy for staff to quickly sell merchandise, enroll participants, and reserve facilities – all in the same cart! It even plugs right in with your cash drawers, barcode readers, receipt printers, and credit card readers. Integrated inventory control will tell you how many of each item are available at each of your locations.

Marketing/Brochures

CivicRec can produce an InDesign-friendly export that should facilitate the process of generating a brochure. Further, CivicRec's social media tools serve as an additional marketing method allowing users to share via their social media with friends and family.

Email/SMS Blasts

There are several links within CivicRec that allow for email blasts. Many of our reports and roster views allow for mass mailings with just the click of a button. The People Finder report is particularly handy for mailings based on several different filters. SMS messaging is available to facilitate those particularly time-sensitive notifications like cancellations.

Group Permission Levels

Customize your staff experience by creating access groups and setting permissions tailored to individual staff member's roles.

Surveys

Participants will automatically receive post-program surveys requesting feedback. This information is captured and presented back to staff to help determine how your programming is being received.

Resident Dashboard/ Management

With CivicRec's intuitive public dashboard, residents can conveniently view notifications, upcoming events, tickets, and receipts. Family or organization members can be added with age and resident information for easy activity registrations. Administratively, your staff can manage user accounts in-house with tools like internal notes and flags as well as duplicate account prevention.

Mobile Ready

When users register through CivicRec, they get the same great experience on their phone/tablet that they're used to experiencing on their desktops. This mobile responsive experience supports all the same waivers, prompts, discounts, and add-ons that the desktop version does. There's QR code support as well as social networking integration to make it easy for your users to connect with you.

Hardware Compatibility

Customers may opt for a variety of hardware peripherals to enhance the CivicRec experience. CivicRec can be integrated with magnetic stripe readers, barcode readers, thermal printers, cash drawers and more. While CivicRec does not directly provide hardware, we are happy to assist with procurement and implementation.

Credit Card Processing

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by you, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Additional details on our approved partner network and other supported gateway providers is available upon request.

To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.

Optional Integration Development

CivicRec has developed integrations with a variety of parks and recreation related software systems. There are several integration capabilities that you may choose to leverage. Integrations may require additional discussion and scoping. Since integrations can require custom development time, additional fees may apply.

- Financial GL extract compatible with your financial system
- ArcGIS for purposes of local resident determination
- Identity Provider (IdP) Integration for secure single sign-on
- Lighting integration with Musco or SkyLogix lighting solutions
- AudioEye Enterprise - ADA / WCAG Accessibility

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CivicPlus Portal

CivicPlus Portal will empower your program participants and community members to expand the frequency and variety of revenue-generating activities they sign up for with your parks and recreation department.

CivicPlus Portal gives residents a single login for every interaction they need to make with their local government. Through the Portal's personalized dashboard, residents logged in to pay a utility bill can see upcoming community events and immediately register, increasing revenue and engagement with your department.

Resident Benefits

- Anytime, anywhere access to digital resident services
- A personalized dashboard that provides link cards to the services they use most frequently

Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation

Integration Hub

Now, more than ever before, communication with your communities is vital. Missed information is a missed opportunity to engage your community in what is happening and reaching as many people as possible is critical to a successful parks and recreation offering.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).

Seamlessly share and publish your CivicRec event information and details using the Integration Hub. Information entered in your CivicRec calendar will populate CivicEngage® Central calendars and save staff the time and additional steps of entering the same information in multiple places.

The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. This will save valuable time by automating your most time-consuming manual workflows.

CIVICREC RECREATION MANAGEMENT SYSTEM

Standard Project Timeline

The following is a simplified example project plan. A typical Standard CivicRec implementation averages ~14 weeks. Your specific timeline can be affected by additional training or integration needs, schedules and availability, pace of learning, and a target launch date. Upon determination of your final scope, your CivicRec Implementation Team will be able to share a complete and more detailed project plan specifically tailored to you.

PROJECT START

1 Initiate

PHASE 1

- Project Initiation & Review
- Project Timeline Review & Approval
- Kickoff Deliverables
- Kickoff Call

Analyze

PHASE 2

- Payment Gateway Setup
- Accounting Setup
- GL Code Import
- Prepare Public Page Design

2

3 Design & Configure

PHASE 3

- Configuration Training & Testing
- Facilities Training & Testing
- Activities Training & Testing
- Daily Operations Training & Testing

Optimize

PHASE 4

- Complete Catalog Testing
- Complete Public Page Design
- Remove Test Data

4

5 Launch

PHASE 5

- System Implementation Closeout Meeting
- Remove Trial Flag - Enables 100% Functionality
- Transitioned to Dedicated Customer Success Manager
- Launch to Community

GO LIVE

Project Approach

During the Initiate and Analyze Phases, you and the CivicRec Implementation Team will work together to determine an ideal project plan based on your department's goals and contracted items. This includes, at minimum, determining the look and feel of your public page, configuring your accounting settings, importing GL codes, and setting up your payment gateway. It may also include preparing data imports and/or integrations.

During the Design and Configure Phase, you will learn the basics of CivicRec through the Standard Core Curriculum Training. Your CivicRec Implementation Consultant will train your team on the necessities of the system and tailor trainings based on your specific needs. It is also expected that you test every item in the new catalog for practice and quality assurance. During this phase, it is important for you to begin thinking about marketing tactics to promote your new online catalog.

After training is complete, you enter the Optimize and Launch Phases, where you will work with the CivicRec Implementation Team to prepare to launch. Both parties will help to ensure all requirements are met for a successful go-live. It will be up to you to determine when to open the catalog to your community once all implementation tasks are complete.

Once you are ready to launch to your community, you will place a link on your website to direct customers to your CivicRec catalog and our Technical Support Team will be ready to assist you with any questions you may have.

Standard Training Plan

A Standard Training Plan covers the bare necessities of learning CivicRec: Configuration, Facilities, Activities, and Daily Operations. During these core curriculum training engagements, your CivicRec Implementation will identify areas of focus required to meet your needs.

We recommend anyone that will be working on building out your CivicRec Catalog attend all four training engagements.

A final review of your system will occur during your Prep for Launch Meeting in which your team can ask any final questions before being handed off to our Technical Support Team, so you are confident moving forward with your new system and all the resources available to you when implementation is complete.

Data Imports

A data import of all GL Codes is included in all CivicRec Implementation Packages. CivicRec can also import certain data from your current database to your new CivicRec Catalog, leveraging our custom developed scripts and libraries. Additional data imports include User Accounts, Memberships, Residency Address Lists, Activities, Facilities, and Future Facility Reservations. To benefit from further data imports options, additional fees will apply.

Your Role

You should consider the following roles for a successful project team:

- **Project Executive** – Provides focus and guidance for the overall project. Helps to prioritize key objectives, assists with issue escalations, is a key decision-maker, and acts as project champion.
- **Project Manager** – Works closely with the CivicRec Implementation Team to facilitate the execution of project trainings, tasks, and logistics. Identifies Q&A topics or elective trainings for front-line staff, facility managers, supervisors, and/or league coordinators. Will likely be a system administrator.
- **Lead Staff** – Activity and facility managers who will be doing the bulk of configuration and setup within your new CivicRec Catalog. Will likely be a system administrator.
- **Frontline Staff** – Acts as end users of the system and will participate in training sessions lead by your Implementation Consultant or by system administrators internally. Recommended attendance at Daily Operations Training.
- **Information Technology** – Coordinates with CivicRec on technical aspects of the system such as payment gateways, hardware, and transfer of data. Recommended attendance during Prep for Launch Meeting at minimum.
- **Finance** – Coordinates the payment gateway in and works with CivicRec to properly configure the necessary accounting setup. Recommended attendance during Configuration and Daily Operations Training at minimum.
- **Marketing** – Identifies and communicates rollout and adoption process both internally and to the public. Recommended attendance during Configuration Training and Prep for Launch Meeting.

Ongoing Services

Technical & Ongoing Support

- Live technical support engineers based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency technical support for named points of contact
- Self-Service CivicPlus Help Center for tutorials and user guides
- Assigned customer success manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and operating system patches
- Testing and Development

"It's clear to us that CivicRec has always been willing to listen to the recreation professionals that they work with. It's that type of collaboration that has allowed us both to grow. CivicRec has always been willing to listen to our needs and understand the features and functionality that we need."

— Neely M., Administrative/Programs Assistant, Cherokee Recreation & Parks Agency

Award-Winning

CivicPlus' Technical Support Team has been honored with one Gold Stevie® Award, three Silver Stevie® Awards, and five Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.

2021 Support Metrics

- **Total Tickets** – 103,759
- **Average Chat Response** – 3:48 Minutes
- **Average Phone Response** – 7:57 Minutes
- **Customer Satisfaction Score** – 95.7%
- **Solved in One Touch** – 71.2%

Hosting & Security

- Hosting with Azure's geographically distributed regions
- Cloudflare Content Delivery Network
- Amazon Aurora (Aurora) fully managed relational database engine
- 24/7/365 system monitoring, system availability, and performance
- Server firewalls, anti-virus scanning, IP logging and filtering, and application security monitoring
- Software updates and security patches
- Disaster recovery with local, replicated servers and off-site encrypted backups
- PCI Compliance with CivicPlus Pay - a Level 1 PCI DSS certified payment gateway

Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

CIVICREC RECREATION MANAGEMENT SYSTEM

Optional Add-Ons

Data Imports

CivicPlus offers an array of data migration options to ease the transition from your previous recreation management software to CivicRec. A simple CSV template will be supplied by CivicRec for each of the data migration options chosen in order to make the import of that data quick and seamless.

- **User** – This import includes user data such as name, address, email, age, gender, & phone number.
- **Activities/Sessions** – Import data points for activities to cut down on the time to fully configure an activity or session. Data points include, but are not limited to, activity type, name, category, description, default GL code, etc.
- **Residency** – Clients can import residency data via .csv file. This can be done at the beginning of your project and periodically to ensure all information is current. There is a cost per import. CivicRec also offers an ArcGIS integration to eliminate the need for this import or continuous updating over time.
- **Location/Facilities** – Import specific data points to enable quicker configuration of a facility. Location refers to a park or complex and a facility refers to a rentable/reservable space (room, shelter, or field) within that Location.
- **Membership & Pass** – Import all data regarding current memberships, including punch cards and expiring memberships. In addition user accounts will be created for each member imported.
- **Future Facility Reservation** – Import all reservations already made within your current recreation software that would take place after your "go live" date. This will help prevent double bookings during the transition period from your previous software to CivicRec.

ArcGIS Extract

Through our existing ArcGIS integration, CivicRec will use an endpoint provided by you to plug into our integration. The system will then identify public users as a resident or non-resident based on their address upon account creation. This integration is intended to allow city and county parks and recreation departments the opportunity to price programs or base access on a patron's residency status. You will be responsible for creating the endpoint as CivicRec does not employee a GIS expert or SME.

Lighting Integration

Skylogix or Musco Lighting integration enables a facility's lights to be automatically turned on when a reservation starts, and off when a reservation ends.

Identity Provider (IdP) Integration

CivicPlus offers customized IdP integration capabilities, which means you'll benefit from easier integration between CivicRec and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Azure Active Directory (AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

Document Management

The document management feature is a simple and convenient way to store and share files needed for registrations. It allows public users and staff to securely upload relevant documents for activities and assign document types to specific activities to streamline the registration process. Staff can also set document retention policies based on organization needs.

AudioEye Enterprise

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.1 has never been easier.

Dedicated Hosting and Security

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

Financial Extract

CivicRec provides several templated export options in the form of either .CSV or .TXT files to assist in transferring financial data from CivicRec into the financial software utilized by the customer. Templated extracts are included with the purchase of CivicRec. In the event none of the templated extracts work for the customer, CivicRec offers the option to purchase a custom financial extract built by the CivicRec team. Depending on your organizational needs, additional information will be required before development can be agreed upon. Final scope of any such development is solely at the discretion of CivicPlus, future business priorities and requirements, and development capacity.

Susquehanna TOWNSHIP (https://www.susquehannatwp.com/parks-recreation)

RECREATION FACILITIES (https://www.susquehannatwp.com/parks-recreation/pages/recreation-facilities)

NEWS & ANNOUNCEMENTS (https://www.susquehannatwp.com/node/97/news)

RENTALS (https://www.susquehannatwp.com/parks-recreation/pages/pavilion-field-and-court-rentals)

Log In/Create Account

Policies Help

Catalog (/PA/susquehanna-township-pa-/catalog)

Cart
Empty

Clear All Filters

Welcome	4	All Activities	32	Adult Programs	27	Environmental Educa...	0	Youth Programs	3
Senior Programs	19	Summer Programs	0	Special Events	4	Volunteer Opportunities	0	Facility Rentals	10
Park Rx	3								

Filter

Keyword or code...

Location

- Capital Area Greenbel...
- Penbrook Community...
- Veterans Park

Category

- Special Events

Age Group

- Youth
- Adult
- Senior

Days of the Week

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

Edgemont Community Park Pavilion is no longer available to rent until further notice!

Welcome to the Susquehanna Township Parks & Recreation registration and reservation website, hosted through CivicRec. We are excited you have found your way here and hope you find our new website to be an improvement to our former operation of program registration and facility reservation. By transitioning to this platform we are able to better serve you by placing almost all of our offerings in one location for convenient and speedy use. If you are looking to reserve a facility, sign up for an activity or just research what areas and offerings we have, you have come to the right place!

Not all things listed on this website are eligible for reservations by the general public online. If you click on a facility or class and find that you cannot register for an opening, please try and contact our Recreation Office at 717-909-9278 or email stprinfo@susquehannatwp.com to book.

HOW TO CREATE AN ACCOUNT

1. Select **Login/Create Account** in the upper left corner, then select **Create Your Susquehanna Township Parks & Recreation Account.**
2. On mobile devices, select **Account** in the upper right corner and click **Sign Up.**
3. Fill out the required information
4. To **receive text alerts** (i.e. class cancellations, facility closings), **indicate your mobile carrier** next to your cell number.
5. To receive important notifications, **opt-in to receive all communication types** (courtesy notifications, critical announcements, upcoming events)
6. Additional household members (spouse, children, etc.) may be added at any time in your **Account Settings**. Keep your entire household on one account!

7. Browse our catalog for our facility rentals for your upcoming events and make a reservation online!

HOW TO RESERVE A PAVILION/FIELD/COURT

1. Select the **catalog tab** associated with the facility type you would like to reserve space at.
2. Browse for the **pavilion/field/court** you are interested in and select it.
3. Browse the calendar to choose your reservation date. If a space is available, it will show up as **GREEN** on the calendar, if it is unavailable, it will show up as **GREY** on the calendar. If there is partial availability, it will show up as **YELLOW**.
4. Once the date is selected, **select the rate and time range** for the rental. If no rate or time range is available the facility your viewing cannot be reserved online.
5. Once the rental space has been added to your cart, click **checkout** to finish your transaction.
6. A series of **prompts/waivers** will follow that need to be answered and agreed to.

HOW TO REGISTER FOR A PROGRAM/PASS/ACTIVITY

1. Select the catalog tab for the desired **ACTIVITIES**.
2. Browse for the program/pass/activity you are interested in and select it.
3. Make sure to select the correct account member before adding it to your cart. This can be found on the right-hand side of the screen, where it says, **ACCOUNT MEMBERS**.
4. Once the program/pass/activity has been added to your cart, click **checkout** to finish your transaction.
5. A series of **prompts/waivers** will follow that need to be answered and agreed to

SPECIAL EVENTS

Pickleball Tournament (1)	$55
Walk With A Doc - 2023 (3) Join us on this National Program and tak…	$0

Phone: 717-545-4751 (tel:717-545-4751)

Contact Us (mailto:generalparksandrecreation@susquehannatwp.com)

Facebook (https://www.facebook.com/susquehannatwprec)

ıttps://twitter.com/intent/follow?

rer=https%3A%2F%2Fwww.susquehannatwp.com%2F&ref_src=twsrc%5Etfw%7Ctwcamp%5Ebuttonembed%7Ctwterm%5Efollow%7Ctwgr%5ESusquehannaTPR&screen_name=Susque

Instagram (https://www.instagram.com/susquehannatwpparksrec/)

Next Door (https://nextdoor.com/city/feed/)

PREPARED FOR

Township Of Hamburg ("Subscriber")

Debbie Henniman
Township Coordinator
Po Box 157
Hamburg, MI 48139

PREPARED BY

Brightly Software Inc ("Company")

11000 Regency Parkway, Suite 300

Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

Q-373511

Term: 36 months (08/01/2023 - 07/31/2026)

Cloud Services

Item	Start Date	End Date	Pricing Based On	Investment
Event Manager Enterprise	8/1/2023	7/31/2024	1.00 Locations	5,841.00 USD
				Subtotal: 5,841.00 USD

Professional Services

Item	Pricing Based On	Investment
Event Manager Implementation with Consulting	20.00 Locations	7,840.00 USD
		Subtotal: 7,840.00 USD

Total Initial Investment	13,681.00 USD

Subscription

Item	Investment Year 2 Start Date: 08/01/2024	Investment Year 3 Start Date: 08/01/2025
Event Manager Enterprise	6,191.46 USD	6,562.95 USD
Total:	6,191.46 USD	6,562.95 USD

Event Manager – Consulting Implementation Service Statement of Work

Summary:

Company will provide specified professional consulting services to Subscriber to implement Event Manager (EVM), an on-line event management system. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

In Scope: The Deliverables below will be considered in scope of this EVM SOW:

1. Implementation with Consulting
2. Training
3. Post Consulting Go-Live Support

Deliverables:

- Project initiation and discovery
- Available location, user, category, event data loaded
- Account configuration
- User acceptance testing (UAT)
- End User training for Tenant Administrator and Approver roles
- Go-Live support

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
  - Kick-off call complete
  - Discovery call complete
  - Data, configuration, and training requirements documented
- Available data loaded
  - Available location, user, category, event data is loaded in EVM to meet documented data requirements.
- Account Configuration
  - Account has been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
  - Consultant-led end-to-end walkthrough and client UAT has demonstrated to Subscriber functionality meets configuration requirements.
- End User Training
  - Tenant Administrator and Approver roles have received training on their respective roles.

- Go-Live Support
    - 30-day Go-Live Support period has been concluded.

Assumptions:

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, e-mail access, and web link access to the software such as whitelisting IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For on-site activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If Subscriber is unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to (5) business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- Once End User Training has been completed, 30-day Go-Live Support period begins, consisting of up to 4 weekly 30-minute check-ins with the Implementation Specialist. If client does not attend a scheduled check-in, it will be assumed no assistance was needed.
- For any on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project schedule and approach:

- Kick-off Call with Project Coordinator
    - Confirm software and services purchased
    - Identify key stakeholders
    - Assign resources
    - Schedule key milestone dates, including anticipated project completion date
    - Access to Company's on-line Learning Management System
    - Access to an interactive project plan
- Discovery with Consultant
    - Interview key stakeholders to understand specific maintenance & operations objectives
    - Overview of EVM with key stakeholders, including data import requirements
    - Determine optimal EVM configuration to meet operational requirements
    - Document data, configuration, and training requirements

- Schedule required consulting activities and confirm projected completion date

- Data loaded by Consultant
  - Review, cleanse, and load available location, user, category, event data

- Account configuration by Consultant
  - Populate key drop-down menus
  - Assist with layout, branding, and community use configuration
  - Configure workflow for request/approval of events
  - Assist with configuring invoicing and cost recovery

- User Acceptance Testing
  - Configuration demo to walk through the end-to-end workflow from request to completion
  - Demonstrate key functionality meets configuration requirements

- Consultant conducts End User Training for Administrator and Full User roles
  - End-to-end walkthrough for their role
  - Desktop and mobile training

- Go-Live Support
  - Company provides (4) weekly check-in calls with implementation specialist and Subscriber
  - Company implementation specialist addresses any issues identified. Where issues require product support, implementation specialist will submit to Company Support.
  - Implementation specialist adjusts configurations as needed prior to project close.

- Project Close

Sample Project Timeline (project timelines may vary):

Timeline Events	Day 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project Kick Off Call														
LMS (Learning Management System) Review and Q&A														
Discovery Call														
Data Review														
Data Loading														
Account Configuration														
UAT (User Acceptance Testing)														
User Training														
Post-Consulting Call														
GLS (Go Live Support)														
Project Close														

Change Management:

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:

At the conclusion of the Go Live Support period, the main consulting milestone will be completed and will trigger billing for the full consulting service.

Event Manager - Enterprise

Scheduling & Publishing

- Custom Event Submission Forms
- Master Calendar with 10 sites
- Branding, Sharing, Importing
- Basic Approval Workflow
- Conflict Checking
- Event Registration, Ticketing, Merchandising with Online Payment

Operations

- Event Setup and Breakdown Options
- Advances Approval Workflow
- Quick Form
- Task Management
- Invoicing & Online Payment
- Room Configurations
- Resource Management

Community Use

- Custom Public Request Form
- Community/Public Request Form
- Community/Public Request Portal
- Public Invoicing & Online Payment

Sites
definition

- The home for an accounts individual calendars. Each account can occupy multiple calendars that host their own unique url. Each website can create and manage their own reservable spaces.

Reservable Location Spaces
definition

- Locations which are available to be obtained or secured by advanced request or arrangement.

API activation is included with Professional and Premium subscriptions only.

For clients interested in working with online payment vendors, Company preferred processors are PayPal, Stripe, MySchoolBucks, or SchoolPay.

There will be a transaction fee charged when processing payments through PayPal or Stripe. The transaction fee is paid to Brightly by your renters, requesters, or registrants and is independent from the processing fees collected by the online payment vendor.

Registration and Sales using Online Payments:

- Company will charge a transaction fee of 2.5% + $.99 for each item or ticket sold. There is cap of $9.95 collected for all the items sold in a transaction.

Invoicing using Online Payments:

- Company will charge a transaction fee of 2.5% on all invoices.

Outside of our preferred processors, clients have the option to pay an annual subscription fee of $2,360 to Company. This option allows clients to process online payments through Authorize.Net, TouchNet, Tempus, TrustCommerce, or NIC Payments. The annual subscription fee is charged independently from the processing fees collected by the online payment vendor.

Order Form terms

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- Payment terms: Net 30
- The "Effective Date" of the Agreement between Subscriber and Company is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Brightly Software, Inc. Master Subscription Agreement found at http://brightlysoftware.com/terms (http://brightlysoftware.com/terms) ("Terms"), unless Subscriber has a separate written agreement executed by Brightly Software, Inc. ("Company") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at http://brightlysoftware.com/terms (http://brightlysoftware.com/terms) is expressly incorporated into the Terms by reference.
- During the Term, Company shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, (8:00 am – 8:00 pm EST for Community Development Services) Monday through Friday ("Business Hours"), excluding Company Holidays.
- Company maintains the right to increase Subscription Fees within the Services Term by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Service Terms will be charged at the then-current rate.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days.
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order Form annually. If the Subscriber fails to appropriate funds sufficient to maintain the Service(s) described in this Order Form, then the Subscriber may terminate the Service(s) at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Service(s) terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order Form. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To"

location provided by Subscriber. Tax exemption certifications can be sent to accountsreceivable@brightlysoftware.com (mailto:accountsreceivable@brightlysoftware.com).

- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-373511 on any applicable purchase order and email to Purchaseorders@Brightlysoftware.com (mailto:Purchaseorders@Brightlysoftware.com)
- Brightly Software, Inc. maintains the necessary insurance coverage for its products and professional services, including but not limited to liability and errors & omissions coverage. Proof of insurance can be provided upon request.

Signature

Presented to:

Q-373511

Accepted by:

Printed Name

Signed Name

Title

Date

Contact

Let's connect!

Use the information below to get in touch with us. We're happy to help!

RECREATION SOFTWARE PRICING COMPANY

BOOK A DEMO

(802) 465-9732 ext. 2

MERCHANT SERVICES

merchantservices@myrec.com

(802) 465-9732 ext. 1

CLIENT SUPPORT

support@myrec.com

(802) 465-9732 ext. 1

BILLING

billing@myrec.com

(802) 465-9732 ext. 1

Is "snail mail" more your style?

MAILING ADDRESS

MyRec.com Recreation Software

PO Box 16997

Salt Lake City, UT 84116

(802) 465-9732

info@myrec.com

Simplifying Recreation Management

Streamline your registrations and rosters so you can get back to the fun.

BOOK A DEMO VIEW PRICING

It's everything you need.

We provide the tools so you can focus on what matters: Delivering exceptional experiences for your members. We get it, and we want to help.

With our human approach to technology for the Parks & Recreation industry, the MyRec.com platform empowers organizations to manage their back offices efficiently while offering an intuitive user experience.

We make the admin stuff easy, so you can get back to creating fun for your communities.

The MyRec.com Difference

RECREATION SOFTWARE PRICING COMPANY

BOOK A DEMO

No Startup Fees

YOU INVEST IN US, SO WE INVEST IN YOU

Your site build, onboarding, training, and anything else you need to get started is included in your annual fee.

All-Inclusive

WE DON'T DO "ADD-ON" FEATURES

Every MyRec.com client has access to all we have to offer – past, present, and future. Our people are always in the loop!

We Get You

WE ARE PARK & REC PROFESSIONALS

Every department has unique needs, and our team of experienced Park & Rec pros will guide you through them.

Transparent Pricing

It means no hidden fees. No start-up costs. No long-term contracts.

What *do* we offer? MyRec.com clients enjoy free training, support, access to all system features, unlimited user access, and the best support in the industry from an all-star Client Services team.

Want an estimate? Enter your department or organization's annual revenue, to calculate your annual price.

$ 100000 Calculate Fees

$3295

No, that's not a joke. That includes everything we offer, except credit card fees.

REQUEST A QUOTE

Don't just take our word for it.

MyRec.com supports over 500 departments across the United States with software for registration, facilities, finances, and more. Here's a sampling of what they have to say. To see all reviews, **check us out on Capterra!**

What's Included

your team and customers the best experience possible!

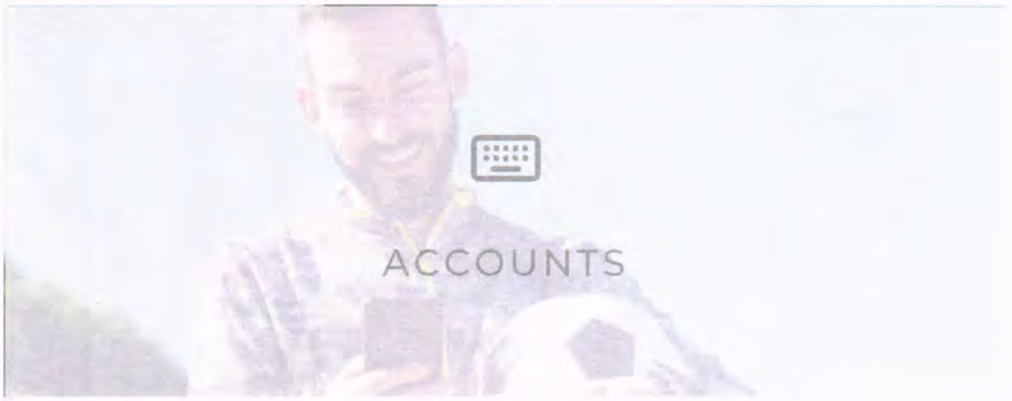
Features

- Easy online registration for your customers on their preferred device

- Creation of programs and activities with set dates to automatically open and close registration
- Restrictions for age, gender, and grades
- Clone existing/past programs or activities
- Sponsorship/donation style activities
- Guest registrations, multiple registrations*, max visits, waitlists*, and seat caps
- Team/group management with instructor/coach assignments
- Instructors and coaches can access rosters, contact info, and more – all from their public account
- Automatic discounts or additional fees based on age, grade, date, sibling, multi activity, prorate, and promo codes
- Custom disclaimers, forms, and per-activity questions
- Sign-in and attendance sheets, including digital attendance
- Reports for seat counts, cart holds, demographics, and more

- Custom membership lengths including daily, weekly, monthly, yearly, lifetime, and custom date ranges

- Auto-renew membership registrations using automatic recurring payments or payment plans **
- Distinguishable member types by individual, entire household, or custom household size
- Age limits/ranges, grade restrictions, and scan limits available
- Require specific memberships for activity registration, or grant discounts based on membership
- Membership card swipe utility with optional scanner integration
- Photo or sound triggers upon card swipe
- Scan tracking reports and scan limits
- Digital membership cards can be automatically assigned upon registration and accessed on the public side



- Account creation and management
- Public access to balances, financial statements, tax-deductible items, calendar, and more
- Check for duplicate accounts, and merge existing accounts or users that are duplicates
- Multiple avenues to determine residency automatically at account creation

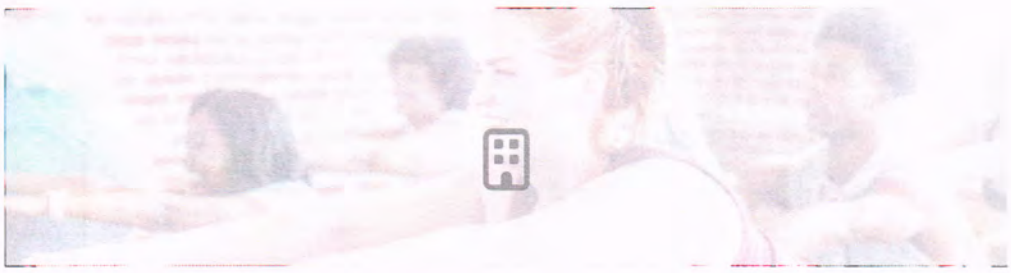
- Document uploads and targeted account questions for users
- Payer members

- Multiple registration options including daily, weekly, monthly, full session, and combination registrations
- Automatic discounts for multiple activity registrations, multiple week/month registrations, and sibling discounts
- Advanced scheduling reports
- Automatic recurring payments
- Payment plans **

- Public users can pay with a credit card or account credits

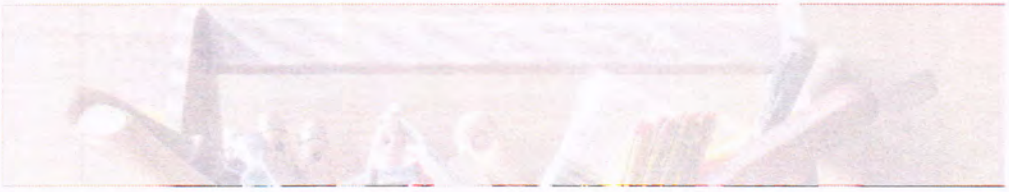
- Staff can accept payment via credit card, check, cash, ACH, account credits, or scholarship funds
- Pre-registration forms
- Budget and expense groups
- Robust reporting including close out summaries, transaction summaries by payment type, balance due, and many more
- SSL encryption and PCI compliance ensure all transactions are processed securely

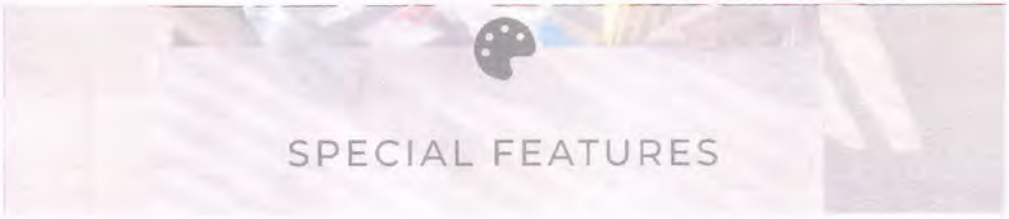
- Home page navigation customization
- Alerts and announcements for important information
- Real-time updates from management
- Designated pages for policies, forms, and staff information
- Affiliated programs and sponsors
- Compatible with any desktop, laptop, tablet, or mobile phone***



- Facility creation and management
- Public self-service reservation requests with approval process
- Facility availability charts, activity calendars, and automatic conflict checking
- Maintenance reports
- Restriction groups for adjustable facilities
- Add-on items for facility reservations

- Virtual cash register with large buttons for easy use on portable equipment
- Product creation with inventory management
- Ticket sequencing
- Gift certificates and fund accounts
- Discounts and combo deals
- Check in/check out of items with detailed reporting
- Add-on items for activities and memberships





- Send users notifications via email or text message
- Comparison reports with graphical representations of statistics
- Unlimited users
- Regular system updates and notices
- Unlimited management side users and a discussion board for communicating with other MyRec.com clients
- Scan tracking reports for facilities and memberships
- Easy printable mailing labels
- Custom form builder with multiple field options and requirements

** Standard Activities*

*** Requires the use of Authorize.net gateway*

**** When using a supported web browser*

Services Offered

ONBOARDING

Getting started with a new software can feel overwhelming. With the MyRec.com OnBoarding Team, you will never need to struggle. A dedicated Onboarding Specialist will navigate you from the Discovery period through implementation with tools that support you every step of the way.

MERCHANT SOLUTIONS

At MyRec.com, we understand the importance of seamless transactions for your organization. Our tailored merchant services are designed to enhance your software experience, ensuring faster and affordable payment processing. Feel free to reach out to our dedicated specialists, who are eager to discuss personalized payment options that best suit your needs.

PROFESSIONAL DESIGN

With experience and insight, our design specialist works with you on banners and membership cards to project your department's branding and character.

CLIENT SUPPORT

Most of our client services reps have been in your shoes! Park and recreation professionals are who we are, so we know what is needed from your side of things. And even during off hours, you can get in touch with an emergency support person from the company. We also have an extensive Knowledge Base right at your fingertips – any time you need it.

(802) 465-9732
info@myrec.com

Privacy Policy – Terms of Use

PO Box 628
Ridgewood, NJ 07451
Phone: 201-689-2323
www.communitypass.net

SERVICES QUOTE

Fees

Product	Product Type	Sales Price	Quantity	Total Price
CommunityPass Essentials	Software	$3,750.00	1.00	$3,750.00
Implementation Management	Services	$500.00	1.00	$500.00
Reservation Manager	Software	$1,250.00	1.00	$1,250.00
Setup Essentials	Services	$750.00	1.00	$750.00
Training - Web Based	Services	$250.00	5.00	$1,250.00

Totals

Annual Fee	$5,000.00
One-Time Fees	$2,500.00
Grand Total	$7,500.00

TogetherPay Convenience Fees

	Rate
- Credit Card (Visa/MC/Discover, American Express)	2.99% or $1[1]
- ACH	1.00% or $1[1]

1. Whichever is greater.

Prepared For

Account Name	Hamburg Township, MI
Quote Number	00002188
Expiration Date	8/31/2023

Contact Name	Deby Henneman
Phone	8102221124
Email	dhenneman@hamburg.mi.us
Billing Address	10405 Merrill Road Hamburg, MI 48139-0157 United States

Terms & Conditions

All Services in this Quote are to be performed in strict accordance with the terms and conditions of the Master Services Agreement ("Agreement") except as modified herein or by the terms of a previous Quote. Unless expressly stated in this Quote, no other provisions of the Agreement shall be affected.

Payment processing is a comprehensive service for credit card and ACH. The Service includes daily direct deposit of Registrant Fees into Client's specified bank account. Capturepoint charges Client's Cardholder a separate Payment Processing Fee at the time of the transaction. The following supplemental terms to the Agreement apply:

1. *Cardholder/ACH Payment Processing Fee.* Client understands that Capturepoint has authorized Client to accept credit cards. In order to waive processing fees for Client, Capturepoint will charge a Payment Processing Fee to the Cardholder at the time of transaction. Capturepoint reserves the right to modify the amount of this Payment Processing Fee depending on the costs which Capturepoint incurs to process such transactions. In the event of a change, Capturepoint shall provide Client with 30 days' notice of such change.

2. *Disclosure & Opt Out of Payment Processing Fee.* Client understands that a Cardholder has a right to opt out of a Payment Processing Fee transaction at the time of sale. Client agrees to disclose to the Cardholder(s) the amount of the calculated Payment Processing Fee at the time of transaction (Capturepoint will automatically calculate fee) and give the option for the Cardholder to cancel the payment and accept another form of payment (cash, checks, etc.).

PO Box 628
Ridgewood, NJ 07451
Phone: 201-689-2323
www.communitypass.net

3. Transaction Types.
   a. *In-Person Transactions.* Client understands Cardholders will be required to sign for the Capturepoint Payment Processing Fee and the transaction amount due to Client. Client agrees to maintain a copy of transaction receipt for a minimum of 18 months. Client further agrees to provide Capturepoint a timely copy of such receipt(s) in the event it is requested.
   b. *Phone Transactions.* Client understands that each transaction which is processed over the telephone shall require Client to disclose the Payment Processing Fee being assessed for the completion of the transaction prior to charging the Cardholder's credit card. The Cardholder has the right to opt out of the transaction. Client agrees to print a receipt for phone order transactions, write in Phone Order on the signature line for transaction and store for a minimum of 18 months.
   c. *Internet Transaction.* Capturepoint's secure e-commerce interface shall disclose to the Cardholder any Payment Processing Fees being assessed prior to changing the Cardholder's credit card. Such disclosure shall give the Cardholder the right to "opt-out" of the transactions. Capturepoint shall automatically initiate an email receipt to the Cardholder for each completed transaction.

4. *Internet Sale Items / Default Pricing.* Client understands that by using the Capturepoint e-commerce payment processing solution, it has authorized Capturepoint to post any set default pricing and payment items as indicated by the Client. Client agrees that it is the responsibility of the Client to notify CommunityPass Support of any changes to default pricing and/or payment items displayed.

5. *Chargebacks.* Client agrees that any disputes between Client and a Cardholder relating to a transaction funded directly to the Client shall be settled between Client and the Cardholder directly. Client understands that such disputes can result in a Cardholder issued "Chargeback" to Client. Chargeback(s) can be avoided by settling disputes with the Cardholder directly or issuing a refunded transaction. Such chargeback disputes may require Client to provide a copy of the signed credit card receipt and other supporting documentation. Capturepoint agrees any disputes between Capturepoint and a Cardholder relating to a Payment Processing Fee shall be settled between Capturepoint and the Cardholder. Such chargeback disputes may require Client to provide a copy of the signed credit card receipt for In-Person and Phone transactions to Capturepoint or other supporting documentation. Client will hold no liability nor be debited any chargeback for a Payment Processing Fee amount.

6. Taxes excluded from this Quote. Applicable taxes may apply.

Additional Terms & Conditions

Additional Terms

Includes:
Essentials Module - for sign up/registration, payments, reporting, messaging, member management, customer management, content management, 3 trainings

Reservation Manager- Administer facility reservation schedules that are easy to build, keep updated, mobile and informative. Rental queue and permits available. 2 trainings

Approvals

The signature below constitutes agreement to the terms of the CommunityPass Services Quote. *Please sign and send back to Capturepoint either by mail or PDF (JPEG and photos are not accepted).*

Print Name: _____

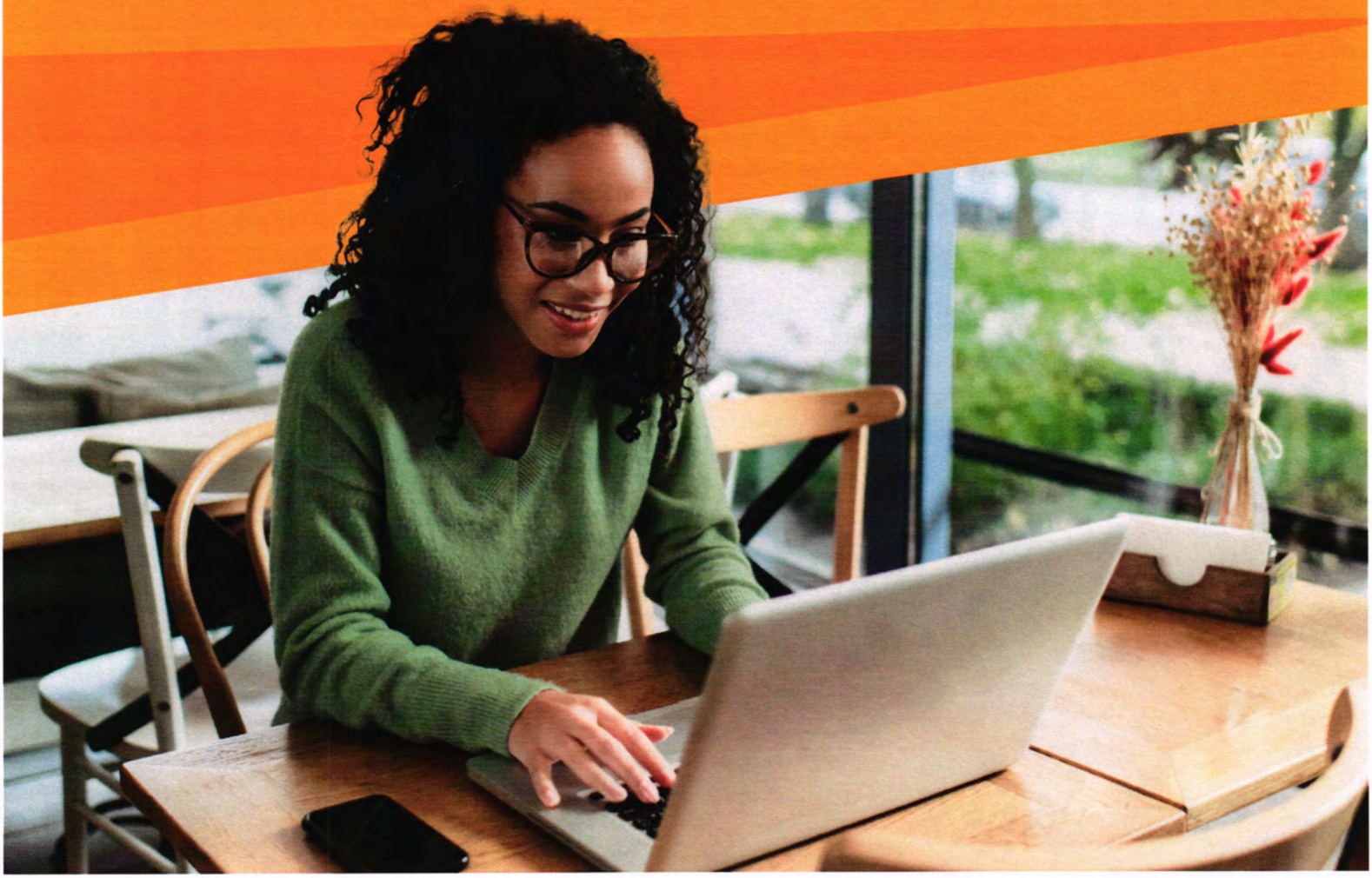
Title: _____

Signature: _____

Date: _____

CommunityPass

MAKING A CASE FOR RECREATION MANAGEMENT SOFTWARE



As a leader in your parks and recreation department, funding is likely a recurring pain point for you. When relying on a limited municipal budget, it can be difficult to grow, add new programs, and update facilities. But, by leveraging your department's performance data you can advocate for more funding, reduce costs, and take advantage of every dollar in your budget.

Investing in recreation management software will help you gather the information you need to prove your department's community impact. With CommunityPass, you can track key metrics, generate reports, optimize staff scheduling, and diversify your revenue streams. In this guide, we'll explore how you can use CommunityPass to efficiently implement these practices.

Let's dive in!

TABLE OF CONTENTS

Track Key Metrics 4

Optimize Staffing 5

Diversify Revenue Streams 6

TRACK KEY METRICS

Tracking your financial and participant data is key to understanding your cash flow and your center's performance. To accurately measure revenue and impact, you'll need to track metrics such as:

- Online registrations
- Attendance
- Rentals
- Donations
- Expenses

When you use CommunityPass, you can funnel data from various sources into one platform to generate accurate, up-to-date reports. For example, data from the registrations and rentals you have in a single month will flow directly into your management software so you can evaluate your center's performance. Reports can also help you identify attendance trends, identify program growth or decline, and forecast your financial future to create more accurate budgets.

You can also use these metrics to create detailed presentations that measure your park's overall performance, highlighting your strengths to empower you to advocate for additional funding. By tracking metrics year-round, you can present concrete data to emphasize the success of a new program. For instance, your data could indicate that you've attracted twice as many regular participants compared to the previous year. By using this tracked data as evidence, you can make a compelling case for an increased budget to expand programming, staff, and facilities.

OPTIMIZE STAFFING

Hiring the proper number of staff members is a tricky part of managing your budget. The consequences of overhiring translate to overspending on labor. On the other hand, not hiring enough staff members could mean that employees have to work outside of their designated hours to complete unfinished tasks and that some tasks may not get done at all.

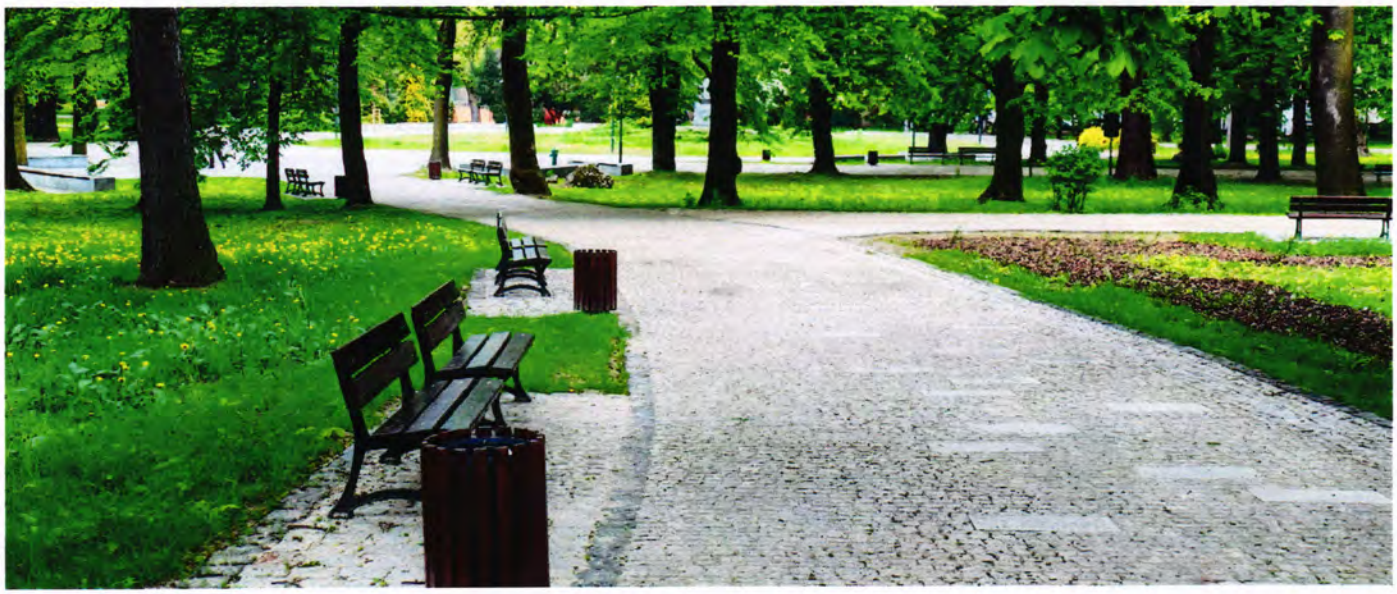
Because CommunityPass tracks metrics like registration and attendance, you can more accurately predict your employee hiring needs. By analyzing previous monthly reports, you can predict visitor attendance rates and hire new employees accordingly. These reports can even help you allocate the proper number of employees to each shift based on demand.

SPONSORSHIPS AND DONATIONS

Depending on your parks and recreation center's unique situation and goals, you may need to supplement your municipal budget with additional revenue streams such as sponsorships or donations. Setting up these additional revenue streams doesn't have to require ample time, resources, and funding. Instead, you can get started with CommunityPass to quickly implement revenue opportunities.

CommunityPass has features to help you pursue partnerships with businesses and accept donations. CommunityPass can help you set up different sponsorship tiers to give the businesses that support you more flexibility, helping you secure more partnerships than having just one fixed rate. You can also send sponsorship requests with a URL and easily track all money received through sponsorships to keep your records accurate and up-to-date.

Virtual donations from donors are easy to manage as well. You can set up donation campaigns that prompt users to donate while they are checking out after registration. CommunityPass will even send donation receipts, simplifying fundraising for both experienced and beginner fundraisers.



GET STARTED WITH COMMUNITYPASS

Investing in CommunityPass will help your department gather and report concrete data so you can effectively advocate for necessary funding. With increased resources, you can expand your programs to provide a more valuable visitor experience. Along with the features in this guide, CommunityPass can help invest more of your time into revenue-generating tasks with other tools and features. To learn how these features can help with customer management, email and text communications, and scheduling, book a demo today.

Interested in learning more about how you can get the most out of your budget?

CommunityPass has the tools you need.

CONTACT US TODAY

QUOTE

Date: **July 7, 2023**
Quote # 1171
Expiration Date: 8/31/2023

300 Plaza Middlesex
Middletown, CT 06457

RecDesk Software Quote
Provided By: Tim Bracken
815-410-4744
Tim.Bracken@recdesk.com

TO

Hamburg Township, MI
Attn: Deby Henneman
Customer ID : n/a

QTY	ITEM #	DESCRIPTION	PRICE		TOTAL
1	*Prorated annual subscription for January 2024-June 2024! Renewal in July 2024 at annual fee of $4,800.* ****All inclusive** *No added transaction fees.* *All modules and features.* *Unlimited users.* *FREE upgrades, maintenance, and support!* *Optional Services* (1-time fees) Member Import - $1,200 GIS Import - $1,200 Financial Extract - $1,200	RecDesk subscription includes: AWS Premium Web Hosting Online Registration Program Management Flex Registration Membership Management Check-ins Facility Reservations & Scheduling League Management & Scheduling POS (Point of Sale) Flex Forms Credit Card Processing Full web site (CMS) Master Calendar Email Marketing Tools Financial Management/Reporting Invoicing/Billing Fully Hosted Unlimited users/seats No per transaction costs ***	$2,400		$2,400
	Implementation and Training	Virtual	Included		$0
	Maintenance, support and upgrades	Auto-updates. Unlimited support.	Included		$0
		*** The first $200k in transactions processed through the system are included in the subscription fee above. If more than $200k worth of transactions are processed though RecDesk in a given subscription year, they will be assessed a .75% transaction fee - billed quarterly. ** This quote was based on the revenue/activity questionnaire provided by a member or members of your department/organization.			
				SUBTOTAL	$2,400
				SALES TAX	0
				TOTAL	$2,400

Quote prepared by Tim Bracken based on the Data Use Questionnaire submitted by Debi Henneman on July 5, 2023.

This is a quotation on the goods named above.

To accept this quotation, sign here and return to tim.bracken@recdesk.com: _____

rec desk
The Leader in Easy to Use
Recreation Management Software

rec desk

About Us

- **15+ Years** industry experience - located in Middletown CT
- Proudly serving customers in **47 States plus Canada**
- **One Focus**: building the best Recreation Management Platform in the industry – period.
- **Unmatched Customer Service:** no one does it better than our dedicated team across North America.

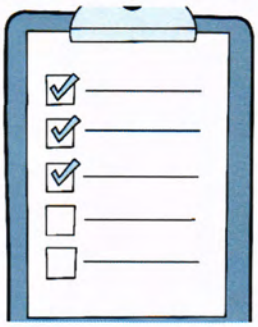
rec desk

Our Guiding Philosophy

- Software should **pave the way**, not get in the way
- Focus on **one thing** and **do it better** than anyone else
- Customers drive development
- Obsessive focus on Usability & Design
- Transparency in Pricing & Platform
- No PhD required

rec desk

Simple Pricing Model



- One simple, annual fee (all-inclusive)
- No startup costs or long term contract required
- Training and Support always included
- Unlimited number of users

rec desk

The Platform: Two Views, One Solution

1 RecDesk Director

Administrative interface for use by recreation personnel and other office staff

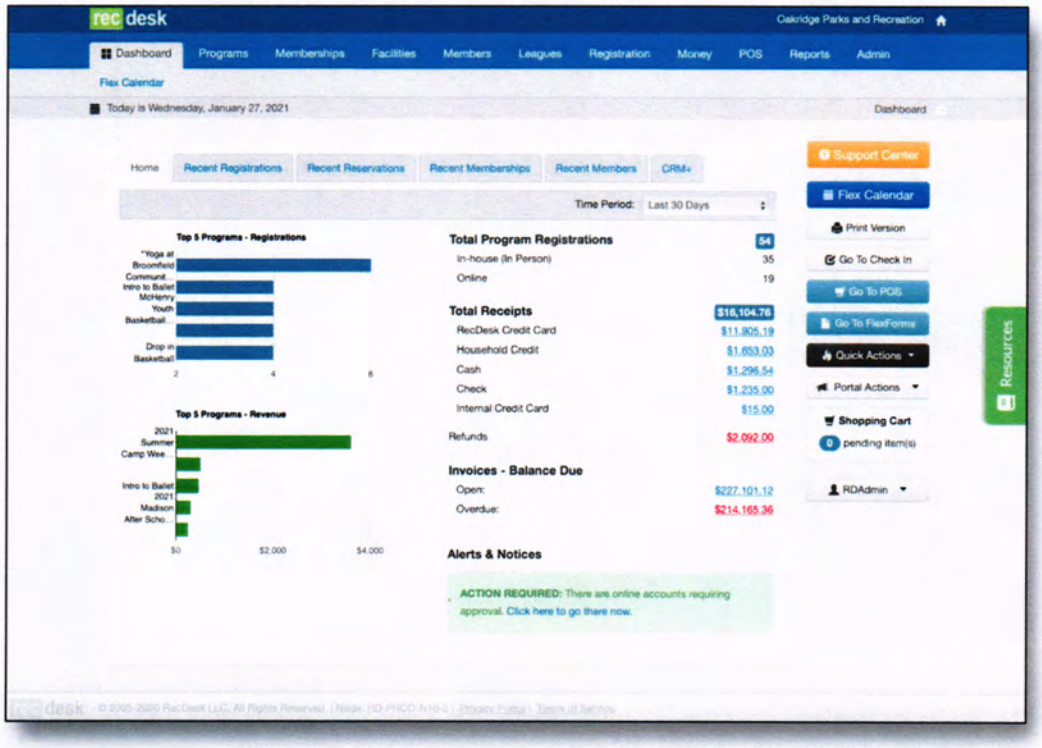
- Convenient Dashboard view
- Intuitive, tab-based design
- Access from anywhere - Home, Office, Tablets and other Mobile Devices
- Straight-forward, sensible workflows

2 RecDesk Community

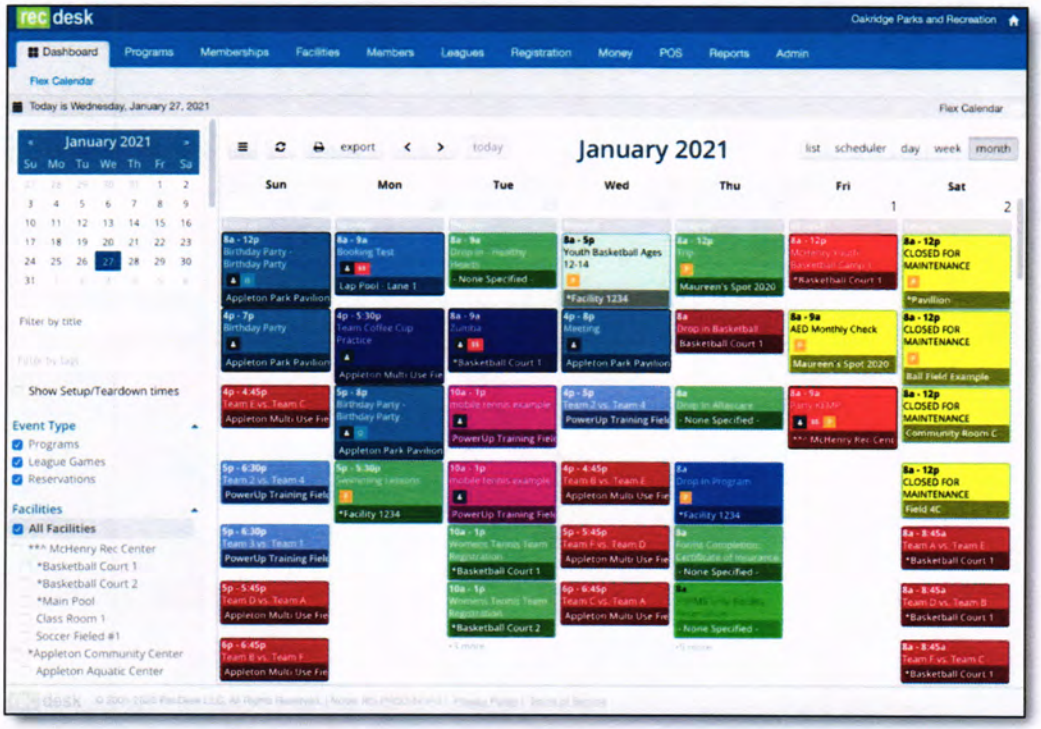
Public facing portal for promotion of Programs and Activities plus Online Registration, Memberships and Reservations

- Fully-Responsive, Mobile-Ready
- Intuitive, easy to use interface
- Fully customizable templates - we work with you to promote and strengthen your brand
- Easy to navigate, simple workflows

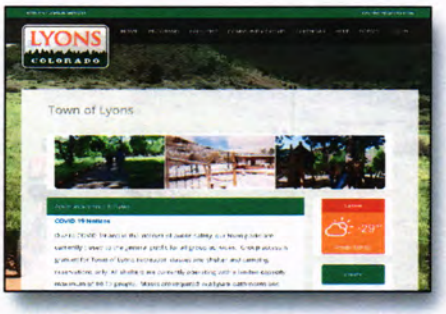
rec desk

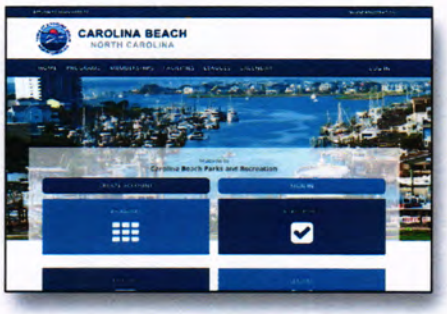

rec desk
Oakridge Parks and Recreation
Dashboard
Programs
Memberships
Facilities
Members
Leagues
Registration
Money
POS
Reports
Admin
Flex Calendar
Today is Wednesday, January 27, 2021
Dashboard
Home
Recent Registrations
Recent Reservations
Recent Memberships
Recent Members
CRM+
Time Period: Last 30 Days
Top 5 Programs - Registrations
Top 5 Programs - Revenue
Total Program Registrations 54
In-house (In Person) 35
Online 19
Total Receipts $16,104.78
RecDesk Credit Card $11,905.19
Household Credit $1,653.03
Cash $1,296.54
Check $1,235.00
Internal Credit Card $15.00
Refunds $2,092.00
Invoices - Balance Due
Open: $227,101.12
Overdue: $214,165.36
Alerts & Notices
ACTION REQUIRED: There are online accounts requiring approval. Click here to go there now.
Support Center
Flex Calendar
Print Version
Go To Check In
Go To POS
Go To FlexForms
Quick Actions
Portal Actions
Shopping Cart
0 pending item(s)
RDAdmin
Resources

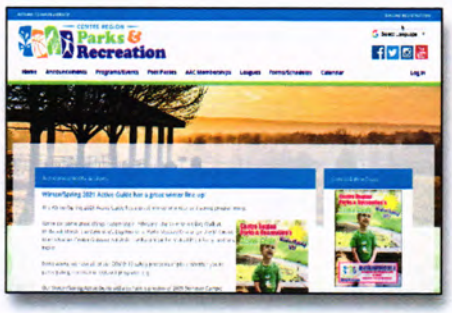
rec desk

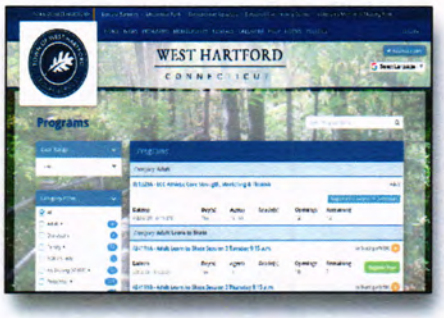

rec desk
Oakridge Parks and Recreation
Dashboard
Programs
Memberships
Facilities
Members
Leagues
Registration
Money
POS
Reports
Admin
Flex Calendar
Today is Wednesday, January 27, 2021
Flex Calendar
January 2021
export
today
January 2021
list
scheduler
day
week
month
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Filter by title
Show Setup/Teardown times
Event Type
Programs
League Games
Reservations
Facilities
All Facilities
*** McHenry Rec Center
*Basketball Court 1
*Basketball Court 2
*Main Pool
Class Room 1
Soccer Fieled #1
*Appleton Community Center
Appleton Aquatic Center

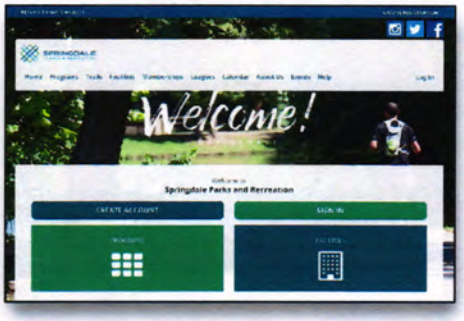
rec desk

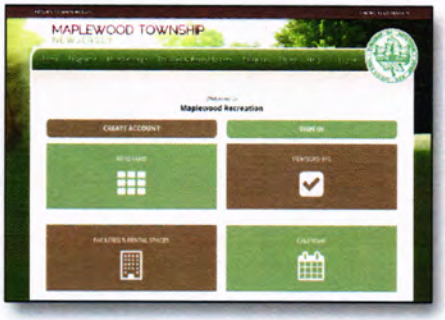

LYONS
COLORADO
Town of Lyons


CAROLINA BEACH
NORTH CAROLINA

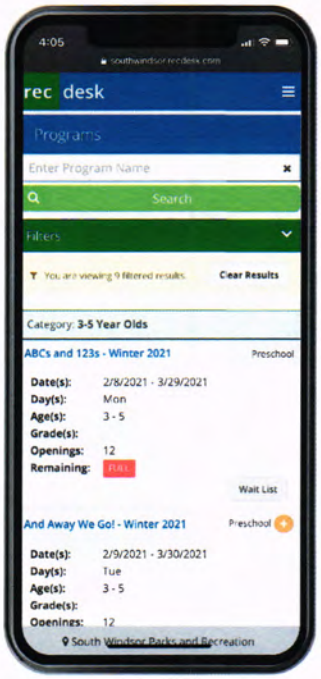

Parks & Recreation

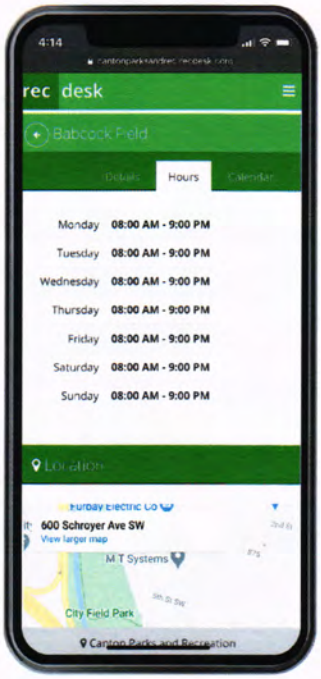

WEST HARTFORD
CONNECTICUT
Programs

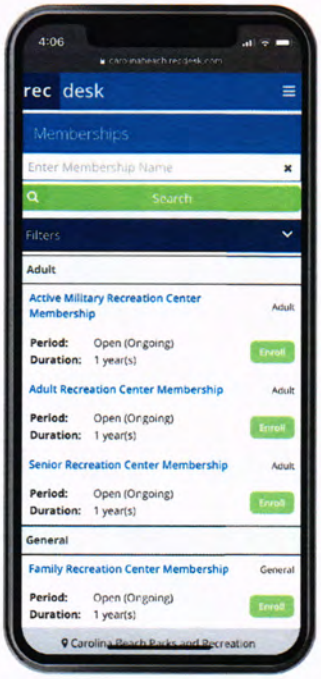

Welcome!
CREATE ACCOUNT
SIGN IN

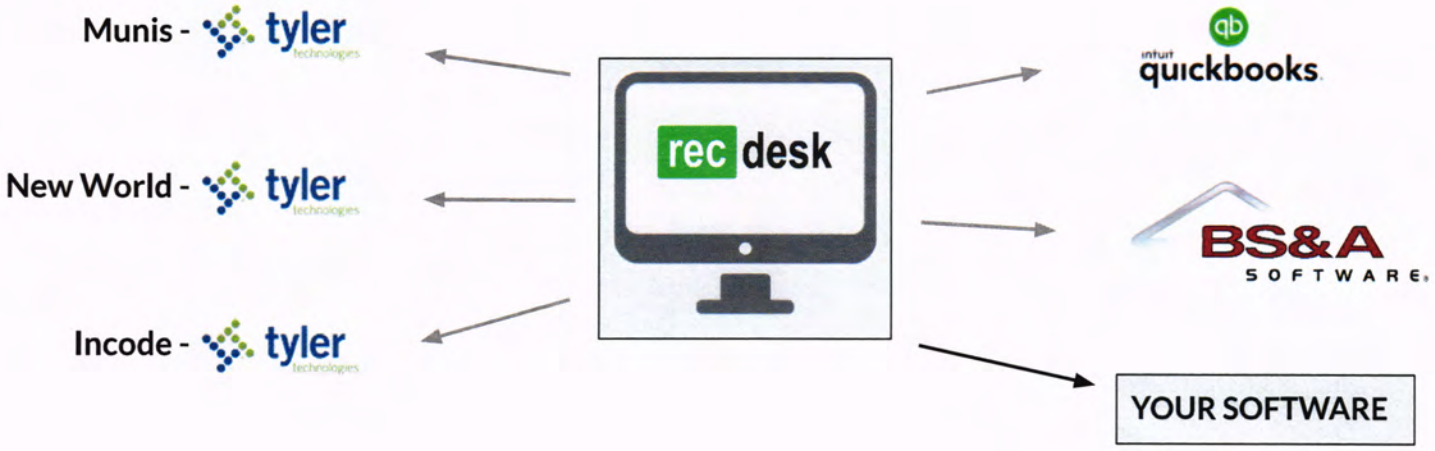

MAPLEWOOD TOWNSHIP
Maplewood Recreation
CREATE ACCOUNT
SIGN IN

rec desk


4:05
rec desk
Programs
Enter Program Name
Search
Filters
You are viewing 9 filtered results.
Clear Results
Category: 3-5 Year Olds
ABCs and 123s - Winter 2021
Preschool
Date(s): 2/8/2021 - 3/29/2021
Day(s): Mon
Age(s): 3 - 5
Grade(s):
Openings: 12
Remaining: FULL
Wait List
And Away We Go! - Winter 2021
Preschool
Date(s): 2/9/2021 - 3/30/2021
Day(s): Tue
Age(s): 3 - 5
Grade(s):
Openings: 12
South Windsor Parks and Recreation


4:14
rec desk
Babcock Field
Details
Hours
Calendar
Monday 08:00 AM - 9:00 PM
Tuesday 08:00 AM - 9:00 PM
Wednesday 08:00 AM - 9:00 PM
Thursday 08:00 AM - 9:00 PM
Friday 08:00 AM - 9:00 PM
Saturday 08:00 AM - 9:00 PM
Sunday 08:00 AM - 9:00 PM
Location
600 Schroyer Ave SW
View larger map
M T Systems
City Field Park
Canton Parks and Recreation


4:06
rec desk
Memberships
Enter Membership Name
Search
Filters
Adult
Active Military Recreation Center Membership
Adult
Period: Open (Ongoing)
Duration: 1 year(s)
Enroll
Adult Recreation Center Membership
Adult
Period: Open (Ongoing)
Duration: 1 year(s)
Enroll
Senior Recreation Center Membership
Adult
Period: Open (Ongoing)
Duration: 1 year(s)
Enroll
General
Family Recreation Center Membership
General
Period: Open (Ongoing)
Duration: 1 year(s)
Enroll

rec desk

RecDesk works **with** your Accounting Software!