

restrict Licensee's access to only a portion of the premises when other activities are scheduled on the premises. Licensee understands that Licensor's programs and activities will always take priority over the Licensee's use of the premises. Licensee shall be exclusively responsible for his/her own private figure skating students, for soliciting such students (subject to the restrictions on advertising and solicitation set forth in paragraph 5 below), for scheduling and rescheduling his/her own private lessons, for scheduling his/her own use of the premises (subject to the Licensor's practices and policies regarding scheduling of activities on the premises and subject to the Licensor's own schedule of activities on the premises), and for setting and collecting his/her student's fees and charges. This License does not entitle Licensee to any specific amount of access to the premises during the term of the License or during any day, week or other time period, but instead only entitles Licensee to access to the premises as Licensor deems them to be available for the limited purpose set forth herein, subject to the Licensor's own use of the premises and previously scheduled use of the premises by other Licensee's, if any.

4. **Licenses and Permits.** Licensee agrees and warrants that he/she has procured all licenses, permits or like permission required by law, ordinance or regulation to conduct or engage in the activity for which he/she is licensing the premises; that he/she will procure all additional licenses, permits or like permission hereafter required by law, ordinance or regulation during the term of this License; and that he/she will keep same in full force and effect during the term of this License. He/she shall also conduct all activities here under in full compliance with all applicable laws, ordinances and regulations.

5. **Advertisement.** Licensee shall not independently advertise the activity to be conducted by Licensee on the premises pursuant to this License, except with prior written permission of the Licensor. Licensee shall not represent any activity in which he/she is engaged, including but not limited to the activity for which he/she is leasing the premises, as having been approved by or as being under the sponsorship auspices of the Licensor or otherwise use the Licensor's name in a testimonial manner or in any advertising without prior written permission of the Licensor. In no respect does the Licensee have authority to ask or speak as an agent to bind or commit Licensor in any way and Licensee agrees not to exercise any such purported authority or to hold out that he/she possesses such authority.

6. **Liability and Insurance.**

6a. Licensor assumes no liability for actions of the Licensee under the License. Licensee agrees fully to indemnify, hold harmless and defend Licensor, its Park Commissioners, officers, employees, volunteers and agents from any and all liability, loss, damage, cost or expense (including without limitation court costs and attorney/paralegal fees) which Licensor may sustain, incur or be required to pay as a result of any and all acts of Licensee in his/her use of the premises under this License.

6b. Licensee agrees to obtain and keep in force, to the satisfaction of the Licensor at all times during the term of the License, General Liability Insurance. The Licensee agrees that prior to the inception of this License, proof of such insurance coverage will be submitted to the Licensor. The policy must be issued by a company authorized to do business in the state of Illinois, licensed by the Department of Insurance thereof and with an A.M. Best & Co. financial rating acceptable to the Licensor. The Licensee shall furnish a certificate of insurance for the insurance coverage required herein, naming the Licensor and

its public officials, employees, volunteers and agents as an additional insureds and providing that such policy may not be canceled or amended without 30 days' prior written notice having been given to the Licensor. The policy shall also contain a "contractual liability clause".

6c. In general concept, the parties contemplate that Licensee shall act alone here under as an individual and not with others as a group. Should Licensee wish to use any assistance of employees or agents, he/she shall first disclose such request to Licensor and receive its prior approval. It is understood and agreed to by the parties that the Licensee shall maintain adequate personal liability insurance, worker's compensation insurance and employer's liability insurance for Licensee's employees or agents, if any, and shall indemnify and hold harmless the Licensor against any and all liability, loss, damage, cost or expense which Licensor may sustain, incur or be required to pay as a result of any and all wrongful or negligent acts of Licensee, his/her employees and agents, if applicable, in his or their use of the premises pursuant to this License.

6d. In the event that any action, suit or proceeding is brought against the Licensee involving in any manner the Licensee's use of the premises, he/she shall soon thereafter as practicable cause written notice thereof to be given to the Licensor by certified mail.

6e. It is understood that Licensee is not an employee of the Licensor when engaged in the activity provided for in this License, and is, insured as a self-directed independent contractor, and is therefore not entitled to any benefits provided to the employees of Licensor. It is further understood by the Licensee that he/she will not be covered under provisions of the worker's compensation insurance of the Licensor and that any injury or property damage incurred on the premises resulting from Licensee's use of the premises pursuant to the License will be Licensee's responsibility and not the responsibility of the Licensor, and any action at law, equity or for administrative relief predicated on an alleged employment status as hereby waived and released. It is understood that the Licensee is not protected as an employee or as a person acting as an employee or agent of Licensor under the provision of the public liability insurance of the Licensor and therefore Licensee will personally be responsible for any wrongful acts or omissions. The Licensor will in no way defend the Licensee in matters of public liability. It is further understood that the Licensee will not be covered under social security, federal income withholding or state tax or any other consequences or incidences associated with an employment relationship.

7. Termination. This License may be terminated immediately by the Licensor in the event of default or noncompliance with its terms, and/or misconduct by the Licensee, including, but not limited to, noncompliance with any of Licensor's Code of Ethics or rules and regulations governing the use of the premises. It may also be terminated immediately if Licensor, through its Board of Commissioners or its general Superintendent, finds that continuation is contrary to the best interests of the Glenview Park District. In such event, Licensor shall cause immediate written notice of such termination to be given the Licensee. If Licensor terminates this License for cause, Licensee shall forfeit any prepaid License fee applicable to the remainder of the term of the License. If Licensor terminates this License without cause, or for its own convenience, it shall promptly refund to Licensee any prepaid License fee applicable to the balance of this License. Licensee may terminate this License by giving written notice to Licensor. If Licensee terminates this license before its expiration without cause, he/she shall forfeit the License fee for the remainder of the term of the License. If Licensee terminates this License for good cause (as reasonably determined by Licensor) then Licensor shall

refund to Licensee any prepaid License fee applicable to the balance of the term of the License.

8. **Notice.** Any notice which is required to be given or which may be given under this license shall be sent to the parties at the addresses shown on the first page of the License by certified mail, return receipt requested. Such notice shall be effective on date of receipt.

9. **Non-Assignability.** This License is not assignable by either party without the other party's prior written consent.

10. **Activity Room Usage for Private Lessons.**

Licensee may request to use the Activity Room located within the Glenview Community Ice Center for private lessons, subject to availability and Licensor approval. Each student utilizing the Activity Room for a private lesson is required to pay a \$10 fee per person, per use. Prior to the use of the Activity Room, Licensee must complete and sign a separate Activity Room Usage Contract with the Licensor. Access to the Activity Room is not included as a standard part of this License Agreement and is contingent upon compliance with all additional terms outlined in the Activity Room Usage Contract. Licensor reserves the right to deny access to the Activity Room at its sole discretion.

11. **Miscellaneous:**

a. This license constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior to contemporaneous agreements and understandings of the parties in connections therewith. No modification of this License shall be effective unless made in writing, dated and signed by both parties hereto.

b. Where the contexts admits, words in the masculine gender shall include the feminine gender and the "License" or any pronoun representing it shall include all staff, agents and employees of License, and the word "Licensor" or any pronoun representing it shall include all officers, staff, agents, employees and elected commissioners of Licensor.

c. This License shall be governed by the laws of the state of Illinois.

IN WITNESS WHEREOF, the undersigned parties have hereunto executed or caused to be executed this License as of the _____ day of, 20_____ .

LICENSER: THE GLENVIEW PARK DISTRICT - ICE CENTER

By: _____

Ice Center Staff (Figure Skating Director, Recreation Program Manager, Customer Experience Supervisor)

Date: _____

LICENSEE: Name: _____

Signature: _____

Date: _____

Coaches' Code of Conduct



"As a coach of the Glenview Community Ice Center, I pledge to:

- Make it my policy to conduct business honestly and ethically with the highest regard toward the Park District personnel and policy;
- MAINTAIN professional and cordial relationships with all risk personnel;
- AVOID the use of false, confusing, inaccurate and/or misleading terms, descriptions or claims in the daily conduct of business;
- RESOLVE misunderstandings between coaches, management and/or patrons of the Glenview Community Ice Center in a prompt and courteous manner without involving the general public and/or children;
- ACCEPT the responsibility to care for all students and properties left in my custody;
- RESPECT the facility of the Glenview Community Ice Center and strive to keep premises clean and well-maintained;
- USE the Ice Center and the surrounding premises for the sole purposes of giving private lessons to individual students. Understand that no group lessons may be taught at the Glenview Community Ice Center except through the Glenview Community Ice Center lesson program;
- RECOGNIZE the authority of the Glenview Park District and the Glenview Community Ice Center staff in all manners relating to the interpretation of schedules, policy, and Code of Ethics;
- RESPECT other skating professionals' teaching methods;
- ASSIST in the enforcement of on-ice rules if I witness inappropriate behavior by any skater or coach;
- "I understand that private lesson privileges may be revoked immediately in the event of noncompliance with the terms set forth by the Glenview Community Ice Center and the Glenview Park District."

Coach Signature

Date

**Glenview Community Ice Center
Freestyle Ice Guidelines
2026 Season – Welcome Skaters!
Updated June 2026**



Welcome to Glenview Community Ice Center!

Low Freestyle: Skaters at levels **Basic 2 through Silver Free Skate (Free Skate 4)** are permitted to skate independently. Skaters in a lesson are permitted to practice MIF (Skating Skills) of any level but must skate with more awareness to give lower level skaters caution while performing patterns. Coaches may skate with their skater while performing MIF to provide extra awareness to their skater when skating backwards patterns.

Moves & Freestyle: Skaters level **Bronze Free Skate (Free Skate 1 and up)** who want to independently practice their skills, routines or take private lessons. Skaters at levels below Bronze Free Skate are not permitted to skate on the session independently and are required to be accompanied by a coach in a private lesson for the entire length of their session.

High Freestyle: Skaters tested at the USFS intermediate Free Skate (Pre-Silver Singles & Above) are permitted to skate on these sessions. Partner work is permitted, provided both skaters are intermediate and above.

To ensure that you have a safe, productive and fun experience at the Ice Center, we ask that you read the following guidelines carefully and thank you for your cooperation. The above level breakdown for Freestyle and Low Freestyle ice are subject to change at the Director's discretion if changes are needed to ensure safety for all. If a skater causes an unsafe skating environment, their ability to skate independently may be reevaluated, regardless of the skater's level.

Freestyle Ice Registration

Freestyle ice is sold on a monthly basis using the online registration system (\$8/30min session). Walk-in registration is permitted based on availability (\$8/30min session). Please check the online registration system for availability before attempting to walk-in. Punch passes are available for purchase online in quantities of 10 (\$70), 20 (\$140) and 40 (\$280) and can be used to reserve ice time. Canceled freestyle sessions will incur a \$1 cancellation fee per session.

Monthly Registration Schedule

Freestyle ice registration opens the 2nd or 3rd week of the prior month. In some instances, a two-month schedule is released based on availability and season. If you have questions about freestyle ice, please contact GCICfrontdesk@glenviewparks.org.

Registration closes when a freestyle session is full. Maximum capacity for each session is 25 skaters.

Refunds, Transfers, and Cancellations on Unfilled Sessions

Refunds and transfers are permitted on unfilled freestyle sessions for health, scheduling, etc. with 24 hours' notice. Please send an email to GCICfrontdesk@glenviewparks.org with 1. the skater's name; 2. The originally scheduled sessions (dates + times); 3. The sessions to be transferred to (dates + times). Please note that requests submitted outside of business hours will be subject to processing during the next scheduled business day. Requests will be processed during business hours (Mon-Fri 6a-8p | Sat-Sun 8a-5p) and can take up to 10 business days.

Partner Work

Partner work is permitted on Moves & Freestyle sessions when there are 12 or fewer skaters on the ice. When the number of skaters increases to 13, skating partners can remain on the ice but should not connect. More than two skaters working together is not permitted on freestyle sessions. Partner work is permitted on high freestyle sessions up to the max number of skaters allowed.

Hockey and Speed Skating Lessons

Hockey or speed skating lessons are not permitted on freestyle sessions without advanced approval. However, at non-prime sessions with low attendance, hockey or speed skating lessons may be allowed, but only with advanced approval from the Skating Director.

Squirt-level hockey players (aged 12 and under) and speed skaters at beginner to intermediate levels are permitted to have 1-on-1 lessons with a hockey or figure skating coach during low freestyle sessions. No pucks, sticks, nets, or cones may be used. It is important for all coaches and skaters to review, understand, and adhere to the freestyle right of way and flow of skating diagram below, prior to taking the ice. This includes knowing where it is permitted to provide instruction or practice specific non-figure skating elements or techniques safely.

Semi-Private Lessons – Group Lessons

Regular Freestyle ice time is for private – one on one lessons only. Semi-private lessons (2 skaters) or group lessons (3+ skaters) are not permitted on freestyle ice.

Semi-private lessons (2 skaters) are permitted on Low Freestyle ice sessions only.

Group lessons (3+ skaters) are not permitted on high freestyle, moves & freestyle, or low freestyle sessions.

Music

The Glenview Community Ice Center is equipped with auxiliary input, Bluetooth connectivity, and a CD player. Music is played on an honor system, with skaters forming a line at the start of each session and taking turns playing their music. Coaches are permitted one pro-cut in line per lesson. Music may not be restarted if there is a line waiting. Skaters may play their music up to two times per session, unless they are in a lesson and following pro-cut procedures.

All music played during freestyle sessions must be clean, appropriate, and family-friendly. Music containing explicit language or inappropriate content is not permitted.

Music played during freestyle is for practice purposes only. Coaches reserve the discretion to approach a skater and request that music be changed or not played if it interferes with lessons, program music, or the overall session environment. The only exception is when the music being played is part of a program.

Skaters must wear a belt while their music is playing, and skaters skating to music have the right of way. When needed, coaches and skaters should use the whiteboard at center ice for music queuing.

Off-Ice Instruction Policy

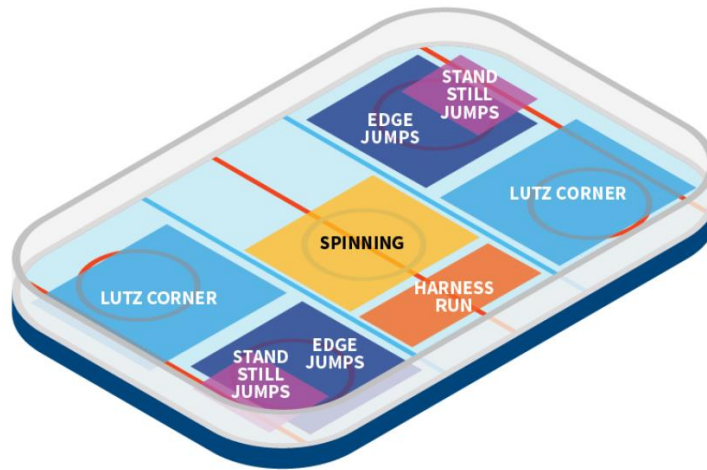
All off-ice instruction must be conducted in designated, approved spaces only. Coaches providing private off-ice lessons with three or more skaters are required to rent an appropriate room through the facility prior to conducting the lesson. Off-ice instruction is not permitted in the lobby or in any public or common areas accessible to patrons, as this may interfere with regular facility operations and business activities.

Freestyle Ice Programming Guidelines – Ice Etiquette Safety Guidelines

Please review the Freestyle Ice Programming Guidelines and Ice Etiquette documents carefully. All participants and their parents must agree to abide by the Freestyle Ice Programming Guidelines and Ice Etiquette and Safety rules. All documents can be found at www.glenviewicecenter.org click on “figure skating information” and then scroll to “Freestyle Ice Information”.

When skaters enter or exit the ice for the freestyle session they should skate the barrier of the boards not through the middle of the arena to avoid interrupting the freestyle session.

Freestyle Ice – Skating Flow of Traffic and Practice Areas



Please review the Freestyle Ice Programming Guidelines and Ice Etiquette documents carefully. All participants and their parents must agree to abide by the Freestyle Ice Programming Guidelines and Ice Etiquette and Safety rules. All documents can be found at www.glenviewicecenter.org.

Coaches Compliance

All coaches teaching private lessons at the Ice Center must provide ice center staff proof of their coaching compliance for the current season prior to scheduling any lessons at the Ice Center. Please take a picture of the coaches' compliance card from USFS or forward compliance documentation to GCICfrontdesk@glenviewparks.org. In addition, coaches must sign a Coaches Code of Conduct and a Coaches Contract prior to teaching any lessons. Insurance must show Glenview Park District, along with our administrative address (1930 Prairie St, Glenview, 60025) as additionally insured. U.S Figure Skating Skate Safe Program/Safe Sport compliance needs to be submitted.