

Group Skating

at

Ridgeland Common Recreation Complex

Why book at Group Skating outing at the Ridgeland Common Recreation Complex?

Skating is a great way to participate in physical activity while having fun and learning a new skill. This unique recreational opportunity is a great field trip or group outing as it allows people to try something new and exciting. Skaters face the challenge of navigating an ice surface wearing ice skates which require balance, agility, and body control to move, turn, glide, and stop. There is no better feeling than mastering the ability to move with speed around an ice rink and learn more about body awareness and mechanics.

Who can book a youth group skating party?

The Park District of Oak Park offers special rates for youth groups to come enjoy the opportunity for a fun day of skating. Groups that qualify for group skating include school groups, camps, day trips, etc. Groups must be affiliated with a school, place of worship, day care, or other youth service providing entity. (Proof of affiliation must be presented upon request.) You must have more than 25 people in your group in order to obtain the special group rate.

What dates/times are available to bring my group to skate?

Base times that are open for group skating mainly fall during the weekday mornings and afternoons. Available times are listed below:

September 8th – April 16th &
May 4th – June 10th
Tuesday's 9:45-11:15am
Friday's 1:15-2:45pm

June 11th – August 7th
Wednesday: 10:30-11:30pm
Thursday: 10:30-11:30pm

**Days and times change and may not be available over holiday breaks or days off of school. The request form attached should be submitted and a time is not booked until confirmed by the Rink Manager.*

What is the cost for a group skating outing?

Group rentals provide a cheaper alternative for youth service agencies to come skate instead of renting the ice rink per hour. Costs per skater are below:

Cost per skater: \$4
Skate Rental per skater (if needed): \$3
Teachers/Staff: Free!

What is available for rental groups?

Rental groups have access to skate rental, a skate changing area or locker room, the ice, and skating aids for skaters new to the sport. For an additional fee the concessions stand or skating instruction can also be provided. Room rental is also available at the Ridgeland Common Recreation Complex for an additional charge.

For more information please contact Aquatic and Rink Manager Kyle Sandine at kyle.sandine@pdop.org or 708-725-2309.

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Booking

To book your skating group at the Ridgeland Common Recreation Complex, please submit the attached request form via mail, e-mail, or in person, to the rink manager.

E:mail

Kyle.sandine@pdop.org

Mail

Attn: Kyle Sandine
415 W. Lake St., Oak Park, IL
60302

In person

Turn form in to the customer service desk at the Ridgeland Common Recreation Complex.

You will be contacted by phone or e-mail by rink staff within one week of your request form submission to confirm date/time or to arrange a new date and time if your requested date is not available. Group rentals must be booked *at a minimum of three weeks in advance*. It is preferred that groups book their time more than a month in advance to ensure there is enough time for preparation for your event. Payment for the event is not due until the day of the event, however if the event is cancelled less than 48 hours before it is to begin, a \$100 cancellation fee will be charged.

Pre-Event Preparation

Once the date/time is booked, a confirmation e-mail will be sent to the primary contact listed on the request form. An accurate description of average children age and an estimate of number of children and chaperones should be listed on the initial booking sheet. This will help the rink staff be prepared and effectively staffed for your group.

A confirmation phone call will be made within a week before the group outing to confirm final numbers and to discuss any special needs or arrangements. It is required that there is adequate supervision as skate guards will not be present. **There should be at least 1 chaperone per every 8 children.**

Collecting Skate Sizes and Renting Skates

One of the most challenging parts of group skating rental is getting rental skates handed out and put on. In order to efficiently manage that process, please come prepared with a list of skate sizes for all participants so that multiple pairs of skates do not have to be tired on and exchanged. Your assistance is greatly appreciated in getting skates handed out and collected at the end of the rental!

Children should request the same skate size as their shoe size. If a child wears a half size, the next size skate up should be requested as skates do not come in half sizes.

Unless there is an experienced skater in the group, we recommend figure skates as opposed to hockey skates for beginners as they are much easier to learn in.

Day of event preparation

Groups should arrive at the rink at least 30 minutes prior to their rental start time to ensure that everyone can come in and get their skates on before it is time to take the ice. When the group arrives children should line up in a single file line in order to be checked in and rent skates. Rink staff will tally the number of children in and the number of skates rented. If you would like to use skate aids, please request them from rink staff as soon as you arrive at the rink.

Payment must be made as a group and will not be collected individually. The primary contact should collect payment from children/parents before the event and provide a lump-sum payment to rink staff after everyone has been checked in and collected rental skates.

Before Getting On the Ice

Once all participants have their skates on, the rink staff will review safety and facility rules with everyone. When children put their skates on, they should do so sitting on a bench as opposed to on the floor as this presents a safety hazard and a very dangerous situation.

Participants are encouraged to stand by the glass and watch the Zamboni as it prepares the ice for the group. Participants should NOT stand in the player's benches or try to reach out and touch the Zamboni and all rink doors must be closed during the ice make. No one may enter the ice surface until the Zamboni doors have closed.

During the Group Rental

It is the responsibility of the chaperones to enforce rink rules and ensure safety of participants during a group rental. The rink staff is there to assist and respond in the event of a first aid or medical emergency. Any injury should be reported to rink staff immediately. No shoes may be worn on the ice, so at least some of the chaperones should have skating experience.

Concluding the Group Rental

All skaters must be off the ice at the exact time the rental concludes. There are usually other groups or activities taking place immediately after group rentals, so sticking to the rink schedule is very important. If you have beginner skaters, please have them exit the ice surface a few minutes before your ice time ends to ensure they have enough time to get off without feeling rushed.

Once everyone is off the ice, skates should be taken off in the skate changing area or team room. Once again, please ensure everyone is sitting on a bench and not on the floor.

To assist staff, please have everyone wrap the skate laces around the ankle of each skate once they are off. Only when both skates are off and the laces are wrapped around the ankles of each skate, should a participant approach the counter to return their skates.

Carry in/carry out: The Park District encourages all user groups and facility patrons to carry out any trash that was carried in with them. Please ensure that the skate changing area, team room, or other area of the facility used is left clean when leaving. Please pick up any trash or garbage and notify rink staff of any spills or larger messes.

Additional questions or information

If you have any additional needs, requests, accommodations, or questions, please ensure that this information is communicated in a timely manner. All the above can be sent to the Aquatic and Rink Manager at kyle.sandine@pdop.org.

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Request Form

School/Camp/Agency Name: _____

Primary Contract Name: _____

Primary Contact Phone: _____ Primary Contact E-Mail: _____

Will the primary contact also be the leader on the day of the event Yes No

(If answer to above question was no)

Day of event leader Name: _____

Day of event leader Phone: _____ E-Mail: _____

Requested date & time of skating group: _____

Alternate date and time request (if first choice is not available): _____

Number of expected participants (\$4 per child): _____ Number of chaperones (free!): _____

Number of skate rentals anticipated (\$3 per rental): _____

Description of group (age, grade level, etc.) _____

Would you like the Concession Stand Open? (contingent on staff availability) Yes No

Would you like to request a skating instructor? (\$50 per instructor, also contingent on availability)

Yes No Number of instructors requested: _____*(Recommended ratio 1:10)*

I have read and understand all the attached information and expectations for my group and will enforce all rules and comply with all rules and regulations:

Signature: _____ Date: _____

FOR RINK STAFF ONLY**Date received:** _____ **Date of Res. In RecTrac:** _____ **Initial Contact Date:** _____**Week of Event Contact Date:** _____ **Staff Notified:** _____ **Additional notes:** _____
