

City of Indianola

Parks and Recreation Department Policies



PARKS AND RECREATION

INDEX

100.00	VEHICLES
100.02	Van Use
100.03	Pick-up Truck Use
100.06	Vehicle Operation, Maintenance and Replacement
200.00	EQUIPMENT
200.01	Recreation Equipment Use
200.02	Department Equipment Use by Other Agencies
200.03	Key Checkout
200.04	Pitching Machine Use
300.00	SOFTBALL FIELDS
300.01	Softball Field Use - Tournaments and Community Group Leagues
300.02	Softball Field Reservations
400.00	RECREATION
400.01	Fees
400.02	Nonresident Participation and Fees
400.03	Sponsorship Fees
400.04	Adult Leisure Sports Participation Policy
400.05	Refunds
400.06	Program Registrations
400.07	Transfers
400.08	Program Fee Assistance - Scholarship Program
400.09	Recreation Program Visitors
400.10	Youth Sports Policy Statement
400.11	Participant Dismissal Policy
400.12	Youth Sports Hot Weather Guidelines
400.13	Team Sports Equipment Use
400.14	Background Checks – Youth Volunteer and Paid Staff
400.15	Youth Give It a Try
400.16	Liability Waiver
400.17	Trip Attendant / Chaperone Compensation
500.00	BUILDING USE
500.01	Indianola Activity Center Use
500.02	Computer Lab Use
600.00	VOLUNTEERS
600.01	Volunteer Youth Sports Coaches
600.02	Volunteer Selection
600.03	Volunteer or In-Kind Service Recognition
700.00	EMPLOYEES

- 700.01 Part Time Employees
- 700.02 Van Drivers

- 800.00 PARKS & TRAILS
- 800.01 Tree Replacement
- 800.02 Memorial Donation Plaques – Trees and Shrubs
- 800.03 Keg Beer in Parks
- 800.04 Park Shelter Reservations
- 800.05 Campgrounds
- 800.06 Amphitheater Use
- 800.07 Concession Operations in City Parks
- 800.08 Gazebo Reservations
- 800.09 Tree Nursery Regulations
- 800.10 Tree Plantings
- 800.11 Park Maintenance
- 800.12 Sand Volleyball Court Reservations
- 800.13 Highway Flower Beds
- 800.14 Roadside Trail Development Policy
- 800.15 Tobacco Free Parks
- 800.16 Pickard Park Cross Country Course Use
- 800.17 Dog Park Use

- 900.00 GENERAL
- 900.01 Senior Citizens Policy Statement
- 900.02 Alcoholic Beverages
- 900.03 Joint Program Sponsorship
- 900.04 Fund Raising
- 900.05 First Aid and Blood Handling
- 900.06 Mascot Appearances
- 900.07 Display of Department Name and Logo
- 900.08 Acceptance of Park Amenities and Fixtures Donations
- 900.09 Banners – Moats Park Ball Field Fence
- 900.10 Lost and Found Items
- 900.11 Placement of Paid Advertisement in Parks and Recreation Promotional Materials
- 900.12 Character Counts
- 900.13 Community Promotions in Park & Recreation Activity Guides

100.00 VEHICLES

100.02 Van Use

The primary use of the Indianola Parks and Recreation van will be to provide transportation for recreation sponsored programs. Van and or mini-van use must be scheduled at least one week in advance of trip date. A clipboard with trip information form in each van must be completed for all program trip use. Van drivers carrying passengers must have a valid driver's license and are encouraged but not required to possess a valid chauffeur's license for under a 5 ton straight truck. No alcoholic beverages or smoking will be allowed on the van, and no home deliveries will be made. 55 cents per mile shall be figured into the cost of any trips that use city vans for transportation for trips within Iowa. Trips outside of Iowa using city vans shall require special approval from the Parks and Recreation Commission.

Reviewed 12-11-13 Revised 12-11-13

100.03 Pick-up Truck Use

The Indianola Parks and Recreation pick-up trucks will be used to transport equipment and supplies. Passengers shall ride inside the cab only – no one shall be permitted to ride in the truck bed at any time. Pick-up truck drivers shall possess a valid driver's license.

Reviewed 11-14-07 Revised _____

100.06 Vehicle Operation, Maintenance and Replacement

Department vehicles shall be checked by the parks division before each trip taken. Fluid levels and tires will be checked and the van cleaned inside and outside if needed. Department heads will be responsible for establishing and maintaining regular department vehicle maintenance schedules.

Any exceptions to the vehicle use policies must be presented to and approved by the Indianola Parks and Recreation Commission.

Reviewed _____ Revised 11-14-07

200.00 EQUIPMENT**200.01 Recreation Equipment Use**

The Indianola Parks and Recreation Department has various recreation equipment which can be made available to the public for use at reunions, parties and other group gatherings. Equipment reserved for Saturday or Sunday use must be checked out for the entire weekend. Five dollars (\$5.00) will be charged for each day past the due date in addition to the regular daily fee. A damage or replacement fee will be charged for damaged or lost items if the cost exceeds the amount of deposit.. Rental fees will be an additional twenty-five (25) percent of the fees listed below for nonresidents.

Equipment Description	User Fee	Deposit
Volleyball Set	\$5.00	\$10.00
Badminton Set	\$4.00	\$10.00
Croquet Set	\$4.00	\$10.00
Bean Bag Game	\$3.00	\$10.00
Baggo Bean Bag	\$5.00	\$15.00
Bocce Ball Set	\$4.00	\$10.00
Horseshoes	\$3.00	\$10.00
Ladder Ball	\$5.00	\$10.00
Picnic Pack (bat, Softball, playground ball, nerf football, frisbee, 2 scoops & whiffle ball)	\$4.00	\$10.00
Tug-of-War Rope	\$5.00	\$50.00
Softball Set (2 bats, 1-12" & 1-16" ball)	\$2.50	\$10.00
Parachute Game	\$10.00	\$50.00
Tennis Racquet & 3 balls	\$2.00	\$15.00
Frisbee	\$.50	\$5.00
Jump Rope	\$.50	\$5.00
Jarts	\$4.00	\$10.00
Balls		
Playground (1 small, 1 large)	\$2.00	\$6.00
Football	\$2.00	\$10.00
Soccer	\$2.00	\$5.00
Basketball	\$2.00	\$5.00
Volleyball	\$2.00	\$5.00
Softball (12")	\$1.00	\$5.00
Softball (16")	\$1.00	\$5.00
Rag Softball	\$1.00	\$5.00
Whiffle Ball & Bat	\$1.00	\$2.00
Batting Tee	\$2.00	\$10.00
Bingo	\$4.00	\$20.00
Flag Football Equipment (11 flags, ball, cones)	\$5.00	\$10.00
Table Games		
Bumper Puck	\$4.00	\$20.00
Fore Par Golf	\$4.00	\$20.00
Sockey	\$4.00	\$20.00

Skittle	\$4.00	\$20.00
Table Cricket	\$4.00	\$20.00
Marble Football	\$4.00	\$20.00
Box Hockey	\$4.00	\$20.00
Toboggan	\$5.00	\$50.00
Picnic Tables	\$8.00	\$100.00
Stop Watches	\$3.00	\$5.00
Cones	\$.50@	\$10.00
Leg Bands (3-legged races)	\$1.00	\$10.00
Burlap Bags (sack races)	\$2.00	\$10.00

Equipment may be reserve in advance by calling the Parks and Recreation Office. Any equipment which is not returned or is returned damaged must be paid for according to a replacement cost list.

All other equipment is available to private and nonprofit public groups for a fee of \$2.00. Must sign checkout agreement form and pay \$5.00 deposit.

SANTA SUIT

Available to private and nonprofit public groups for a \$15.00 fee. Must sign checkout agreement form and pay \$25.00 deposit. Rental fee waived for service clubs and City and Chamber of Commerce functions. Suit available from 9:30 a.m. to 4:00 p.m. and from 4:30 p.m. to 8:30 a.m. the following day. Suit will be checked out to one person on Saturday morning for the entire weekend.

PICNIC TABLES

A rental fee of \$8.00 per table with \$100 deposit. Tables available will be 6 foot tables. These tables will be made available to anyone and not used in the park system. Renters will be responsible for pick up and return of tables to and from a designated storage location.

Tables in the park system will only be made available through the Chamber of Commerce for community-wide functions free of charge. Chamber must provide means to transport tables from and return to park where tables were taken. Any other table use requests for community events shall require special Parks and Recreation Commission approval.

BBQ GRILL

Available on a first-come, first-served reservation basis. User picks up and returns grill to the Park Shop. Rental fee based on whether food cooked on grill is free or sold. Fees are \$33 for free food and \$48 for selling food plus a \$50 deposit. Local nonprofit organizations selling food to raise funds for community benefit and projects will be charged the \$33 free food rate. Use is to be within a 7 1/2 mile radius of Indianola. Further distance must have approval of the Parks and Recreation Director.

HAYRACK USE

The hayrack may be used by groups for \$25 per day plus a \$50 damage deposit. Government, nonprofit service organizations and Chamber of Commerce may use it without charge, but will be encouraged to give a donation. A liability waiver form must be signed prior to use. Use is restricted to Indianola School District area.

Reviewed 11-14-07 Revised 2-11-15

200.02 Department Equipment Use by Other Agencies

Park maintenance tools and large equipment and office machines requested for use by other agencies shall be kept to a minimum. The Parks and Recreation Department reserves the right to monitor all equipment use.

Reviewed 11-14-07 Revised _____

200.03 Key Checkout

Any key that is checked out to any person (including all staff) for either short or long term use, shall sign for each key issued. The last check for employees will be held until all keys are turned in at the office. No key will be checked out without prior approval from the sports/fitness coordinator, recreation superintendent, park superintendent or director of parks and recreation.

Reviewed 11-14-07 Revised _____

200.04 Pitching Machine Use

Pitching machine use will be made available to Indianola youth softball team coaches using the following procedures and guidelines.

General Use

> The machines will be covered and kept in the locked batting cages at the Pickard Park youth softball fields with use limited to inside the batting cages only.

> Coaches and staff must be trained on the proper use of the pitching machines prior to using them.

Indianola Parks & Recreation Coaches Access

> Coaches in the Indianola Parks & Recreation Youth Softball program will be provided a key for access to the pitching machines during the softball season and must pay a \$20 deposit to get a key. Deposit will be returned within 2 weeks from the time the key is returned at the end of the program. Key must be returned to get deposit back.

> Indianola Parks & Recreation Coaches will be allowed access to the pitching machines on game nights prior their games as per an assigned schedule. Coaches will also have access to pitching machines and batting cages whenever the coach has a field reserved for practice.

Non-Indianola Parks & Recreation Coaches Access

> Coaches that are not a part of the Indianola Parks & Recreation Youth Softball program will need to pay a one-time \$50 rental fee to use the pitching machine throughout the season. Coaches will also need to pay a \$20 key deposit which must be returned by October 20 to get their deposit back. Deposit will be returned within 2 weeks from the time the key is returned. Teams may use the pitching machine only when they have the field reserved for practice.

Reviewed: 11-14-07 Revised: 4-09-08

300.00 SOFTBALL FIELDS

300.01 Softball Field Use - Tournaments and Community Group Leagues

PICKARD YOUTH FIELDS

Any group or organization wanting to reserve the Pickard softball fields for a weekend tournament shall pay:

1. \$50.00 per field per day use fee which includes field prepped one time prior to first game of the day (free if Parks and Recreation youth league team).
2. \$20.00 per night for lights used for tournaments.
3. Diamond dry at \$10.00 per bag.
4. If volunteers are available, the youth concession stand will be opened. Indianola Parks and Recreation retains all rights to concession sales.
5. Simpson College and Indianola Community Schools will pay \$10 per field per day to cover field preparation costs unless they do their own field preparations.
6. \$100.00 equipment use deposit (will be held until equipment is returned and inspected and if softball field area is left clean, no field or equipment damage is done, and key is returned).

Deposit must be paid to the Parks and Recreation Department, and the tournament host must meet with the sports/fitness coordinator or recreation superintendent prior to the beginning of the tournament play. Field use fees will be paid after tournament is completed. The Parks and Recreation Department and/or Commission reserves the right to terminate tournament play at any time due to inclement weather, misuse of equipment or inappropriate conduct. No alcoholic beverages allowed at or near the youth softball fields during tournaments. The tournament host shall be held responsible for all player conduct and any damage to equipment or ballpark and shall pay for any damages which may occur. Tournament reservations shall be taken on a first-come, first-served basis. No games on Sunday before 12:00 noon at Moats field or after 11:00 p.m. on any night. A tournament agreement form must also be signed prior to use.

PICKARD – ADULT – ISA

Rental and Use Fees set by Indianola Sports Association. Reserve use at Parks and Recreation Department.

Reviewed _____ Revised 3-9-11

300.02 Softball Field Reservations

To qualify to reserve a field a team must have 75% of their team attend Indianola schools. A team roster with coaches and player names, addresses and phone numbers will need to be submitted to qualify.

Indianola Park & Rec Youth Softball Teams: Park & Rec teams will be assigned a practice time until the games start. Then any teams who want to continue practicing after games have started will need to decide at the coaches meeting and will be assigned a regular weekly practice time and place.

Independent Competitive Softball and Baseball Teams: will be treated the same and given regular weekly practice time(s) after the P&R youth teams have been assigned a practice time. The number of times per week will depend on the practice times available. A drawing will be held for teams to pick practice times for April – June and again for July-Sept.

NOTIFICATION: We will contact all the local independent competitive teams we are aware of and also put an article in the paper and on our website in an attempt to get this new reservation policy out to other teams we may not be aware of so they know when the field reservation random draw meeting will be.

ISA Adult Softball Teams: will continue calling in for practice times. One or two of the ISA fields at Pickard will be reserved for adult ISA team practices as they are currently.

Indianola Little League Baseball Teams and Any Others Who Want to Reserve a Field – will need to call in to reserve a practice field.

FEES

A fee of \$10 per 1 hr practice time will be charged for all field reservations. Fee must be paid at the time the reservation is made via credit card if over the phone, credit card or cash if in person at the office. No field reservation will be made without payment. A reservation receipt will be emailed to those who make a reservation to have with them to take to their practice to verify their reservation if needed.

P&R softball teams will not pay for their practice field reservations since part of the fees the players pay go towards field maintenance and upkeep. Independent competitive teams will pay in advance for the reservations that they are given. If they do not use a reserved field due to rain, then they can call in within 24 hrs to let us know. We will then not charge them for the reservation.

Lights - Lights will only be available for practices on Pickard fields 5 & 6 at the 8:30pm reservation time. Cost for lights will be \$10/hr.

Reviewed 11-14-07

Revised 11-9-11

400.00 RECREATION

400.01 Fees

When necessary, program fees will be charged to help cover additional costs to the department which are not provided for in the total city budget. Program fees will be kept to a minimum necessary figure. All direct costs for programs shall be supported by participant fees. An additional fee of 10-15% of the total program costs will be added to help cover administrative costs and supplies. All programs held in the Indianola Community Schools, Simpson College Pool, and Indianola Activity Center will include the facility rental charge in the program fee. All programs requiring registration shall include a \$2.00 per person on-line registration fee as a part of the total fee. A late fee of \$15 per person for youth leagues and \$50 per team for adult leagues may be added after the registration deadline.

Reviewed 12/3/14

Revised 12/3/14

400.02 Nonresident Participation and Fees

Nonresidents who wish to participate in the Indianola Parks and Recreation programs must pay the nonresident fees. People living outside the Indianola city limits will be charged nonresident fees to participate in the Indianola Parks and Recreation programs to ensure equity with Indianola residents who support the programs through their property taxes. The following are the rates for nonresident participation for both adults and youth.

Adults (18 and older): Individual Registration - An additional 25% of program fee up to \$5.00 maximum.

Team Registration – No non-resident fees will be charged for team registrations

Youth: Individual Registration - An additional 25% of program fee up to \$5.00 maximum.

Note: Some programs may not have a nonresident fee when special circumstances are involved related to being able to offer the program or event.

Reviewed _____ Revised 11-14-07

400.03 Sponsorship Fees

Sponsorship fees will be set by the parks and recreation staff with approval by the Director. Fees will be based on the benefits and exposures each sponsorship will provide and other benefit opportunities available to the sponsor. Sponsor fees will be used to help offset the costs of the sponsored program or event. Sponsorship fees may be paid in multiple payments with the last payment due prior to the end of the program or event series.

Accepted 11-14-07 Reviewed _____ Revised _____

400.04 Adult Leisure Sports Participation Policy

Interested teams shall fill out an application form to get into an adult sports league run by the Parks and Recreation Department. Leagues will be organized using the previous season's evaluations. Fees will be set according to the program fee policy and will be determined prior to registration for each season so participants will know the costs at the time the application form is completed and the deposit paid. Teams shall have a minimum of two weeks to register for a league. Managers' meetings will be held to review league information prior to league play.

Reviewed 11-14-07 Revised _____

400.05 Refunds

Refunds will be handled with the philosophy of our promise to "do our best to make it right with you". If at any time a person feels we do not meet our obligation of providing quality programs and facilities and feels there is a problem with our service, the Parks and Recreation staff will work with them in one of the following ways to resolve the problem:

1. Repeat a program or facility use at no additional charge.
2. Receive credit good for use towards any program or service fee or a refund under the following guidelines:

Refunds/credits for recreation programs will be processed upon request in accordance with the following policy:

- Any refunds granted under the Parks & Recreation policy will require City Council approval and will take 2-3 weeks to process
 - Full refunds/credits will be made upon cancellation of a class or activity by the Parks and Recreation Department
 - Refunds/credits will be granted to individuals up to 5:00 p.m. on the business day prior to the start of the program less all costs already incurred including a \$4 processing fee per refund.
 - Refunds/credits requested after 5:00 p.m. on the business day prior to the beginning of a class/activity may be granted only for illness or medical reasons or other unavoidable circumstance. A physician's verification will be required in writing. The request must be made within seven (7) working days of the unavoidable circumstance. Refund/credit will be prorated.
 - No refunds/credits will be granted after a program/activity is half completed.
3. Meet with staff to discuss the situation and arrive at an equitable solution.

Revised 8-19-09

400.06 Program Registration

Parks and Recreation programs requiring registration will be taken on a first-come, first-served basis. No person will be considered registered until their fees are paid. Participants must pay the entire program fee regardless of whether they are able to attend all program sessions or not. Youth sports program registrations will be taken on a limited basis after the deadline date. Participants allowed to enroll in a program after the program has begun may have the fee pro-rated for class sessions missed.

No registrations will be taken until the date listed in each activity guide. To promote on-line use, on-line registrations will be taken two to three days prior to all other types of registrations. Date and time of day registration will be taken will be published in the program brochure and in other media. Mail-in and fax registrations will be processed by random draw on the day they are received. All registrations will be taken until the program starts or is filled. Filled classes will automatically place participants on a waiting list to be notified if additional sessions are added. Registrations received with the incorrect fees will be notified by telephone and held from processing until the correct fee has been received. Precise registering procedures will be printed along with the registration form in the program brochure.

Reviewed _____

Revised 11-14-07

400.07 Transfers

Transfer to other programs shall only be completed if there is an opening in the program the participant wants to transfer into and the transfer doesn't affect minimum enrollment for the class they are transferring out of.

Transfer Fees

A \$5.00 transfer fee will be charged for each transfer from one section of a program or activity to another after the initial registration.

Reviewed 11-14-07 Revised _____

400.08 Program Fee Assistance - Scholarship Program

Money in the Recreation Fee Assistance Scholarship Fund will be used to give financial help to any youth or senior citizen in the Indianola Community who cannot afford to pay program fees and requests financial assistance. No participant fee will be waived for any program offered by the Parks and Recreation Department. All fee assistance will be provided through the Key Card Program as per the guidelines listed below:

- Maximum of \$50 assistance per brochure per individual
- Income eligibility determined through the Key Card program.
- Nonresidents = eligible for program but must still pay nonresident fee
- College students = not eligible for program
- Participants must pay any fees due at time registration – no payment schedules
- Program does not apply to: adult sports, rentals, reservations, daily admissions, program supplies not included in fees.
- Discount will be 50 percent off the fee.
- Not all programs will be eligible – depends on our expenses to contractors (i.e., trips).

Reviewed _____ Revised 11-14-07

400.09 Recreation Program Visitors

A visitor will only be permitted to take part in certain recreation programs by request, if space allows and if they come to the Parks and Recreation office and sign a liability waiver. Each class member will be allowed only one participating visitor per session. A visitor may come and watch the program at any time, provided they do not disrupt the class. Visitors will be limited to adults and adult programs only.

Reviewed _____ Revised 11-14-07

400.10 Youth Sports Policy Statement

The policy of the Indianola Parks and Recreation Commission is to strive to give every young person an opportunity to participate in Parks and Recreation Department sponsored youth sports programs if they so desire. The opportunity to participate is to be available to all children, regardless of ability level. All coaches shall be trained in a coaches' clinic to insure proper training. Adult volunteer coaches will be used from the community to keep costs low. The youth sports standards established by the American Sports Education Program will be adhered to when planning parks and recreation youth sports leagues and tournaments. The Character Counts 6 pillars of good character will be incorporated into all youth sports programs and a parent expectations sheet will be required to be signed by one parent or guardian at time of registration and kept on file.

Youth sports program goals:

1. To stress the fun and enjoyment of participation. Downplay the "winning is everything" philosophy.
2. To teach the fundamentals of sports so play can be enjoyed as children and, later in life, as adults.
3. To instill a desire to strive for success through effort and reward that effort regardless of "success".
4. To provide a positive experience that will contribute to each child's sense of worth, growth and development both physically and mentally.
5. To guarantee substantial participation opportunities for each child.
6. To provide opportunities to learn to cope and deal with frustration in mildly stressful competitive situations.
7. To win lasting friendships with fellow athletes on both their own and opposing teams.
8. To give an opportunity to exemplify good sportsmanship in competition.
9. To teach participation is a privilege and a responsibility.

Special Considerations

Indianola Parks and Recreation Department will place participants with a parent coach and one assistant coach on his or her respective team. The Department will not make special considerations to other activity conflicts, such as swim team, wrestling, dancing, etc., when dividing teams and assigning practices. Transportation may also be considered.

Division of Teams

In the division of teams the following criteria will be used:

1. Child's age, grade, and/or gender.
2. Child's height and/or weight.
3. Number of years involved in program.
4. Past coach's evaluation (returning participant).
5. Some league programs may have individual skill essentials to balance league teams. All players will be placed on a team.

Deadline for Registering

A deadline will be published in the brochure. Additional registrations will be taken until teams are filled out. A waiting list will then be taken after all teams are full. Additional team(s) may be formed if there are enough people on the waiting list.

Awards and Certificates

Each league participant will receive a certificate of participation. Awards will only be given in individual sports (i.e., swim team, track) and team tournaments.

Reviewed _____ Revised 3-9-11

400.11 Participant Dismissal Policy

Participant dismissal information will be put in each recreation program brochure explaining the program dismissal procedures so that any parent who does not want their child to be allowed to leave on their own or with anyone other than their parent can have their child remain at the program site until they arrive to get them. Parents will be encouraged to be on time when picking their child up. Any child not picked up 20 minutes after the program ending time may be taken to the Police Department to wait there if the instructor has another commitment. A permission form needs to be completed and given to the program instructor to have anyone other than their parent pick their child up from the program site.

Reviewed _____ Revised 11-14-07

400.12 Youth Sports Hot Weather Guidelines

The following guidelines will be used to modify or cancel games for youth sports programs due to hot weather conditions:

When Actual Temperature is 90°-97°

- Action:
1. Monitor participants.
 2. Mandatory additional breaks during games.
 3. Make sure coaches have plenty of water at games and players are drinking plenty of water.

When Actual Temperature is 98° With a Heat Index of 105°

- Action: 1. Cancel Games.

Temperature and heat index obtained from weather service at approximately 4:00 p.m. on game days.

Reviewed 11-14-07 Revised 9-19-2012

400.13 Team Sports Equipment Use

The Indianola Parks and Recreation Department has various sporting equipment available to coaches for use during practices, games, tournaments or an entire season. Equipment may be limited depending on the current offerings through the Department. A damage or replacement fee will be charged for damaged or lost items. The following guidelines will be used:

1. Coaches must complete and sign an equipment checkout form.
2. Coaches must pay a deposit of: \$75/bag for Basketball/Soccer/Volleyball/Softball
3. The rental fee shall be: \$20/bag for Basketball/Youth Volleyball/Soccer
\$30/bag for Softball/Adult Volleyball

NOTE: Current Park and Recreation coaches will not be charged an equipment use fee or deposit.

4. Replacement fees will be based on **current** pricing of equipment.
5. Equipment must be returned by the date agreed upon on the checkout form or a \$10 late fee will be assessed.
6. Equipment bags will generally consist of:

Basketball	Soccer	Volleyball	Softball	
5 Balls	5 Balls	5 Balls	2 Bats	Chest Protector
5 Pennies	6 Cones		6 Balls	Catcher's Helmet & Face Mask
			Shin Guards	4 Batting Helmets

7. Coaches renting facilities will be treated as the general public rental facilities. For example: if balls are part of a volleyball court rental for everyone, they will be part of the rental for a youth volleyball team.

Reviewed _____ Revised 11-14-07

400.14 Background Checks – Youth Volunteer and Paid Staff

Background checks will be conducted on all paid and volunteer staff to help ensure the safety of the participants in the recreation and sports programs as per the guidelines below. All paid and volunteer applicants must sign a form giving the city permission to conduct a criminal background and child/sex abuse registry check on them as a part of the application process.

Types of Background Checks for various positions:

Local check- Local Police Dept checks records. Only includes offenses that have happened in Indianola. Cost= Free

National Criminal Check- Priority Research, a company that specializes in background checks performs these checks. Checks national & state criminal records based on address, social security number and birth date. Cost= \$16 per person

Sex Offender check- Available online. Cost= Free; also included in the National Criminal Checks

Anyone that is in a position that will have one-on-one or small group interaction with minors under the age of 18 will require the National Criminal Check as well as the Sex Offender check.

Any volunteers/employees under the age of 18 will have a Local check performed. If a person under the age of 18 has committed a crime, it will not show up on the National Criminal check since they are considered a minor.

Volunteers-

Coaches- National Criminal check and Sex Offender check

Employees-

Instructors- Local check for adult program instructors; National Criminal check and Sex offender check for youth program instructors

Gym/Facility Supervisors- National Criminal Check and Sex Offender check

Scorekeepers- Local check

Sports Officials- Local check; Sex Offender check

Pool Employees- National Criminal Check and Sex Offender check; If under the age of 18, then a local check will be performed

A local check will be performed on all applicants. A National Criminal check will then be performed for the required positions listed above before that person starts working/volunteering

The Indianola Parks and Recreation Department reserves the right to exercise discretion in hiring decisions based on all available information, including criminal background check results, the circumstances of the offense, the nature and function of the positions applied for and other relevant information. The list of examples provided above is non-exclusive and this policy does not constitute a waiver or limitation of the discretion of the Indianola Parks and Recreation Department to disqualify an applicant when, in the sole opinion of the Department, such disqualification is in the interests of the Department or its program participants

DISQUALIFYING OFFENSES

A person will be disqualified and prohibited from serving as a volunteer or paid employee if the person has been found guilty of any of the following offenses:

Guilty means the person

- (1) has been found guilty, pled guilty; or pled no contest plea accompanied by a court finding of guilty,
- (2) has a charge currently pending against him or her in which it is alleged that (s)he committed any of the following crimes, or
- (3) has a record of conviction of an equivalent offense in another state.

This recommendation does not apply if charges were acquitted or dismissed.

- ◆ **All Sex Offenses** – Regardless of the amount of time since offense.
Examples: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- ◆ **All Felony Violence** – Regardless of the amount of time since offense.
Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- ◆ **All Felony Offenses other than violence or sex** – Within the past ten (10) years.
Examples: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- ◆ **All Misdemeanor Violence** – Within the past seven (7) years.
Examples: simple assault, battery, domestic violence, hit & run, etc.
- ◆ **All Misdemeanor drug and alcohol offenses** – 2 or more offenses within the past five (5) years or multiple offenses within the past ten (10) years.
Examples: driver under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- ◆ **Any Other misdemeanor** – Within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer/employee.

Examples: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if a person is handling monies, etc

PENDING CASES

Persons who have been charged for any disqualifying offense or for cases pending in court shall be restricted from volunteering or working until the case is brought to resolution or the charges are dropped.

A volunteer or employee must immediately inform the Indianola Parks and Recreation Department of any charge(s) that has been filed against the volunteer or employee and which, if convicted, would cause them to be disqualified as a volunteer or employee.

This policy will apply to all people working with the recreation youth programs -youth sports coaches, both head and assistant, gym supervisors, instructors & assistants participating in Indianola Parks and Recreation youth and sports programs. If there is any doubt as to which coaches should be screened, the general rule is anyone who would potentially have unsupervised access to children. Each volunteer or employee will have his or her background checked annually for as long as he or she continues volunteering or employment.

The Indianola Parks and Recreation Department reserves the right to exercise discretion in hiring decisions based on all available information, including criminal background check results, the circumstances of the offense, the nature and function of the positions applied for and other relevant information. The list of examples provided above is non-exclusive and this policy does not constitute a waiver or limitation of the discretion of the Indianola Parks and Recreation Department to disqualify an applicant when, in the sole opinion of the Department, such disqualification is in the interests of the Department or its program participants

Reviewed _____ Revised 11-10-10

400.15 Youth Give It A Try

Youth who are not sure whether they will like an active type program may give-it-a-try for \$1.00 per time up to 2 or 3 times, depending on the activity. (Ex. Swim team, tae kwon do) If they wish to continue, they must pay the full fee less the give-it-a-try fees paid. This does not include team sports.

Approved 11-14-07 Reviewed _____ Revised _____

400.16 Liability Waiver (Revision)

A general liability statement will be included with the registration information for all programs. The statement will be approved by the city attorney to inform the participants that they assume full responsibility for any risk by their participation in activities or facilities and that the City does not provide medical insurance covering injuries to participants. Certain special events may require a liability waiver to be signed covering that event, as determined by the city attorney working with department staff.

Approved 2-13-08 Revised 4-15-09 Reviewed _____

400.17 Trip Attendant / Chaperone Compensation

A city employee who chaperones parks and recreation department sponsored trips shall be paid for 8 hrs/day regular pay plus expenses. Non-city employees shall also be paid 8 hrs/day at a negotiated hourly rate within the pay range of a first year adult instructor (currently \$8.50-10.50/hr) plus expenses.

Approved 9-15-05 Reviewed 11-14-07 Revised _____

500.00 BUILDING USE

500.01 Indianola Activity Center Use

The Activity Center will be used for senior citizen activities Monday-Friday from 8:00 a.m.-5:00 p.m. and available for community use on weekends, evenings and city observed holidays. Community use will be made available following the policies, procedures and fees which have been approved by the Parks and Recreation Commission. All other rules, regulations and requirements included in the Indianola Activity Center Rental Information shall be adhered to by all renters. These rules, regulations and requirements shall be reviewed annually by the Parks and Recreation Commission.

Several rooms are open for the public’s use by reservation only. Reservations are taken on a first-come, first-serve basis. The rental deposit and signed contract must submitted within seven (7) days after the reservation is made. The rental fee must be paid no later than 30 days prior to the rental date or the reservation will be cancelled and the deposit will be forfeited.

If a rental reservation is cancelled, the rental deposit will not be refunded unless the room is reserved by another party on the cancelled date. The renter is responsible for making arrangements to pick up a key from the Indianola Parks & Recreation office during regular office hours (Monday – Friday, 8:00am – 5:00pm). Changes to the contract may only be made by the original contract signee

All other rules, regulations and requirements included in the Indianola Activity Center Rental Information shall be adhered to by all renters. These rules, regulations and requirements shall be reviewed annually by the Commission.

BUXTON MULTI-PURPOSE ROOM

Saturday, Sunday & City Observed Holiday Use (8:00 a.m.-12:00 midnight) – Up to one (1) year in advance of use date.

Capacity: 200

Fee: \$200 per day (8:00am – 12:00 midnight,
except Sundays 1:00 pm – Midnight due to recurring rental)

The rental fee may be paid by cash, check, or debit/credit (MasterCard, Visa, or Discover).

Rental Deposit: \$150 plus an additional \$150 deposit if alcohol will be served (beer, wine or champagne only)

The rental deposit must be paid in cash only. The rental deposit is non-refundable if the reservation is cancelled. All or part of the rental deposit may be used to pay for any damages caused during the rental. The amount of the rental deposit in no way limits the monetary amount of damages for which the renter may be responsible. The renter will be notified when the deposit is available for pickup.

SHULL CONFERENCE ROOM & SENIOR CENTER ARTS/CRAFT ROOM

Saturday, Sunday & City Observed Holiday Use (8:00 a.m.-12:00 midnight) – Up to three (3) months (90 days) in advance of use date.

Monday-Friday Use (5:15 p.m.-12:00 midnight) – Up to three (3) months (90 days) in advance of use date.

Capacity: 20

Free Schedule:

	Resident	Nonresident
Youth Groups & Nonprofits	\$11 for up to 2 hours \$5.50 each additional hour	\$14.50 for up to 2 hours \$9 each additional hours
Seminars & Profits	\$22 for up to 2 hours \$11 each additional hour	\$25.50 for up to 2 hours \$14.50each additional hour

Damage Deposit: \$50 due within seven (7) days after reservation is made and is refunded the next working day after the rental.

Reviewed 6-10-15

Revised 6-10-15

500.02 Computer Lab Use

The computer lab is available for general public use, instruction classes sponsored by the City of Indianola, and for private rental use as per the guidelines listed below.

General Public Use: Available during weekdays during the Parks and Recreation office hours free of charge and when there is not a scheduled instruction class. Printing is free if you bring your own paper, or paper may be purchased from the Parks & Recreation office.

City of Indianola sponsored classes: Available by reservation free of charge.

Private Rentals: Available by reservation for \$25/hour paid in advance of use date. Rental includes use of 8 computers plus 1 instructor computer connected to a digital projector and smart board, all with high speed internet access. Rentals are available during days, evenings and weekends. Paper must be provided by renters for printing. Rental reservation for non-profit type organization may be given at a reduced rate. Exact rate to be determined by the Parks and Recreation Director.

Adopted 12-12-07

600.00 VOLUNTEERS

600.01 Volunteer Youth Sports Coaches

Training: All volunteer youth sport coaches shall be trained as a volunteer coach by the Parks and Recreation Department using the department coaches training program.

Code of Ethics: All volunteer coaches and assistant coaches shall read and sign a code of ethics prior to coaching any Parks and Recreation Department youth sports team.

Benefits: 1. Coaches will get a volunteer coaches shirt.

Recognition: All volunteer coaches will be acknowledge in the department program brochure and sent a thank you note.

Reviewed 11-14-07 Revised 3-9-11

600.02 Volunteer Selection

All Parks and Recreation volunteers will be selected without regard to race, color, sex, age, handicap, religion, national origin or political belief. The individual's desire to serve and his/her ability to fulfill the requirements of the particular volunteer job will be the only factors considered.

Reviewed 11-14-07 Revised _____

600.03 Volunteer Or In-Kind Service Recognition

All volunteers and in-kind service contribution will be acknowledged in a program brochure, city newsletter, news media, or with a letter or certificate of appreciation. Recognition may also be done at special recognition events held by the department or commission. Plaques or framed certificates may be given during these events for special contributions.

Reviewed 11-14-07 Revised _____

Volunteer Background Checks – see policy #400.14**700.00 EMPLOYEES****700.01 Part Time Employees**

All part time seasonal employees will (1) be at least 16 years of age (18 years old to operate power equipment), (2) complete an application form, and (3) follow all city and department policies and procedures. If there are no age 16 and older applicants, 15 year olds may be employed on a limited basis. All part time department employees shall wear a staff shirt at all times while on the job. No smoking will be allowed while working except at designated times and places, and NO drinking of alcoholic beverages will be allowed at any time during working hours. Furthermore, any employee reporting to work under the influence of alcohol will be sent home. Further employment by the employee will be at the discretion of the director. Written job descriptions will be given to all part time employees and signed by the employee after they have read it.

All part time staff will be required to attend staff training. The regular hourly wage will be paid for the attendance time during the training. If CPR and first aid are a part of the training, the Parks and Recreation Department will pay for the certification; however, it will not pay the hourly wage for attendance time.

Reviewed 11-14-07 Revised _____

700.02 Van Drivers

All van drivers must have a valid driver's license and shall be encouraged to have an appropriate chauffeurs license. Event admission fees, meals and housing shall be paid for all drivers. Drivers being paid wages shall be paid an agreed upon contract amount or an hourly wage from time of departure to time of return. Overnight trips shall be handled on an individual trip basis by the director. Both paid and volunteer drivers shall have an employee application on file at the Parks and Recreation office along with a photocopy of the front side of their driver's license.

Reviewed 11-14-07 Revised _____

800.00 PARKS

800.01 Tree Replacement

All trees which are removed from any park due to storm damage, vandalism, die or that are a potential hazard to park users must be replaced with a young tree of a similar type or a type approved by the park superintendent or horticulturist. Trees should be replaced at the time of removal or at the earliest time conducive to planting. Exceptions to this policy must be approved by the Parks and Recreation Commission.

Reviewed 11-14-07

Revised _____

800.02 Memorial Donation Plaques – Trees and Shrubs

Memorial plaques may be placed by a tree or shrub donated to the Parks and Recreation Department. Plaques will be mounted in concrete flush with the ground near the tree or shrub. The amount charged for memorial trees and shrubs will include the cost for mulching, staking and for a plaque. Size and location of plantings will be according to department tree and shrub planting plans. Approximate sizes for memorial plantings are:

Shrubs: depends on need and variety.

Deciduous Trees: minimum six (6) feet tall or one (1) inch caliper.

Evergreens: minimum three to four (3-4) feet tall.

Ornamental Trees: minimum four to six (4-6) feet tall.

Reviewed 11-14-07

Revised _____

800.03 Keg Beer in Parks

People requesting keg beer in the city parks must pay a \$50.00 deposit and obtain a permit from the Parks and Recreation Department. The deposit will be refundable if the area is picked up and no damage is done.

Reviewed 11-14-07

Revised _____

800.04 Park Shelter Reservations

Park shelter reservations will be taken up to one year in advance of use date on a first-come, first-served basis. Residents will be charged \$5/hour with 4 hour minimum. Non-Residents will be charged \$6/hour with 4 hour minimum. Shelters are available for reservation from 6:00 am to 10:00 pm. All fees to be paid prior to use and received in the Parks and Recreation office within five working days from date reservation is made. Reservation is not confirmed until fee is received. Reservation refunds will not be given unless there is inclement weather. Reservation fees will be waived for city functions.

Reviewed 2-10-16Revised 2-10-16**800.05 Campgrounds (Pickard)**

Daily Fees: Pickard - \$12.00 per day

Reservations: No advance reservations will be made. Camping will be available on a first-come, first-served basis only.

Length of Stay: Fourteen days maximum when campgrounds are full and space is needed. May return again in one week. Unlimited stay when campgrounds are not full.

Restrictions: Self-contained units only. A sign shall be posted stating this at the campgrounds.

Campsites must be kept neat and orderly. All pet waste must be picked up.

Reviewed 11-13-13Revised 11-13-13

800.06 Amphitheater Use and Large Group Events in Parks
 (Large group to be defined as a group of 50 or larger)

Availability: Daily: 6am - 3pm & 3pm - 11pm for public use by reservation
 Regular Season: April 15 - October 15
 Out of Season: Available by request

Fees & Payment:

	One Session		Two Sessions	
	Res	Non-Res	Res	Non-Res
General Public	\$65	\$95	\$100	\$130
Churches & Non-Profits	\$50	\$70	\$85	\$105
Indianola Schools	Depends on Event			

Charging Admission or Taking Free Will Donation = + \$25/day
 Selling Concession Items or Merchandise = + \$25/day
 Back Stage Room Use = + \$25/day (if available)

Rental, Clean-up and Damage Refundable Deposit:\$100
 (If cancel after 30 days prior to reservation date, deposit will be kept)

Payment of Fees: Deposit is due within 7 days after reservation is made. Rental fee is due 30 days prior to the reservation use date.

REFUNDS: Refunds will only be given if there is inclement weather at the time the event is to take place or if reservation is canceled 30 days or more before the reservation date. Any other refund requests will need approval from the Parks & Recreation Commission.

Amphitheater Facilities:

40 ft diameter round stage	11' X 40' back stage room
speaker pads	audio/light control pads
seating area for 300-400 (bring lawn chairs or blankets)	20 amp electric at stage
vehicle & handicap access to stage	Restroom - Apr. 15- Oct. 15

Policies and Procedures:

- A. A reservation/rental contract is required for all groups requesting reservation of the amphitheater or park. An adult age 18 or older must be the responsible party and contact person to sign the contract agreement.
- B. Reservations are accepted on a first come, first served basis and are not confirmed until deposit payment is received.
- C. Renter agrees that the City's determination as to the assessed damages caused by Renter's use of the premises shall be final.
- D. Renter authorizes the City to deduct the amount of assessed damages from the damage deposit.
- E. Renter agrees that in the event the assessed damages exceed the damage deposit, the person signing the contract shall be personally responsible for such excess damages.
- F. Sale of Concession Items & Merchandise - such as t-shirts, recordings (allowed at back of seating area or at shelter -if reserved)
- **Non-packaged food & drink items**
All food must be prepared in a state approved kitchen and served to meet state health regulations. Concessions are subject to inspection at any time.
NO HOMEMADE FOOD.
Pre-approval required.
 - **Food vendors**
State Permit Required.
 - **Packaged food & drink items and merchandise**
Pre-approval required.
- G. Alcohol: NO ALCOHOL ALLOWED in the amphitheater area.
- H. SMOKING IS PROHIBITED in ALL city facilities and public grounds under the IOWA SMOKE FREE AIR ACT
- I. Access to Stage: Vehicle access for unloading and loading only.
ABSOLUTELY NO VEHICLES OF ANY KIND ON STAGE AT ANY TIME.
- J. Vehicle Parking: All spectator vehicles must park in parking lots.
Unloading and loading vehicles must park in stage access turn-around area or to the side of access drive behind stage. No vehicles allowed on access roads/drives during performances.
Roads/drives must be kept clear for emergency vehicle access.
No vehicles allowed off roadways or parking lots unless special permission is given.
- K. ALL SET-UP, CLEAN-UP & REMOVAL OF ALL RENTAL RELATED ITEMS MUST BE COMPLETED DURING THE SPECIFIED RENTAL TIME PERIOD.
- L. MUSIC / AMPLIFIED PERFORMANCES
- Reasonable sound levels must be adhered to: sound is intended for those listening to the performance in the amphitheater area and should not be disruptive to the surrounding neighborhood. Should sound become unreasonable, the City reserves the right to end the performance
 - No music is allowed which has swear words in it, suggestive or vulgar language or connotations
 - A city noise permit is required (obtained from the Indianola Police Dept)

M. Signs & Banners: must have prior approval before use for content, location and installation method

N. All park regulations must be followed.

O. Portable Restrooms: depending on park area, size and length of event, additional portable restrooms may be required. See chart.

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
50	1	1	1	1	2	2	2	2	2	
100	2	2	2	2	2	3	3	3	3	
250	3	3	3	3	4	4	4	6	6	

P. Amphitheater Reservation Use Insurance Requirement

Organizations: Must provide a certificate of insurance showing that their organization has insurance.

Families/Individuals: Must provide a copy of the front page of their homeowners insurance showing that they have insurance coverage.

NOTE: Organizations, families & individuals should contact their insurance carrier to make sure that their event at the amphitheater is covered.

Those with No Insurance: Will need to get insurance coverage for their event and provide a copy of the event insurance coverage certificate.

FAILURE TO ADHERE to any of the rules and regulations could result in extra rental charges or loss of deposit.

THE CITY OF INDIANOLA RESERVES THE RIGHT TO DECLINE ACCEPTANCE OF RENTAL USE BASED ON THE NATURE OF THE EVENT AND TO MAKE INSPECTIONS AT ANY TIME.

Reviewed 12/3/14

Revised 12/3/14

800.07 Concession Operations in City Parks

Concessions sold in city parks during community events will be limited to nonprofit community service or school groups on a first-come, first-served basis. Items sold may include snack type foods (popcorn, drinks, snow cones, cookies, ice cream), no sandwiches, meals or alcoholic beverages. Litter pick up will be the responsibility of the group selling the snacks. A special park permit to sell must be obtained before any selling takes place. Any individual or group who wants to provide a program/event in cooperation with the Parks and Recreation Department in return for being allowed to sell concessions will be handled on an individual basis by the Commission. Furthermore, fund raising events where food is served and a fee charged will also need Commission approval.

Reviewed 11-14-07

Revised _____

800.08 Gazebo Reservations

The Buxton Park gazebo may be reserved up to one year in advance of use date on a first-come, first-served basis. A \$35.00 fee and a \$50.00 damage deposit are required. Reservation is not confirmed until fee and deposit are received at the Parks and Recreation office within five working days from the date the reservation is made. Deposit will be returned within one week after use; renter will be notified right away if there was a problem that would result in the Department keeping the damage deposit. The reservation will be posted in the display case. Rentals are for small groups only and are subject to following park use guidelines: no water available, electric at gazebo & light poles, no stakes in ground, no nails or tacks in gazebo, drop cloth required with candle use, chairs on hard surfaces only, no tents.

Reviewed 6-8-11

Revised 9-19-2012

800.10 Tree Plantings

All trees planted in city park areas and other city owned property and facilities shall be planted following the procedures listed below:

STAKING

All trees will have metal stakes put by them at the time they are planted. Trees will be staked according to current standards.

TYING

Evergreens and trees three (3) feet tall and under will not be tied. Trees over three (3) feet will be tied with one tie from each metal post. Ties will be placed immediately above the lowest tree branch with a commercial tie to allow movement of the tree. Ties should be placed higher on post than on tree. Exceptions to this procedure may be made with approval of the park superintendent.

WRAPPING

Trees susceptible to sun scald and other diseases will be wrapped with tree wrap the first four to five (4-5) years from November through April.

MULCHING

All trees shall be mulched at the time of planting. Mulch shall be wood chips four to six (4-6) inches deep to a width following the drip line of the tree.

WATERING

All trees will be watered at the time of planting and every 7-10 days thereafter unless there has been adequate rain. Approximately ten (10) gallons of water will be put on each tree each time they are watered with a hose or using a tree gator.

Reviewed _____ Revised 11-14-07

800.11 Park Maintenance

The following policies and standards shall be used when performing maintenance within the park system:

MOWING

Mowing height shall be between 3 to 3 ½ inches. Turf areas shall be mowed every seven to ten (7-10) days.

TREE CARE

Trees shall be checked and trimmed as needed each year. Mulch will be maintained around all trees. Trimming of large trees will be budgeted for and contracted out.

DAMAGE AND GRAFFITI REPAIR

All damage and graffiti done by vandals shall be repaired or removed within twenty-four (24) hours of the time it is noticed unless weather or turf conditions do not permit.

SHELTER/RESTROOM CLEANING

All park shelters and restrooms shall be cleaned with water, disinfectant and deodorizer at least two (2) times per week.

PARK INSPECTIONS AND MONITORING

All park areas shall be checked at least one (1) time each week for presentation, safety and vandalism. Play equipment shall be inspected following the inspection form once a month during the warm weather season and one every three (3) months during the winter months.

FENCING

When park fencing is needed the type of fence installed will be determined by the park superintendent to best fit the need and location.

SIGNAGE

All parks, open spaces and facilities shall have identification signs approved by the Parks and Recreation Commission. All parks shall also have a rules and regulations sign posted. Other signs in parks will be placed only as needed.

LIGHTING

All park shelters, restrooms, walkways, play areas and parking lots need to have lighting for safe nighttime use. Lights will be installed in parks as the budget allows. A uniform style of lighting shall be used in the parks.

TRASH REMOVAL

Trash dumpsters or barrels will be chained at parking lots or at shelters in parks with no parking lots. Signs will be posted asking park users to take their trash to the receptacles. No other trash cans will be put out in the parks.

VEHICLE CONTROL

Where hard surfaced parking lots are located, concrete curbing or concrete parking bumpers will be used to keep cars off turf areas. Parking areas not hard surfaced will have treated posts installed to control vehicles as per specifications under roadways listed below.

ROADWAYS

Upright posts 2' high x 6"-8" diameter with beveled or rounded top will be installed 2' in the ground in compacted rock no more than five (5) feet apart center to center. Posts to be either square or round treated lumber. Gates shall be chain type with reflectors on them, secured to 6"-8" diameter post 2' AGL with a padlock.

Reviewed 11-14-07 Revised _____

800.12 Sand Volleyball Court Reservations

Sand volleyball court reservations will be taken beginning January 1 of each year for the current year on a first-come, first-served basis. Each day will be divided into three, four-hour periods: 10:00 a.m. to 2:00 p.m.; 2:00 to 6:00 p.m.; and 6:00 to 10:00 p.m. A reservation fee of \$4.50 (\$5.50 for non-residents) will be charged for four hours use; \$8:00 (\$10.00 for non-residents) for eight hours use; and \$10.00 (\$12.50 for non-residents) for twelve hours use. All fees to be paid prior to use and received in the Parks and Recreation Office within five working days from the date reservation is made. Reservation is not confirmed until fee is received. The sand volleyball court will be available free of charge on a drop-in basis when not reserved. Volleyball court reservations will be free when made in conjunction with a shelter reservation.

Reviewed 11-14-07 Revised _____

800.13 Highway Flowerbeds**GENERAL**

1. The purpose of the highway flowerbeds program is to beautify the looks and presentation of the city from and along the highways within the city limits.
2. All flowerbed locations must be along highway 65-69 or 92 in high visibility areas. Beds located on or in front of private property will be owned by the property owner.
3. New highway flowerbeds must be approved by the parks and recreation commission before being constructed.
4. A written partnership agreement must be signed in order for the city to be involved with the construction, planting and maintenance of the flowerbed.
5. The city horticulturist will decide what flowers will be planted in the flowerbeds each year.
6. Planting and Maintenance: The goal will be to have all the highway flowerbeds adopted by volunteers who will plant and maintain them during the growing season. Maintenance will include planting, mulching, weeding, deadheading, removal of dead parts and possibly watering, if water is available close by. At the end of the growing season the bed will be cleaned up and prepared for the next growing season.
7. The city agrees to actively recruit and designate individuals or civic organizations to provide necessary plant care throughout the growing season. Should the individual or organization not perform adequately, the city will assume maintenance until such time as a new care provider is recruited. All individuals, groups or organizations who agree to plant and maintain a highway flowerbed must sign a written agreement stating their responsibilities and the responsibilities of the parks and recreation department.

NEW FLOWERBED DEVELOPMENT

Public Property

The city parks and recreation department will pay for the construction costs and materials needed to establish the bed. An attempt will be made to obtain donations to cover the cost of the construction materials. The park division staff will construct the bed obtaining and working with volunteers as much as possible.

Private Property

The design/shape of the flowerbed will be determined by the city horticulturist working with the property owner.

1. Property owner pays for the construction costs and materials needed to establish the bed. The park division staff will construct the bed obtaining and working with volunteers as much as possible.
2. The bed will be constructed of materials designed by the city so as to provide a uniform appearance and consistency of highway flowerbeds.
3. The city requests a tax-free donation equal to the cost of plants and materials needed to maintain bed annually.
4. The property owner agrees not to install or allow any signage in or in close proximity to the highway flowerbed.
5. Either party may terminate this agreement by written notification before January 15.

NOTE: The agreement will automatically renew unless written notification is received.

Reviewed 11-14-07 Revised _____

800.14 Roadside Trail Development Policy (City of Indianola)

Where trails will double as sidewalks as per the City Parks and Trails Master Plan along designated Green Streets or where Roadside Trails are designated, the developer, prior to or at the time adjacent houses are constructed, shall install an 8 ft or 10 ft wide concrete trail (whichever is required) instead of 4 ft wide, with the city paying the width difference greater than 4 ft.

Installation: must follow city specifications

Maintenance: 50% owner – 50% city (8 ft wide), 40% owner – 60% city (10 ft wide)

The city will determine when a repair or replacement is needed, notify the property owner and hire a contractor to perform the work. The city shall pay the contractor and bill the property owner for 40% or 50% of the cost, depending on the trail width.

Snow removal: The property owner shall be responsible for snow removal to a width of 4 feet.

Reviewed 11-14-07 Revised _____

800.15 Tobacco Free Parks

Tobacco use in the proximity of children and adults engaging in or watching outdoor recreational activities at City-owned or operated parks and facilities is detrimental to their health and can be offensive to those using such facilities. To help protect the health, safety and welfare of the citizens of our city, tobacco use is prohibited in all city parks and outdoor recreational facilities at all times as per the Iowa Smoke Free Air Act. No person shall smoke or use any form of tobacco and or e-cigarette product at or on any City-owned or operated outdoor park or facility, which includes, but is not limited to, any park, playground, athletic field & complex, skate park, aquatic areas, shelters, restrooms, trails and parking lot areas. Tobacco is defined as any smoking or spit tobacco product. Tobacco use includes smoking, chewing, dipping, lighting or any other use of any tobacco and or e-cigarette product.

Awareness & Enforcement

1. Appropriate signs shall be posted in the above specified areas.
2. Any person found violating this policy at an organized event, especially a youth event, may be asked to cease use of tobacco or leave the city park or facility premises and be subject to removal and/or fine as per state law.

Approved January 10, 2007 **Reviewed** 11-14-07 **Revised** 10-22-14

800.16 Pickard Park Cross Country Course Use

The Cross Country Course at Pickard Park will be made available for use by individuals or organizations to hold cross country running meets following the regulation listed below.

Restrooms: If between April 15 and October 15, the restroom building will be open and available for use. If meet is not between these dates, the meet sponsors will be responsible to provide and pay for portable restrooms.

Parking: No fee may be charged for parking or to enter the park at any time. Parking must be monitored and it is suggested that parking attendants be used to help park cars. The entrance road and center of the parking lot must be free of parked cars to allow for emergency vehicle access. No cars will be allowed to be parked on the grass areas of the park unless a prior request has been made and approved by the parks and recreation department. If parking areas get full and cars need to park along highway 92, it is highly recommended that a person in a bright orange vest be at the park entrance to help people get safely across the highway.

Admission Charges: No admissions may be charged for the meet.

Meet Vehicles, ATVs, Golf Carts, Etc.: May be used to mark and set up the race course and during the meet but use is limited to the course areas only and may not be in any other part of the park.

Wet Weather Conditions: If there has been or is rain within 2 days prior to the race or on race day, the Indianola Parks & Recreation Department will need to give approval for the race to take place. Special stipulations may be required depending on the condition of the course to hold the race or the race may need to be cancelled. All decisions by the Indianola Parks and Recreation Department will be final.

Course Preparation: All course preparations and markings will be the responsibility of the meet sponsor. Paint will be allowed on the ground. Cones and temporary signs may be used. Sign installation method must be approved by the Indianola Parks and Recreation Department.

Concessions: Concessions may be sold at the meet at the shelter. If ground conditions permit, vehicles may be allowed to go to and from the parking lot and shelter only for unloading and loading concession items. No alcohol beverages may be sold.

Clean up and Trash Removal: The parking lot, shelter area and race course all must be picked up including all trash, water bottles, beverage cans, etc. at the end of the meet and put in the park dumpster or hauled out of the park if no dumpster is available. Meet hosts may pay for dumpster service if they desire.

Damage: Any damage done to the park or park facilities as a result of the meet will be the responsibility of the meet sponsors.

Agreement: A special use permit and an agreement shall be signed and in the Parks and Recreation Department office at least 1 week prior to the meet date.

Fees and Charges: Will need to be paid 1 week prior to the meet date.

Shelter Reservation :	\$ 25.00 (for 8 hrs)
Cross Country Course Use:	\$100.00
Concession Sales Fee:	\$ 25.00

No fees will be charged for Indianola School District and Simpson College use.

Approved January 10, 2007 **Reviewed** 11-14-07 **Revised** _____

800.17 Dog Park Use

Persons wishing to use the Indianola Dog Park shall purchase membership to the park annually. The annual permit fee is \$25.00 per dog. Access cards will be issued to dog park members. A \$5.00 fee will be charged for replacement cards.

A membership application must be submitted with the user's current contact information, a veterinarian's receipt verifying rabies and distemper/parvo vaccinations, and a release of liability signed by anyone who might bring the dog to the park. All members are responsible for reading and following park rules:

- No tobacco or alcohol is permitted anywhere on the dog playground
- Gates must be kept closed at all times
- Prior to entering and upon leaving the fenced area, all dogs are to be leashed
- Children under 8 years of age may not enter fenced area
- Children under 16 must be supervised by adults
- Leashes are to be no more than 6' in length
- All dogs must have a current ANNUAL PERMIT to use the dog playground. Owners must display permit or pass at all times.
- No wheeled vehicles are allowed in the dog playground unless used for a disability
- Absolutely no animals besides dogs are permitted in the dog playground
- You must immediately clean up after your pet in all areas of the dog playground!
- Fill holes and stop digging!
- Aggressive dogs MAY NOT ENTER the dog playground
- Dogs under 4 months old and female dogs in heat are not allowed at the dog playground
- Owners must CLOSELY supervise dogs and at no time leave them alone in the fenced area.
- Carry a leash for each dog at all times
- No food or drink permitted inside the fenced area – dog or human
- For safety reasons, replace pinch or spike collars with flat buckle collars with I.D.
- Small dog area size restrictions – no more than 25 lbs. and no taller than 13" at the shoulder.
- All dogs using the dog playground must be healthy, fully immunized, de-wormed and wearing current I.D. tags at all times.
- Limit of 2 dogs per person are allowed

These rules are enforceable by police officers, animal control officers, or any other city code enforcer.

Persons may be cited or ejected for failure to follow park rules.

City Ordinance: 1408

Approved June 10, 2015 Reviewed _____ Revised _____

900.00 GENERAL

900.01

900.02 Alcoholic Beverages

No beer or other alcoholic beverages are allowed at any organized athletic events in any of the Indianola city parks or in any department vehicles (exception: Pickard Adult Ballfields Complex).

Reviewed 11-14-07 Revised _____

900.03 Joint Program Sponsorship

The Parks and Recreation Department will participate in recreation programs jointly with other public and private organizations except political and religious organizations using the guidelines below:

1. Program joint sponsorships shall have a direct benefit to and for the citizens of Indianola.
2. Both agency names will be put on all publicity.
3. All participants must register and pay fees with the Parks and Recreation Department.
4. Fees charged will include a minimum of 10 percent to 12 percent administration fee of the direct program costs. Fees will be determined according to the recreation fee policy (#400.01).
5. Joint program particulars shall be determined and agreed upon by both parties before the program is offered and publicized.
6. Publicity, facility scheduling and usage, and promotional advertising will be done by the Parks and Recreation Department.

Reviewed 11-14-07 Revised 1-21-09

900.04 Fund Raising

All fund raising projects or functions shall directly benefit the development of the parks system or recreation programs. The Indianola Parks and Recreation Department shall not enter into any contract or agreement with a fund raising company without first obtaining commission approval.

Reviewed 11-14-07 Revised _____

900.05 First Aid and Blood Handling

FIRST AID

Paid and volunteer staff members of the Parks and Recreation Department shall provide first aid for non-serious injuries including, but not limited to minor cuts, scrapes and bruises. Paid and volunteer staff members shall provide first aid and comfort care to participants with serious injuries. The staff person(s) shall call the Indianola Rescue Squad to administer first aid and treatment to all participants that may be seriously injured. The game or activity in which the injured person was engaged shall be suspended until the injured participant has received all appropriate first aid and/or medical attention.

HANDLING THE PRESENCE OF BLOOD

Any recreation program participant who comes to a program or event with an open sore or cut or obtains a bleeding injury while participating in a program or event shall need to have the bleeding controlled and the wound covered before they are allowed to participate or continue to participate in the program or event. Any blood contained clothing also must be removed before participation continues in any potential contact activity. Anyone who assists a person with bleeding injuries shall wear rubber gloves and any other protective equipment or clothing to keep from getting in direct contact with the blood. Detailed first aid and blood handling procedures will be reviewed with all department volunteers and staff.

Reviewed 11-14-07 Revised _____

900.06**900.07 Display of Department Name or Logo**

The parks and recreation name and/or logo shall be displayed on vehicles, equipment, staff shirts, flyers, park identification signs, picnic tables and correspondence. The parks and recreation banner will be displayed at all special events and in parades.

Reviewed 11-14-07 Revised _____

900.08 Acceptance of Park Amenities and Fixtures Donations

The Department's policy regarding the acceptance of donor-designated amenities or fixtures, or funding for such items to be placed in park spaces, recreation facilities/venues, and on property owned, managed, and/or maintained by the Parks and Recreation Department on behalf of the City of Indianola is as follows:

Acceptance

Acceptance of items or improvements is contingent on one or more of the following: determination of need; inclusion in improvement design and plans to the property/facility; or inclusion on the Department's list of specific items, and their location, desired for the expansion or improvements to properties and facilities owned or managed by the Parks and Recreation Department. The design and composition of all items must be determined or approved by the Parks and Recreation Department and it must be realized and accepted that the Department may not have the future ability, funding, or desire to replace donated items in the event that they are stolen or damaged due to normal wear and tear, natural disaster or vandalism.

Costs, General Upkeep, Recognition

Accepted donations must include the physical improvements or property as well as costs associated with their installation and recognition. Donation requests will be analyzed prior to acceptance to determine if the gift will result in an ongoing cost to the City, what that cost is likely to be and how it will be funded. Following acceptance of said gifts, the Parks and Recreation Department will maintain their general upkeep and condition.

Any physical recognition denoting the gift must be determined and agreed upon prior to acceptance and future maintenance of any such recognition will be the responsibility of the donor. Recognition of living memorials will include the variety and the year of the donation. Physical recognition may not be possible or desired in all instances and therefore will be allowed on a case-by-case basis.

Location, Removal, Relocation

The donor is to understand that said improvements/items may be changed/removed from their original location if the City determines them to be an issue of safety, unusual or high maintenance or if the site is altered by the City in the future due to additional improvements/changes in the property or facility. The Department reserves the right to deny approval of specific locations/items and to change the location if it is necessary or beneficial. With regard to specific requested locations and the nature of the gift, it is preferred by the Parks and Recreation Department that a direct connection exists with the person on or for whom the honor/ memorial recognition is being bestowed.

Living Memorials

Trees, shrubs and other living donations will be selected by the City Horticulturist in collaboration with the donor and in accordance with any current development/improvement plans. Some living memorials may be prohibited based on our weather, species and soil conditions. Living memorials will be planted in the appropriate season and are guaranteed for three years. If a living memorial dies within the first three years after planting, it will be replaced by the City. Replacements after three years are optional, and the donor is responsible for the cost. Living memorials will be planted in the spring or fall depending on when the order is placed. There will be no plantings in the summer.

Records and Notification

The City shall keep record of each donation. The record shall contain all relevant information including the donor's name and contact information, person's name being honored/memorialized and the name, description and location of the item donated. It is the responsibility of the donor to provide the Parks and Recreation Department with the current address, phone, email for purposes of notification regarding their donation.

Approval, Denial

The Parks and Recreation Commission will, upon recommendation by a Support Committee and with staff input, vote to accept or deny all donation requests.

Approved 11-14-07 Reviewed _____ Revised 6-13-12

900.09 Banners – Moats Park Ball Field Fence

Banners or signs will be allowed to be put on the Moats Park Ball Field Fence, but shall be limited to Indianola Chamber of Commerce or City of Indianola sponsored events only. Exceptions must have Parks and Recreation Commission approval. Banners/signs may not be put up any earlier than two (2) weeks prior to the event date and must be removed within three (3) days after the event date.

Reviewed 11-14-07 Revised _____

900.10 Lost and Found Items

Any items of value (not broken, damaged, un-useable, etc.) left at any of the city parks or facilities, recreation program sites, aquatic center or in department vehicles which are found by parks and recreation staff shall be picked up and kept to return to the owner. All items found shall be taken to the activity center offices and kept there for a minimum of three (3) weeks before disposing of them. Unclaimed items still usable may be kept for department or aquatic center use or taken to the Helping Hand Organization. Items found at the aquatic center shall be put in the lost and found area located at the aquatic center. After three (3) weeks they shall be bagged up and taken to the parks and recreation offices to be washed prior to department use or being taken to Helping Hand. No park and recreation employee shall throw away or keep any found items for personal use.

Reviewed 11-14-07 Revised _____

900.11 Placement of Paid Advertisements in Parks and Recreation Promotional Materials

Local businesses and/or organizations will be permitted to submit paid advertisements for inclusion in Parks and Recreation promotional materials, with the exception of any political or religious organizations or any organization/establishment which solely and exclusively promotes the sale and/or use of alcoholic, tobacco, or controlled substances. The number and/or size of advertisements in the seasonal program brochure(s) will not be such as to detract from or inhibit the amount or content of information pertaining to department sponsored programs or activities. Businesses/organizations whose services or programs are viewed as directly competing with those programs, activities, or services provided by the Parks and Recreation Department may be permitted to place paid advertisements, pending the approval of the Parks and Recreation Commission. The Indianola Parks and Recreation Department/Commission reserves the right to reject any or all advertisements which are deemed inappropriate or contradictory to policy, or if the quantity of ads is viewed as excessive and detracts from the content of intended Parks and Recreation program information. Ad fees will be set by the Parks & Recreation staff with Director approval and will be competitive with other advertising rates in the Indianola area. Ad fees will be reviewed annually and used to offset the brochure/pamphlet costs. Reviewed 11-14-07 Revised 1-21-09

900.12 Character Counts

The Character Counts program will be incorporated into the youth sports, youth programs, pre-school programs, teen programs/events, family events and special events. The character counts pillars will be included by relating and applying the appropriate character pillars to the content of the recreation activity or event. This may be done with special related activities, discussions and/or with written materials. The character counts pillars will be displayed at recreation and park facilities as funding sponsors can be obtained to cover costs. Each display and location must be approved by the parks and recreation commission before being installed. Seasonal part-time staff will be provided character counts information as a part of their training. Community education and awareness of inclusion of the character counts program within the department will be accomplished by including the character counts logo or pillars in department written program and promotion materials, on the web-site, City Channel 7, on displays and banners and in PowerPoint presentations.)

Approved 8-10-05 Reviewed 11-14-07 Revised _____

900.13 Community Promotions in Park & Recreation Activity Guides

Community events sponsored by non-profit organizations will be publicized in the parks and recreation activity guide free of charge as a public service to the community. The amount of information, layout or size may vary depending on the amount of space available in each issue. Since we cannot guarantee the amount of lines or space for these requests, organizations wanting specific information, a specific size and/or graphics will be encouraged to purchase an ad in the activity guide through our advertising and sponsorship program.

Approved 9-14-05 Reviewed 11-14-07 Revised _____