

City of Indianola

Parks and Recreation Department Policies



PARKS AND RECREATION

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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.

Item Description	Rental Fee		Deposit
	Resident	NR	
Badminton Set	\$5.00	\$6.00	\$25.00
Baggo Game	\$6.00	\$7.50	\$25.00
Bingo Set	\$5.00	\$6.00	\$25.00
Burlap Bags (12)	\$2.50	\$3.00	\$25.00
Horseshoe Set	\$3.75	\$4.50	\$25.00
Jarts Game	\$5.00	\$6.00	\$25.00
Ladder Ball	\$6.00	\$7.50	\$25.00
Parachute Game	\$12.00	\$15.00	\$25.00
Picnic Pack (bat, playground ball, nerf football, frisbee, 2 scoops & whiffle ball, popalot)	\$5.00	\$6.00	\$25.00
Tug of War Rope	\$6.00	\$7.50	\$25.00
Flag Football Set (11 flags, balls, cones)	\$6.00	\$7.50	\$25.00
Volleyball Set	\$6.00	\$7.50	\$25.00

Equipment may be reserved 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.

Reviewed 11-14-07 Revised 10-17-16 Revised 2-10-21

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

Reviewed: 11-14-07 Revised: 4-09-08 Revised 2-10-21

300.00 SOFTBALL FIELDS**300.01 Softball Field Use - Tournaments and Community Group Leagues****PICKARD SPORTS COMPLEX FIELDS**

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

1. \$90.00 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 staff 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 after 11:00 p.m. on any night. A tournament agreement form must also be signed prior to use.

Reviewed _____ Revised 10-17-16 Revised 2-10-21

300.02 Softball Field Reservations

To qualify to reserve a field a team must have 50% 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.

Adult Softball Teams: will continue calling in for practice times. One or two of the fields at Pickard will be reserved for adult 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 \$12 per 75 minute 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.

Reviewed 11-14-07 Revised 10-17-16 Revised 2-10-21

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 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 10-17-16Revised 10-17-16**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:

- When possible, refunds will be credited back to the customer's original debit or credit card account. Refunds issued by check 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.
- 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 11-13-19

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.

All registrations will be taken until the program is filled, or the published registration deadline. Filled classes will automatically place participants on a waiting list to be notified if additional sessions are added.

Reviewed 10-17-16 Revised 10-17-16 Revised 2-10-21

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.

Reviewed 11-14-07 Revised 11-13-19

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 \$100 assistance per individual per year
- 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 10-17-16

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.

Reviewed _____ Revised 10-17-16

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

400.14 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

400.16 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 available for community use on weekends, evenings, and city observed holidays as well as limited week day hours. Senior Center activities have priority during day time hours on week days.

Several rooms are open for the public's use by reservation only. Reservations are taken on a first-come, first-serve basis.

The renter is responsible for making arrangements to pick up a key from the Indianola Parks & Recreation office during regular office hours. 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 Parks and Recreation Commission.

BUXTON MULTI-PURPOSE ROOM (Capacity 200)**Saturday, Sunday & City Observed Holiday**

Available Hours: 8:00 a.m.-12:00 midnight

Advance Reservations: up to one (1) year

Rental Fee: \$300 no alcohol / \$500 if alcohol will be present

Optional Friday Night rental add-on with Saturday Rental

Available Hours: 5:30 p.m.-12:00 midnight

Advance Reservations: up to one (1) year

Rental Fee: \$100

Week Day

Available Hours: Monday – Thursday 11:00 a.m. – 5:30 p.m.

Advance Reservations: up to three (3) months

Rental Fee: \$36/hour

Special Note: Senior Center activities will take priority over public use during these hours.

Rental Deposit: \$200 no alcohol / \$400 if alcohol will be present (beer, wine or champagne 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. If a Friday night and Saturday are booked together, only one set of deposits is required.

Deposit Returns: Deposits paid by credit or debit card will be credited back to the customer's original debit or credit card account. When deposits were paid by check or cash, return will be made via check which requires City Council approval and takes 2-3 weeks to process.

Payment Due: All rental deposits and fees are due at the time the reservation is made.

Forms of Payment: American Express, Discover, MasterCard, Visa, check, or cash.

Cancellation Policy: The rental deposit is non-refundable if the reservation is cancelled.

SHULL CONFERENCE ROOM or ARTS & CRAFTS ROOM (Capacity 12)**Saturday, Sunday & City Observed Holiday**

Available Hours: 8:00 a.m.-9:00 p.m.

Advance Reservations: up to one (1) year

Rental Fee: \$12/hr (2 hour minimum)

Week Day

Available Hours: 11:00 a.m. – 9:00 p.m.

Advance Reservations: up to three (3) months

Rental Fee: \$12/hour (2 hour minimum)

Special Note: Senior Center activities will take priority over public use during these hours.

Rental Deposit: \$50 no alcohol / \$100 if alcohol will be present (beer, wine or champagne 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.

Deposit Returns: Deposits paid by credit or debit card will be credited back to the customer's original debit or credit card account. When deposits were paid by check or cash, return will be made via check which requires City Council approval and takes 2-3 weeks to process.

Forms of Payment: American Express, Discover, MasterCard, Visa, check, or cash.

Payment Due: All rental deposits and fees are due at the time the reservation is made.

Cancellation Policy: The rental deposit is non-refundable if the reservation is cancelled.

Reviewed 6-10-15

Revised 11-13-19

Revised 2-10-21

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.

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

Private Rentals: Available by reservation for \$30/hour paid in advance of use date. Rental includes use of 6 computers 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

Revised 2-10-21

500.03 Service Animal Policy

Service animals may accompany patrons in the Activity Center. A service animal is defined by the Americans with Disabilities Act (ADA) as a dog or miniature horse that has been individually trained to do work or perform tasks for a person with a disability. The tasks must be directly related to the person's disability.

Emotional support, therapy, comfort, or companion animals whose purpose is to provide comfort or emotional support are not defined as service animals by the ADA and are not allowed. Exceptions may be made for city-sponsored programs in which the animal has been invited to be an active participant.

Service animals must be under the control of their handler at all times. If the animal poses a threat to safety, such as aggressively barking and snapping at others, if it is not housebroken, or if the handler is unable to control it, the handler will be asked to remove the animal from the building.

Owners are financially responsible for damages incurred by a service animal. Service animals must be harnessed, leashed, or tethered at all times, unless doing so interferes with the animal's work.

Staff policy

Service animals are not required to wear a vest, ID, or special harness. When it is not obvious that an animal is a service animal, you may only ask two specific questions:

- 1) Is the animal a service animal required because of a disability?
- 2) What work or task has the animal been trained to perform?

You may not

- ask to see proof or certification
- require the animal to demonstrate its task
- ask about the patron's disability

You may ask the owner to remove the animal from the building if:

- 1) The animal is out of control and the handler does not take effective action to control it
- 2) The animal is not housebroken.

A single bark is not considered "out of control". However, repeated barking is considered disruptive. Give the owner one warning that they need to keep their animal under control. If this behavior persists, ask the owner to take the animal outside. The owner is still welcome in the building if the animal remains outside. If the animal poses a direct threat to others, such as growling or snapping at them, you do not need to give a warning before asking the owner to remove the animal.

Accepted: 9/11/2019

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: 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 \$6/hour with 4 hour minimum. Non-Residents will be charged \$7/hour with 4 hour minimum. Shelters are available for reservation from 6:00 am to 10:00 pm. All fees are due at time of reservation. Reservation refunds will not be given unless there is inclement weather. Reservation fees will be waived for city functions.

Reviewed 2-10-16 Revised 2-10-16 Revised 2-10-21

800.05 Campgrounds (Pickard)

Daily Fees:

- Pickard - \$14.00 per day.
- Seasonal availability: approximately April 15 – October 15
- Payment must be made within 60 minutes of arrival with all information complete on registration envelope placed into fee box.

Reservations:

- No advance reservations will be made. Camping will be available on a first-come, first-served basis
- Reservations for special events may occur with Director approval
- The campground may also be closed for special events
- Signs will be posted at least 2 weeks prior to restricted use times

Length of Stay:

- Fourteen days maximum
- May return again in one week

Restrictions:

- Self-contained units only. A sign shall be posted stating this at the campgrounds
- Campsites must be kept neat and orderly
- All personal belongings must be stored inside campers or vehicles
- All pets must be kept on a leash and waste must be picked up
- Animals shall not make excessive noise nor cause annoyance to other campers
- Working on vehicles (ie. Mechanical repairs, changing oil, washing) is prohibited
- No Fires allowed

Reviewed 11-13-13 Revised 11-13-13 Revised 2-10-21 Revised 3-9-22 Revised 5-11-22

800.060 Memorial Park Amphitheater Use

This amphitheater at Memorial park includes a 40' diameter round stage with 20-amp electricity and vehicle/handicap accessibility. The sloped, grassy viewing area provides room for 300-400 people to be seated in lawn chairs or on blankets. An optional back stage room is available for groups that might need extra storage or a changing area. The adjacent shelter has 12 picnic tables, a grill, and water. Modern restrooms are located nearby.

The facility may be rented for community use. The renter is responsible for following procedures and requirements included in the Amphitheater Rental Agreement. The Parks and Recreation Commission shall review the Rental Agreement requirements annually.

Available Hours: 6:00 a.m. – 11:00 p.m.

Available Dates: April 15 – October 15

Advance Reservations: up to one year

Fees:

Daily Rental Fee: \$72

Additional Fees:

Use of park shelter \$30/day

Charging admission or taking free will donations: \$30/day

Selling concession items or merchandise: \$30/day

Back stage room use: \$30/day

Rental Deposit: \$100

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.

Deposit Returns: Deposits paid by credit or debit card will be credited back to the customer's original debit/credit card account. When deposits were paid by check or cash, return will be made via check which requires City Council approval and takes 2-3 weeks to process.

Payment Due: All rental deposits and fees are due at the time the reservation is made.

Forms of Payment: American Express, Discover, MasterCard, Visa, check or cash.

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 homeowner's 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.

Reviewed 9/11/19

Revised 9/11/19

Revised 2-10-21

800.065 Special Events in Parks (expected attendance 50 or more)

Indianola's city parks may be used to host special events. When hosting a special event with an expected attendance of 50 or more, the renter is responsible reserve the park shelter, if available, and to follow additional procedures and policies as stated in the Special Event Rental Agreement.

Available Hours: 6:00 a.m. – 11:00 p.m.

Available Dates: April 15 – October 15

Advance Reservations: up to one year

Fees:

Shelter Rental fees

Additional Fees:

Charging admission or taking free will donations: \$30/day

Selling concession items or merchandise: \$30/day

Additional portable restrooms, if necessary, will be provided by the renter.

Payment Due: All fees are due at the time the reservation is made.

Forms of Payment: American Express, Discover, MasterCard, Visa, check or cash.

Refunds/Cancellation:

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 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 homeowner's 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.

Reviewed 9/11/19

Revised 9/11/19

Revised 2-10-21

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 \$42.00 fee and a \$50.00 damage deposit are payable at time of reservation. 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 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 10-17-16 Revised 2-10-21

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.

MOSQUITO CONTROL

Park areas will not be treated for mosquitos.

Reviewed 4-11-18 Revised 4-11-18

800.12 Trail Maintenance

In addition to section 800.11, the following policies and standards shall be used when performing maintenance with the trail system:

MOWING Mow along each side of trail – weekly or bi-weekly. Weeds will be sprayed in mowed areas only.

TREE CARE

Trim branches along each side of the trail. Trees that fall along the trail will be moved off the trail and mowed areas. Downed trees may be left in the brush/wooded areas outside of the mowed grass border.

TRAIL CLEANING Sweep the trail and remove any debris from the trail surface

SNOW REMOVAL Remove snow from the trail – after completion of parking lots and first priority areas

TRAIL INSPECTIONS AND MONITORING

All trail areas shall be checked at least one (1) time per week to make sure it is clear and safe

DEBRIS

In order to minimize the amount of standing water, drains and culverts will be monitored for brush and debris build-up and the debris removed when it is impeding the flow of run-off water.

Requests to remove trees that have fallen into the wooded areas will be handled on a case-by-case basis.

BUFFER ZONES Where possible, the trails will be surrounded by buffer zones. The buffer zones could be trees, shrubs, prairie, grass plantings or other natural plants or trees.

Approved 4-11-18

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 :	\$ 30.00 (for 8 hrs)
Cross Country Course Use:	\$125.00
Concession Sales Fee:	\$ 30.00

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

Approved January 10, 2007 **Reviewed** 11-14-07 **Revised** 2-10-21

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

900.02 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 _____

900.07 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 _____