



SOUTH KINGSTOWN RECREATION COMMISSION

POLICY MANUAL

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South Kingstown Recreation Commission

Policy Manual

The South Kingstown Recreation Commission's Policy Manual includes, but is not limited to general policies, fee policies, and facility use policies. The Recreation Commission must approve the creation of and modifications to all policies.

The Recreation Commission policies may be amended by a majority vote of the Recreation Commission. The proposed amendment must be introduced and approved at a first reading during a regularly scheduled monthly meeting. The proposed amendment must be presented for a second reading at a future Recreation Commission meeting. If approved at the second reading, the amendment will become policy. The second reading approval may be waived by unanimous approval of all Commission members.

All policies will be reviewed and / or updated at the September and October Recreation Commission meetings.

*SOUTH KINGSTOWN RECREATION COMMISSION
GENERAL POLICIES*

SECTION 1 - APPOINTMENT OF COMMISSION MEMBERS

The Recreation Commission shall consist of five (5) members. All members are appointed by the Town Council and will serve three (3) year terms beginning July 1 of the respective year. Members are eligible for reappointment to successive term(s). Appointments will be staggered to ensure that no more than two Commissioners are (re)appointed on any given year. Unexpired term appointments will be made by the Town Council.

SECTION 2 - POLICY DEVELOPMENT

The South Kingstown Recreation Commission will approve all South Kingstown Parks and Recreation Department policies. These policies may at no time contradict with an existing policy of the Town of South Kingstown as established by the Town Council or Town Manager. The department's policy manual will include, but not be limited to: general policies, fee policies, and facility-use policies.

SECTION 3 - MEETINGS

3.1 REGULAR MEETINGS

The Recreation Commission shall hold regular meetings at designated locations deemed appropriate by the Commission at 7:00 p.m. on the third Monday of each month unless another date is designated in advance by the Recreation Commission.

3.2. WORK SESSIONS

A work session is a meeting of the Recreation Commission that may include other officials, bodies, agencies or groups. The primary purpose of a work session is to obtain information and discuss general conceptual matters. Public participation is at the discretion of the Recreation Commission and must conform to existing town guidelines. The Recreation Commission may hold work sessions upon agreement by a majority of its members. No official action shall be conducted at the work session.

3.3 SPECIAL MEETINGS

Special meetings of the Recreation Commission may be called by the Chairperson or at the request of three members of the Commission.

3.4 CONDUCT OF SPECIAL MEETINGS

At all special meetings, the first order of business shall be the special business for which the meeting was convened. The business shall be exclusively considered until it is finally acted upon, or until consideration is concluded, and no other business shall

be considered or acted upon at such a meeting except by an affirmative vote of three members of the Recreation Commission.

3.5 OPEN MEETINGS

All meetings of the Recreation Commission, including regular meetings, work sessions, informational meetings, and special meetings shall comply with the provisions of Title 42, Chapter 46 of the Rhode Island General Laws (The Open Meetings Law) governing notice, open meetings, closed sessions, and preparation and availability of minutes; provided, however, that if it is not possible to post notice of a special meeting 48 hours in advance, notice of such a meeting shall be posted immediately upon scheduling of the meeting and shall remain posted at least 48 hours following the meeting. Minutes shall be kept of all meetings of the Recreation Commission.

3.6 PRESIDING OFFICER

The Chairperson, or in the Chairperson's absence, the Vice-Chairperson shall preside at all meetings. In the event of the absence of both the Chairperson and Vice-Chairperson, the senior member of the Recreation Commission will perform the duties of the Chairperson.

3.7 MEETING QUORUM

Three members of the Recreation Commission shall constitute a quorum. The start of a meeting may be delayed for a reasonable period of time pending arrival of a third Commission person needed to constitute a quorum.

3.8 ROLL CALL VOTES

If the vote on any motion before the Recreation Commission is not unanimous, the Chairperson shall ask the Secretary, or his or her designee, to conduct a roll call vote. Each vote of the members will be separately recorded.

3.9 PUBLIC PRESENTATIONS

Members of the public shall be entitled to speak at regular meetings during any period designated on the agenda for public comment, and at other times when invited to do so by the Chairperson. Presentations will be limited to five minutes unless approved by the Chairperson. The Chairperson shall enforce order and decorum among members of the public in attendance at regular meetings. Any person addressing the Commission, while speaking, shall be subject to the same rules and shall be entitled to the same privileges of order applicable to members of the Commission.

3.10 MEETING AGENDA

The agenda for regular meetings will be finalized on the Wednesday before a Monday meeting and made available for Commission members and the general public on Thursday at 4:30 p.m. The agenda will be developed by the Chairperson and Director of Leisure Services.

3.11 RECUSAL

Pursuant to Rhode Island General Laws 36-14-6, when a member of the Recreation Commission must refrain from participating in discussion and/or voting on a particular matter because of a conflict of interest, that member shall complete a "Recusal Form" which will be filed as part of the record of the meeting and shall be kept on file. A copy shall be forwarded to the Town Clerk who shall forward a copy to the Rhode Island Ethics Commission.

3.12 MISCELLANEOUS MATTERS

Any question of procedure not addressed by these policies shall be governed by "Robert's Rules of Order"

SECTION 4 - OFFICERS

4.1 ELECTION OF OFFICERS

The Recreation Commission, at the regular Commission meeting in July, will elect the following officers to serve a one-year term or until a successor is elected: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

4.2 SPECIAL ELECTIONS

In the event of a vacancy occurring in any office, an election may be held at a regular meeting or special meeting. A notice of such an election must be included in the notice of the meeting.

4.3 DUTIES OF THE CHAIRPERSON

The Chairperson of the Recreation Commission shall preside at all meetings of the Commission and shall complete all other duties normally performed by said officer.

4.4 DUTIES OF THE VICE-CHAIRPERSON

The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties of the Chairperson of the Commission.

4.5 DUTIES OF THE SECRETARY

The Secretary will oversee the recording and maintenance of all Commission meeting minutes on an as needed basis; or assign such duties to Town staff..

4.6 DUTIES OF THE TREASURER

The Treasurer will serve as the Commission's representative on all financial matters and will chair the Commission's budget committee.

SECTION 5 - DIRECTOR OF LEISURE SERVICES

5.1 APPOINTMENT OF THE DIRECTOR

The Recreation Commission, in consultation with and approval of the Town Manager, will employ a Director who will be responsible for the daily operations of the Parks and Recreation and Senior Services Departments. The Director will not be a member of the Commission and shall have no vote on Commission matters. The Director will attend all Commission meetings and may participate in all discussions at said meetings.

5.2 GENERAL OPERATIONAL RESPONSIBILITIES

The Director will be responsible for the day-to-day operation of the Parks and Recreation Department including the development of department rules, regulations, and operational manuals. The Director will serve as the department's liaison to all other Town departments and will serve as the staff spokesperson for the department.

SECTION 6 - EMPLOYMENT PRACTICES

6.1 COMMISSION RESPONSIBILITIES

The Recreation Commission will be notified by the Director of Leisure Services, of all departmental hirings and/or personnel changes at the regularly monthly meeting; and has the responsibility, in consultation with and approval of the Town Manager, for the employment of the Director of Leisure Services.

6.2 DIRECTOR'S RESPONSIBILITIES

The Director is responsible for coordinating with the Town's Personnel Department the hiring of all full, part-time and seasonal staff. All such Town personnel hiring requires the final approval of the Town Manager. The Director is authorized to delegate the responsibility of interviewing and recommending a prospective employee. In all cases, the approval of the Director must be obtained prior to the

actual hiring. The Director is responsible to ensure all appointments will be made without regard to race, color, sex, creed, marital status, national origin or age.

6.3 EMPLOYMENT RESTRICTIONS

Immediate family of the Recreation Commission, Town Council, Town Manager, School Committee, and Town Department Heads may not be employed by the Department. Immediate family refers to mother, father, spouse, siblings, children, mother-in-law, father-in-law, and such other family members as may live in the employee's household. Relatives of other town employees may be hired if they are part-time or seasonal employees, and they are not directly supervising the respective family member(s). All exceptions to 6.3 must be approved by the Recreation Commission and the Town Manager.

6.4 RESIDENCY

The Recreation Commission seeks the best qualified staff available for the salary range authorized. If all other selection factors are equal, a resident of the Town of South Kingstown shall have preference over a non-resident applicant.

SECTION 7 - COMMITTEES

7.1 COMMITTEES

The Recreation Commission committee system will consist of the following committees: Administration, Programming, and Facilities. The committees will meet on an as-needed basis.

7.2 APPOINTMENTS

The Chairperson of the Recreation Commission will appoint Commission members to standing committees. Appointments will be made at the August Commission meeting. Members will serve a one-year term.

7.3 ADMINISTRATION COMMITTEE

The Administration Committee will consist of the Treasurer of the Recreation Commission, one additional Commissioner, and the Director of Leisure Services. The Treasurer will serve as Chairperson of the Administration Committee. The duties of the committee are:

- a. Oversee the development of the annual budget;
- b. Act as a resource to staff on administrative, personnel, and financial matters.
- c. Research administrative, personnel, and financial issues and make recommendations to the Recreation Commission.

7.4 PROGRAMMING COMMITTEE

The Programming Committee will consist of two Commissioners and the Recreation Superintendent. The Chairperson will be determined by mutual consent of the committee members. The duties of the committee are:

- a. Review and provide input to staff on upcoming programming schedules.
- b. Review all program evaluations and programming statistics.
- c. Act as a resource to staff on all programming related issues.
- d. Research and make recommendations to the Recreation Commission on programming issues.

7.5 FACILITIES COMMITTEE

The Facilities Committee will consist of two Commissioners and the Parks Superintendent. The Chairperson will be determined by mutual consent of the committee members. The duties of the committee are:

- a. Oversee the development and review of the capital improvement plan;
- b. Act as a resource to staff on facility issues;
- c. Research facility issues and make recommendations to the Recreation Commission.

SECTION 8 - FINANCIAL

8.1 ANNUAL BUDGET

The Administration Committee will present a proposed annual budget to the Recreation Commission in November and December of each year. The budget report will include department goals and objectives, actual budget data from the previous year, the approved budget for the current year, year-end estimates for the current year, and the proposed budget for the upcoming year.

8.2 BUDGET CONTROL

The Director of Leisure Services will include a budget status report within each monthly report to the Recreation Commission. The status report will include a list of problem accounts, revenue totals comparing the current year to the previous year, and the monthly printout of all department accounts. The printout will include the current budget, expenditures to date, and balance for each account.

SECTION 9 - AMENDMENTS

The Recreation Commission policies may be amended by a majority vote of the Recreation Commission. The proposed amendment must be introduced and approved at a first reading during a regularly scheduled monthly meeting. The proposed amendment must be presented for a second reading at a future Recreation Commission meeting. If approved at the second reading, the amendment will become policy. The second reading approval may be waived by unanimous approval of all Commission members. All policies will be reviewed and / or updated at the September and October Recreation Commission meetings.

SECTION 10 - POLICIES

10.1 FACILITIES

FACILITY USE PERMIT REQUIREMENTS

A Facility Use Permit is required if one or more of the following circumstances applies:

- a) When use of a facility is formal, by a league or organization, company or school, or is an organized social use (birthday parties, picnics, etc.), or is a community event or Special Event use.
- b) When a specific reserved time is required.
- c) When services by the town of South Kingstown are sought.
- d) When a gathering is large enough – either in attendance or in size (a group of a approximately 20 – 25 people most often triggers the need for a Permit and/or one person or more want to use a field for a unique activity or purpose)
- e) When hired services, such as entertainment, catering, or live band/music is an element of the use.
- f) When the gathering includes any high risk use.
- g) When the gathering is for business purposes, involves sales, advertising, or admissions.
- h) When the use requires permission to exceed park hours, noise levels, etc.
- i) When the gathering is beyond the scope of normal intended use of a facility.

These are examples only. Other elements may cause the need for a Facility Permit. Individuals are encouraged to inquire with the South Kingstown Parks and Recreation Department to ensure whether a gathering would require a permit.

FACILITY USE POLICY

The Facility Use Policy will be utilized by Parks and Recreation Department staff when determining priority usage of municipal recreation facilities. All priority 2, 3, 4 and 5 groups will be required to complete a facility use form. The facility use scheduling policy may only be modified by the approval of the Recreation Commission.

Priority 1 Group

South Kingstown Parks and Recreation classes and programs

Priority 2 Group

South Kingstown School Department classes and programs

Priority 3 Group

(First Priority) South Kingstown youth sports leagues (defined as at least 65% of participants from South Kingstown, open tryouts, and all participants are allowed to play).

This classification does not apply to any arm of a Youth Sports League or Organization that runs a select/elite program, and/or utilizes a for-profit entity or paid professionals for the purpose of coaching/training participants.

* Prout School under certain circumstances

Priority 4 Group

Prout School

Non-profit organizations – must provide proof of nonprofit status

Residents

Priority 5 Group

For profit

Non-resident use

Private Teams (ie. select/elite athletic programs – AAU baseball, club soccer, club lacrosse)

FACILITY USE PREFERENCE

Facility use preference within a priority group will be given to programs with the highest percentage of South Kingstown residents participating in the activity. Local organizations will be allotted specific facility times based on the number of teams and game schedule.

SEASONAL FIELD USE REQUESTS BY LEAGUES OR GROUPS:**Application Seasons:**

Formal athletic field allocations are split into three seasons and can vary depending on the type of field, its durability, safety, the type of program/use and the weather:

Season one, Spring: April 1 through June 15

Season two, Summer: June 16 through August 31

Season three, Fall: September 1 through November 15

Application Deadlines:

To be considered within the formal allocation process application deadlines are as follows:

Spring: March 10

Summer: May 25

Fall: August 10

If a league/organization misses the formal allocation process, an application can be submitted and will be considered after allocations are complete. Applications can be submitted and considered anytime. Those not received on-time will be considered after the allocation process is complete on a first come first serve basis. Formal Facility Use applications (i.e. league or high risk application) must be submitted a minimum of 30 calendar days prior to the requested date of use.

Application Requirements:

Leagues are responsible for requesting fields/sites appropriate for the age, size, and type(s) of program(s). Programs which are too large (in dimension or capacity) for a site are a safety concern. Improper use may result in complete cancellation of a leagues use for a season or more.

The following are required at the time of application:

1. Completed Facility Request form for each facility requested outlining dates, times, and fields. Blanket requests for multiple facilities will not be accepted.
2. League Roster (required of leagues and athletic organizations) must include names of players, player's home address, and schools the players attend. Rosters will be verified.
3. Certificate of insurance naming the town of South Kingstown as additionally insured.
4. Completed Field Use Fee Waiver Eligibility form.

Facility Allocation Process:

The Park Superintendent will review and consider all applications, equitably allocate and assign game and practice dates and times per Priority Group level of application consideration, per the policies, requirements and guidelines outlined within. Allocations are based on leagues meeting all application requirements, the total number of requests received, field/location availability, roster review, and seasonal program priority as outlined above. A roundtable allocations meeting hosted by the Park Superintendent including all current applicants may be required if necessary to discuss a particular season's request.

Field allocation hours will be based on the number of participants in each respective league and may be limited based on practice and game hours allowed per team.

After facility allocations are assigned, leagues are required to release un-needed dates, times or locations by notifying the Park Superintendent, in writing, within two weeks (ten business days) from receipt of the original issuance. Assignments accepted will be charged to the league, used or not. No response to the allocation will be considered acceptance by the league of all allocated dates.

League representatives (coaches/managers) are required to have copies of approved permits in hand during use while on site at a field. Or the permit shall be posted on site at the facility in use, where it can be referenced if the scheduled use is in question.

Subletting/Trading:

Subletting and trading facilities between leagues is not allowed. Unneeded times are to be returned to the town for redistribution. Subletting may result in immediate revocation of a league's use.

League Schedules:

Leagues are required to submit a master league schedule of confirmed game times which is to include overall use details (i.e. base length needs, assigned teams, requests for altered game times, etc.) by a minimum of two weeks prior to season commencement or two weeks prior to the first date of a tournament. Leagues are responsible of notifying the park superintendent or designee of any in season changes by ten days prior to any game or other major changes.

League Representative:

Each league is required to assign one person only who will be responsible for submitting all requests/permits, communicating all schedules, and field related issues with the Park Superintendent. The Park Superintendent will in turn communicate all field related issues with the league representative only. Field requests from individual coaches or managers of a particular league will be directed to the field representative of that respective league.

FIELD CLOSURES AND RAINOUTS

South Kingstown Parks and Recreation will have final say on field playability and safety during inclement weather conditions. The decision to close fields will be based on field conditions that cannot be resolved prior to an event or severe weather events predicted that may cause unsafe conditions prior to an event. Once a field is officially closed, it cannot be used until reopened by the Parks and Recreation Department. Field closures may also result from poor playing conditions or a concern of potential damage which could cause hazardous safety concerns or cause the need for excessive repairs. Damage that is caused by excessive or improper use or with disregard may result in a field being closed until repairs are complete and a league may be assessed for the cost of repairs to bring the field back to a playable condition.

For inclement weather conditions the department will make every effort to determine field closures no less than two hours prior to activities. Field closures will be posted on the town website by 3:00 PM on weekdays and no less than two hours prior to an event on weekends and holidays. If field closures are not announced or posted by the department each league or organization is still responsible for determining whether or not a field is playable when they arrive and must notify all players and coaches to stay off the field.

FACILITY USE CHARGES

Priority groups 1, 2, and 3 will not be charged for facility use or maintenance of the respective facility(s). Priority group 4 and 5 will be charged facility use rental fees listed in the fee policy.

MODIFICATIONS to APPROVED FACILITY REQUESTS

The Director has the authority to modify and/or rescind an approved facility use request if it is determined to be in the best interest of the Town of South Kingstown. Every effort will be made to locate suitable replacement facilities for the respective group.

INSURANCE REQUIREMENTS

South Kingstown Parks and Recreation may request \$1,000,000 general liability coverage from facility users. The Town of South Kingstown will be listed as additional insured on all policies.

RIGHT TO DENY USE

South Kingstown Parks and Recreation reserves the right to deny the use of a facility(s) if the activity is deemed inappropriate or may cause damage to the facility.

FIELD MAINTENANCE FEES

A weekday or weekend facility preparation fee may be charged to prepare an athletic field for play for Priority Group # 2, 3, 4 and #5. This fee may vary based on the scope and cost of work to be performed. Please see "Fee Schedule Addendum A" for further details

BUILDING MAINTENANCE STAFF

A building maintenance staff person may be required to be present at large functions occurring at any Town facility, including the Neighborhood Guild. Each request will be evaluated to determine the extent of staff coverage required for a given function. Please see "Fee Schedule Addendum A" for further details.

FACILITY/EQUIPMENT FEE DISCOUNT

All South Kingstown non-profit organizations are entitled to a reduced facility-use fee in accordance with the approved fee structure, provided the respective organization provides a letter verifying nonprofit status and the facility will be used to help raise funds for South Kingstown charitable causes. This letter must accompany the facility-request form and be provided a minimum of two weeks in advance of the event.

FACILITY-USE REQUIREMENT

South Kingstown Youth Sports Teams

In order to receive free use of facilities, Priority-3 users (South Kingstown youth sports leagues, Prout) must have at least one South Kingstown team participating in the respective league or each game of a tournament. South Kingstown Recreation Commission approval is required for all exceptions to this policy. *The Prout School's present classification may change based on continued discussions with the school regarding the present facility use agreement.

WAIVER OF FEES FOR TOWNS

Facility-use fees may be waived for other Rhode Island towns provided that the respective town(s) reciprocate by waiving all use fees when our department utilizes their facilities/equipment.

COMPLIANCE WITH FEDERAL AND STATE LAWS

The South Kingstown Parks and Recreation Department reserves the right to deny or cancel a facility request, if it has been determined (according to a decision of an appropriate Federal or State agency), that the requester has failed to comply with any applicable Federal and State laws with regard to discrimination, based on race, gender, ethnicity, wealth, or sexual orientation, against any participants) in their respective program.

CANCELLATION FEE

Organizations, groups, and individuals that do not provide 24-hour notice regarding cancellation of a reserved facility may be subject to a cancellation fee. The organization will receive a written warning prior to the cancellation fee being assessed. Please see "Fee Schedule Addendum A" for further details

NO SMOKING

Smoking is prohibited in all Town owned public parks and recreation facilities.

SMOKE FREE PARKS AND FACILITIES POLICY

South Kingstown Parks and Recreation's smoke free parks and facilities Policy prohibits smoking in all Town parks and facilities. Town residents will benefit from this policy with clean air in our parks and facilities, lower fire risk and less litter.

Purpose

South Kingstown Parks and Recreation is committed to providing for the health and welfare of Town residents, members of the public, and employees. In keeping with this commitment, the Recreation Commission establishes this policy for the purpose of protecting the public health and welfare by prohibiting smoking and any use or disposal of tobacco products in public places owned or operated by the Town.

General Provisions

Where is smoking and any use or disposal of tobacco products prohibited?

- In all Town parks (including parking lots for the parks)
- In all Town facilities
- In Town designated open space areas
- All hiking trails owned or operated by the Town

Smoking or disposing of tobacco related waste is prohibited inside all Town buildings, playgrounds, sports fields, trails and open space areas.

Fire Safety

This Policy reduces the risk of fire in parks and open space, which can spread to nearby homes.

How is the policy enforced?

The approach to enforcement emphasizes public education and voluntary cooperation. No-smoking signs will be posted in parks and open space. Primary means of enforcement will be education, public awareness, and voluntary compliance.

SPECIAL EVENTS ON SOUTH COUNTY BIKE PATH

The South County Bike Path can be used for community-based special events under the following stipulations:

1. The bike path will remain open for public use during the event, unless public safety should dictate otherwise.
2. Competitive races (foot or bike) are not allowed on the bike path. Allowable events include walk-a-thons and bike-a-thons to raise funds for local, non-profit organizations; or other causes providing approval of the Recreation Commission is granted.
3. Beginning and ending times of events will be evaluated and established on an individual basis.
4. Volunteers must be positioned every mile or other agreed upon intervals to notify path users of the event.
5. The Police Department must be consulted regarding the need for officers at major intersections. The special event organizers will be responsible for paying all police department personnel.
6. The start / finish of the event cannot be within one-half mile of the bike path to prevent traffic congestion on the path.
7. Signage must be installed on the bike path a minimum of one-week prior to the event notifying path users of the event. All signage must be removed by the organizers immediately following the event.
8. A facility use permit must be filed with the Parks and Recreation Department and the required insurance certificate must be provided in a timely manner.
9. A bike path ranger may be required to be on-site during an event. The user will be responsible for all costs associated with the rangers duties during that time, inclusive of materials and labor.

10.2 FEE POLICY

STATEMENT OF NEED

It is the responsibility of the South Kingstown Parks and Recreation Department (hereafter referred to as Department) to offer a comprehensive recreation program and provide public parkland and facilities for both active and passive use. Due to the heavy demands for new and expanded services, and because of the rapid increase in operating expenses, it has become necessary to adopt a sound and consistent policy that will guide the search and generation of supplementary revenues to off-set the use of property tax dollars.

AUTHORITY AND RESPONSIBILITY

The revenue policy was formally adopted on October 18, 1995 by the South Kingstown Recreation Commission and any revision must be approved by the Recreation Commission. The South Kingstown Recreation Commission has directed the Director of Leisure Services to establish appropriate procedures to administer the policy's goals and guidelines that will conform to existing Town-wide policies and procedures. All fee schedules will be reviewed and approved by the Recreation Commission on an annual basis.

STATEMENT OF PHILOSOPHY

The basic philosophy of South Kingstown's Parks and Recreation program is to offer year-round diversified recreational services, ensuring that all citizens have equal opportunity and participation. However, since the demand upon the Department is greater than the public's ability to appropriate public funds to support that demand, it becomes necessary to charge fees and pursue other supplementary revenues and resources. Fees and charges for parks and recreation services provide only one source of finance for the Department. Each will be thoroughly evaluated prior to their adoption into the fiscal matrix supporting public parks and recreation services; a matrix which includes general fund appropriations, contractual receipts, mandatory land dedication, grants-in-aid, and special gifts and donations. Fees and charges will supplement these other resources, not replace them nor be used to diminish government's responsibility to provide public open space and leisure opportunities. Rather, fees and charges will be viewed as a method to expand and to continue to provide basic services on an equitable basis. The general benefit of services made possible through fees and charges must exceed any detriment imposed by the fees, and collections must be practical and economical.

GOALS AND GUIDELINES

FACILITY AND EQUIPMENT USE FEES

1. Public funds will be used to acquire, improve, and manage all parkland and whenever possible, charging no fees to South Kingstown residents for entrance into community parks, comfort stations, greenways and trails, playgrounds, and community centers. Funds used to acquire parkland will be provided through the Town Manager's Approved Capital Improvement Program with the support of the Recreation Commission and the final approval of the Town Council.
2. When not in use for Department sponsored activities, designated areas and facilities may be used by South Kingstown non-profit organizations and South Kingstown residents for their exclusive use. The use fee will be based on the recovery of all direct costs to include staffing, utilities, and general upkeep. If specialized services are required, those services will be determined on a case by-case basis.
3. South Kingstown School Department sponsored programs will not be charged for use of Department facilities or equipment unless specific costs related to the activity are incurred outside regular operational hours. The Department will not be charged for the use of school facilities with the exception of paying for weekend custodial charges for indoor facility use.
4. South Kingstown youth sports programs may not be charged for the use of Department facilities, corresponding maintenance costs, and equipment for routine recreation based offerings. Direct cost recovery may be considered for special events, travel programs, tournaments, and for routine use preparation in some circumstances. Leagues may be charged standard facility use fees for all activities outside the scope of their regular season, ie. clinics and tournaments
5. South Kingstown park facilities may be used by non-South Kingstown groups and organizations. The fees charged for the use will recover all direct costs and will be comparable to the prevailing commercial rates.
6. Upon approval of the Recreation Commission and in accordance with general Town facility use guidelines, park facilities may be used by profit-making organizations for financial gain or profit. The charge for use will recover all direct costs and be comparable to the prevailing commercial rates. The following restrictions will apply:
 - a. Profit-making activities at park facilities will be permitted only when the activities are clearly not in conflict with ongoing department sponsored programs, or if the program can be conducted without any restriction of public use for a reasonable period of time.
 - b. Profit-making activities in parks and recreation facilities will be authorized only if they provide a positive public service and meet a legitimate public need.
 - c. Profit-making organizations use of public facilities including use of public names of structures will not be authorized if such use

constitutes an expressed or implied endorsement of commercial products, services or activities.

- d. Profit-making organizations must provide the required insurance and meet Town indemnification requirements.

PROGRAM FEES

1. All programs, unless approved of in advance by the Recreation Commission will recover direct costs, with the exception of programs offered for senior citizens. Specific programs that provide significant social and leisure benefits may be offered that do not meet the Program Fee Guidelines 1-3.
2. Direct operational costs at a minimum will include all transportation, lodging, part-time program personnel, rental of facilities, equipment and supplies, publicity efforts, and professional services. Additional direct costs may be assessed in certain cases, including some or all of the following: administration salaries, utility costs, general maintenance expenses, and related administrative overhead costs.
3. Senior citizens programs will generally be required to generate a lesser return on all direct costs than other programs offered. The Department has elected to offer senior citizen programs at an added discount based on the following philosophy: (a) Senior citizens are typically on fixed incomes (b) the Department is committed to providing affordable programs that will entice our senior citizens to stay active, healthy, and productive. The return on senior program costs will be evaluated on an individual class basis and be offered at a lesser rate when the circumstances warrant.

Please see "Program Schedule Addendum B" for further details

4. All program / class fees will include an administrative charge that will be used to offset credit card fees, website services, and marketing costs. Please see "Program Schedule Addendum B" for further details.
5. Consistent with the Department's philosophy of ensuring all citizens equal opportunity to participate in recreation, this policy recognizes that paying fees may result in inequities for certain individuals, groups, or situations. Therefore, the Department has elected to create a scholarship program to ensure equal access to recreation programs:
 - a. All families who qualify for the South Kingstown School Department's reduced lunch program will be entitled to a discount on class registration fees. Please see "Program Schedule Addendum B" for further details
 - b. All families who qualify for the School Department's free lunch program will be entitled to a discount on class registration fees. Please see "Program Schedule Addendum B" for further details.
 - c. In certain cases, the Director has the authority to waive all fees and use his/her discretion in assisting participants who are home schooled, in charter schools, or pre-school age.

6. Many non-residents use South Kingstown parks and recreation resources, although make no tax-based contribution to help support these services. Therefore, it is believed that it is reasonable to implement a policy that incorporates additional non-resident fees for use of Town programs and facilities. Please see “Program Schedule Addendum B” for further details regarding non-resident fees.
Since most SKPR senior programs require regional participation to be successful, no additional non-resident fees will be charged for most senior programs.

REFUND POLICY

Please see “Program Schedule Addendum B” for further details.

REVENUE PRODUCING FACILITIES

Revenue producing facilities administered by the Department include the Peace Dale Office Building, Stepping Stone Preschool, South Kingstown Town Beach, Tri-Pond Park Nature Center, Main Street Comfort Station, Community Recreation Center, various public park and field areas, and the Neighborhood Guild. The facilities must provide sufficient revenue from fees and charges, trust fund income, programming, and miscellaneous special income to recover all direct costs related to administering the facility without the approval of the Recreation Commission. The direct costs include site-specific personnel, custodial supplies, utilities, insurance, operational supplies, and minor facility improvements (improvements under \$10,000).

WAIVERS

On rare occasions, fees and charges may be reduced or waived completely when such action is determined by the Director to be in the interest of South Kingstown and/or its citizens. Recreation Commission approval is required for waiver of all non-programming fees.

FINANCIAL SUPPORT GUIDELINES

The Department may accept grants, gifts, service-in-kind, bequests, or donations for the purposes of parkland acquisition, planning, development, maintenance, operations, and administration of parks and recreation facilities and programs. The Recreation Commission is authorized to accept non-governmental grants, gifts, donations, or bequests of cash or personal property valued at \$5,000 or less, provided the solicitation, acceptance and use of these revenues and/or gifts are consistent with state laws and local ordinances and are in the best interest of present and future South Kingstown residents. Gifts, grants, service-in-kind, donations, or bequests valued at more than \$5,000 must be approved by the Town Manager and Town Council. Any gift or bequest of real estate and all governmental grants may be accepted by the Recreation Commission only on approval of the Town Manager and Town Council.

All gifts, bequests, and donations of personal property or real estate and all grants shall be held, used or disposed in accordance with the terms and conditions under which the gift, bequest, donation, or grant is made and accepted in accordance with state law. The Recreation Commission, upon direction and authorization from the Town Manager and Town Council may reject any gift, bequest or service-in-kind for just cause.

A. Grants

1. The Department is encouraged to investigate the possibilities of securing a grant for Department facilities and programs. Researching and investigating grants will be consistent with Department and Town policy.
2. The Director must approve all applications for grants. All grant applications over \$10,000 require Recreation Commission and Town Manager approval.
3. All federal, regional, state, and county grant applications of any amount will be approved by the Director, the Recreation Commission, and Town Manager.

B. Gifts, Donations, and Bequests

1. The Director may accept service-in-kind from individuals, private or corporate organizations for the benefit of a specific facility or program or for the administration of all recreation services.
2. Gifts, donations, and bequests over \$5,000 in value will be the responsibility of the Director.
3. It is the responsibility of the Director to inform the Town Manager of all activities to obtain gifts and donations.
4. Any permanent employee of the Department, with the Director's approval, may personally pursue gifts, donations, bequests, or service in-kind on behalf of the Department as long as the amount of a single donation does not exceed \$5,000.

C. Fund Raising Events

1. Upon authorization by the Director and after consultation with the Town Manager, fund-raising events, solicitations, sales, or benefits may be conducted on behalf of the Department or as part of a Department sponsored program by organized and recognized non-profit community groups. No professional fundraising groups will be utilized without the approval of the Recreation Commission and Town Manager.
2. Funds collected in this manner remain the property of the organizations that ~~that~~ are overseeing the collection until they officially give the cash or check to the Director or the Recreation Commission. If the funds raised are in support of a specific Town managed project or program and separate from any initiative of the Friends of Parks and Recreation organization, the funds will be given to the

Finance Director to be deposited in an appropriate Town account.

3. The Department may require or request expenditure of funds belonging to recognized groups, and shall concern itself with the proper management of these accounts and assure that the handling of funds are carried out to the degree of accountability required by the town if conducting government business in general.

CONTRACTUAL RECEIPTS GUIDELINES

Concessions

1. The Department is authorized upon approval of the Recreation Commission to permit concessionaires to sell products such as supplies, food or souvenirs.
2. For the privilege of selling products or services on public parkland, the Department will receive a lump sum payment and/or an agreed upon percentage of gross sales. The Director is authorized to adhere to either the bidding or negotiation process in establishing an agreement with the respective vendor. Any such agreement requires Recreation Commission and Town Manager approval and in certain cases, Town Council approval may be required.
3. The process of awarding contracts will follow the Town and State bidding procedures and will be approved by the Finance Director and Town Manager.
4. All concession facilities on Town parkland must be in accordance with the master plan established for the respective park; mobile concession vendors must adhere to all Town and State guidelines including but not limited to food service licensure and permit by RIDOH.

11 – FEE SCHEDULES

11.1 FACILITY FEE SCHEDULE - Addendum A

(All fees and use-based policies are reviewed and established by the Recreation Commission on an annual basis)

Facility	Amenity	Time Frame	SK Resident/ 501c3 Organizations	All Other s
Basketball Court Outdoor		hourly	\$5	\$8
Basketball Court - w/Lights	Lights	hourly	\$10	\$15
Baseball/Softball Field (2)		hourly	\$15	\$25
Baseball/Softball Field (2)	Lights	hourly	\$25	\$35
Picnic Area		hourly	\$4	\$5
Soccer Field (2)		hourly	\$15	\$25
Tennis Court		hourly	\$4	\$6
Tennis Court	Lights	hourly	\$8	\$10
Volleyball Court - Outdoor		hourly	\$5	\$8
Picnic Shelter - Tuckertown only		1/2 day	\$24	\$50
Picnic Shelter - Tuckertown only		full day	\$40	\$80
Guild Gymnasium		hourly	\$25	\$35
Guild Classroom (1)(2) (4)		hourly	501c3: No charge unless for adult groups, wkly use: \$12 SK Resident:\$12	\$15
Nature Center (1) (2) (3)		hourly	\$20	\$35
Main Street Comfort Station (1)		hourly	\$20	\$30
Community Rec Center - Court		hourly	\$25	\$50
Rec Ctr – Multi-Purpose (lrg)		hourly	\$25	\$45
Rec Ctr – Multi-Purpose (sm)		hourly	\$20	\$35
Rec Ctr – Batting Cage (per cage)		Hourly	\$25	\$50

Fees for full park rental will be established on a case by case basis depending on the nature and scope of the program/event; and requires pre-approval by the Recreation Commission.

*Town Beach parking and picnic area fees are maintained separately from this schedule.

- (1) If time requested is not during regular Guild hours, a building supervisor fee may be added to the user fee.

- (2) A minimum of two hours must be rented for each use. If applicable, \$5 per hour light fee will be added.
- (3) The nature center is available for rental based on a restricted use, fee, and availability schedule.
- (4) Parties (birthday, baby/bridal shower etc.) - must rent the room for a minimum of 3 hours.

MAINTENANCE STAFF

Maintenance personnel may be required to be present at large functions occurring at the Neighborhood Guild or other Town managed facility. Each request will be evaluated to determine the extent of staff coverage required for a given function. The user group will be responsible for a maintenance fee that includes a 3-hour minimum at an estimated \$25 - \$40/hour, based on the level of service required and personnel available.

FIELD MAINTENANCE FEES

A weekday or weekend facility preparation fee may be charged to prepare an athletic field for play for Priority Group #3, # 4 and #5. This fee may vary based on the scope and cost of work to be performed. For groups utilizing facilities for more than one season, i.e. spring and fall, field preparation fees may be charged during the secondary season. Fees are reviewed and established by the Recreation Commission on an annual basis.

RESERVATION AND PAYMENT

A. Outdoor Park Facilities

Organizations or individuals reserving an outdoor facility must provide a 50% deposit of the rental charge to reserve the facility. Full payment is due no later than 2-weeks prior to the date of the scheduled event. If a reservation is made within two weeks of the specified date, then full payment is required with the application. The reservation deposit must accompany a complete reservation form for the date and facility to be officially secured in the user's name.

B. Indoor Recreation Facilities

A completed reservation form for rental/use of an indoor facility must be submitted prior to approval of any requests. Full payment is due no later than two weeks prior to the date of the scheduled event. If a reservation is made within two weeks of the requested date, then full payment is required with submittal of application.

C. Cancellation / Refund Policy

If a reservation is canceled more than two weeks prior to the activity, all payments are returned in full, minus a \$5.00 processing fee. If a reservation is canceled within 2-weeks of the event, then the 50% deposit is forfeited.

11.2 PROGRAM FEE SCHEDULE - Addendum B

PROGRAM FEES

All programs offered by the Recreation Department will be designed to recover 100% of all direct costs. Exceptions to this general philosophy include, select community based program initiatives, (i.e. concerts, special events) and other large-scale programs or facilities such as (i.e. discovery camp and the Town Beach). All such subsidized programming must address a local community-based need.

OPERATIONAL COSTS

Direct operational costs will include all transportation, lodging, part-time personnel necessary to conduct the program, rental of facilities, equipment and supplies, publicity efforts, and professional services. Additional direct costs may be assessed in certain situations and include, administration salaries, utility costs, general maintenance expenses, and related administrative overhead costs.

ADMINISTRATIVE CHARGE

All program / class fees will include an administrative charge that will be used to offset credit card fees, website services, and marketing costs.

DEPARTMENT SCHOLARSHIP PROGRAM DETAIL

- a. All South Kingstown families who qualify for the South Kingstown School Department's reduced lunch program will be entitled to a 20% discount on class registration fees for Town offered programs. Programs offered by independent contractors are eligible with permission from the independent contractor.
- b. All South Kingstown families who qualify for the School Department's free lunch program will be entitled to a 40% discount on class registration fees for Town-offered programs. Programs offered by independent contractors are eligible with permission from the independent contractor.
- c. In certain cases, the Director has the authority to waive additional or all fees and use his/her discretion in assisting participants who are home schooled, in charter schools, pre-school age, or other s who do not fall into any of the recognized categories. This authority can only be exercised on programs offered directly by the Town.
- d. Eligible participants shall be limited to a maximum of \$350 per year, September 1st through August 31st.

NON-RESIDENT PROGRAM FEE adjustment schedule, used where applicable.

<u>Resident Program Fee</u>	<u>Additional Non-Resident Charge*</u>
\$1 - \$15	\$5.00

\$16 - \$30	\$7.00
\$31 - \$50	\$10.00
Over \$50	\$15 + based on the individual program requirements

At the discretion of staff, non-resident charges may not be applied to select specialty programs however, South Kingstown residents will still receive first priority.

Since most SKPR senior programs require regional participation to be successful, an increase in the non-resident fees may not be charged for most senior programs or other general programming requiring increased participation.

REFUND POLICY

One day classes:

No refunds will be issued less than 72 hours prior to the class.

Multi day or week classes:

- Withdrawal from program 72 hours before the first class (excluding weekends and holidays) receives a full refund less a \$5 processing fee.
- Withdrawal from program less than 72 hours before or after the first class, receives an 80% refund less a \$5 processing fee. If withdrawal is after the second class, no refund will be issued.

Camps:

- If program withdrawal is 72 hours before the first class (excluding weekends and holidays) a full refund less a \$5 processing fee will be provided.
- If program withdrawal is less than 72 hours before the start of camp, an 80% refund less a \$5 processing fee will be provided.
- No refunds will be processed once the camp begins unless extenuating circumstances occur and a medical note can be provided.