



City of Delphi

Parks and Recreation Board

Policies and Procedures Manual

V 1.0

03/10/09

SECTION I – POLICIES

1. Governance

The Delphi Parks and Recreation Board is established under the Laws of the State of Indiana, IC 36-10-3 General Park and Recreation Law. The Delphi Parks and Recreation Board is also covered under the provisions of IC 5-14-1.5-5, known as the Sunshine Law requiring the board to notify the media and the public of board meetings. The Delphi Parks and Recreation Board is further governed by the laws of the City of Delphi, specifically Chapter 31: Departments, Boards and Commissions, section 31.02 Parks and Recreation Board.

The Delphi Parks and Recreation Board shall adhere to the provisions of these statutes in its conduct of business and public programs.

2. Non-discrimination and Anti-harassment

The Delphi Parks and Recreation Board prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

The Delphi Parks and Recreation Board is committed to providing a climate which fosters respect for staff as well as the members of the public who participate in programs and activities at City of Delphi parks and park facilities. As part of that commitment, the Delphi Parks and Recreation Board prohibits harassment based on gender, race, color, religion, national origin, age, disability, sexual orientation, or protected activity (such as reporting alleged harassment or providing information related to a grievance). This policy is in compliance with federal civil rights laws and agency regulations and guidance implementing these laws.

Harassment (based on an individual's membership in one or more of the groups identified above) is defined, for purposes of this policy, as unwelcome verbal or physical behavior which has the intent or effect of unreasonably interfering with the staff member's employment or a member of the public's use of parks or park facilities or programs or creating a hostile, intimidating or offensive environment. Harassment may include (but is not limited to) jokes, derogatory comments, pictures, and/or direct physical advances, including harassment by electronic media.

Anyone who feels she/he has been subjected to prohibited harassment is encouraged to report the situation before it becomes severe or pervasive. Individuals are encouraged to make a report to the Delphi Parks and Recreation Board.

Although circumstances will affect the time needed to conduct an investigation, response to an alleged violation of this policy should be handled in a timely manner and

a determination reached as soon as possible. Whenever a violation of this policy is determined, immediate and corrective action, including discipline, will be taken.

The Delphi Parks and Recreation Board will not tolerate adverse actions or retaliation toward anyone who, in good faith, alleges harassment or who provides information related to a grievance. Such retaliation may be the basis for an additional grievance. To the extent possible, the Delphi Parks and Recreation Board will maintain the confidentiality of anyone who reports an alleged violation of this policy.

3. Master Plan

The Delphi Parks and Recreation Board shall maintain a current Master Plan on file with the Indiana Department of Natural Resources (DNR), Division of Outdoor Recreation that meets the requirements of the DNR.

4. Maintenance

The Delphi Parks and Recreation Board shall maintain all properties, landscaping, buildings and equipment under its jurisdiction to the highest standard. Grounds, buildings and equipment shall be maintained in working order and be aesthetically pleasing to the general public.

5. Safety

The Delphi Parks and Recreation Board shall design and maintain all properties, landscaping, buildings and equipment under its jurisdiction in a prudent manner with regard to the safety of members of the public who use parks and recreation facilities.

6. Interaction with the Citizens of Delphi

The Delphi Parks and Recreation Board shall welcome input from citizens; respond to requests and comments from citizens in a timely manner; be respectful in interacting with citizens; and seek input from citizens on a regular basis.

7. Support of Delphi and the Surrounding Community

The Delphi Parks and Recreation Board shall support recreational endeavors by citizens with respect to usage of the properties under its jurisdiction. This includes engaging in cooperative efforts with other groups, such as youth and adult sports and recreation leagues or service organizations, to provide support and offer direction for the needs of the community.

8. Activities Not Permissible at Parks

The Delphi Parks and Recreation Board shall cooperate with the City of Delphi City Council and Police Department to enact and enforce laws pertaining to activities that are not permissible at the properties under its jurisdiction. The Delphi Parks and Recreation Board shall post signs at the properties under its jurisdiction to inform the public of activities that are not permissible.

Alcohol consumption is not permitted at properties under the jurisdiction of the Delphi Parks and Recreation Board. The City ordinances governing alcohol consumption are shown in Attachment A.

9. Color Scheme for Park Structures

The Delphi Parks and Recreation Board shall establish a unified color scheme for buildings and structures that are under its jurisdiction. The color scheme shall be compatible with the historic character of the City of Delphi.

10. Landscaping Plans

The Delphi Parks and Recreation Board shall establish a landscaping plan for each property under its jurisdiction. The landscaping plan should emphasize use of native species wherever possible and be compatible with the historic nature of the City of Delphi. The landscaping plan should minimize the effort necessary to maintain the landscape over the long-term. All landscaping additions or modifications to property under the jurisdiction of the Delphi Parks and Recreation Board require the approval of the Delphi Parks and Recreation Board.

11. Volunteer Program

The Delphi Parks and Recreation Board shall establish a volunteer program whereby interested citizens can participate in the development and maintenance of properties under its jurisdiction.

SECTION II – PROCEDURES

1. Conformance with Applicable Laws

As specified by law, the Delphi Parks and Recreation Board shall elect a President and Vice President at the first regular meeting of every calendar year.

As specified by law, the Delphi Parks and Recreation Board shall provide written notice to local news media of the date, time and place of all meetings, executive sessions or rescheduled/reconvened meetings. Meetings are open to the public and the agenda and meeting minutes of all meeting will be filed with the Mayor's office where they may be accessed by the public.

2. Requests for Using Parks Property

The Delphi Parks and Recreation Board shall make the properties, such as picnic shelters and buildings, available for reservation and rental to the public. The facilities available for rent, the amount of deposit charges, the rental rate and any restrictions shall all be determined by the Delphi Parks and Recreation Board and may be changed by majority vote of the Board.

The schedule of available properties, the deposits and fees charged and the rules associated with rental are shown in Attachment B.

3. Volunteer Program

The Delphi Parks and Recreation Board shall maintain an organized list of supported volunteer opportunities, such as Adopt-a-Spot locations. Volunteers may contact the Parks Department through the form shown in Attachment C. When the Parks Department sponsors an event that involves a group of volunteers, the participants shall indemnify the Parks Department by signing the release form shown in Attachment D.

Attachment A

Alcohol in the Parks City Ordinance

§130.06 CONSUMPTION OF ALCOHOLIC BEVERAGES PROHIBITED.

(A) It shall be unlawful for any person to drink, use or consume, sell or offer for sale, trade, barter, give away or exchange any malt, vineious, or spiritous alcoholic beverage or liquor in, upon or within the confines of any park, now or hereafter operated, owned or maintained by the City, and administered by its Parks Department without a valid permit issued by the Indiana Alcoholic Beverage Commission and approved by the Chief of Police of the City of Delphi.

(B) Anyone in violation of this section shall be fined not more than Five Hundred Dollars (\$500.00).

(Ord. 2004-3, passed April 5, 2004)

§ 130.99 PENALTY.

(A) Any person in violation of any section of this chapter for which no other penalty is set forth shall be fined not less than \$5 nor more than \$2,500. ('63 Code, §§ 17-19, 17-27)

(B) Any person in violation of § 130.04 shall upon conviction be fined not less than \$10 nor more than \$2,500. ('63 Code, § 17-29)

Attachment B

STONE BARN RENTAL AGREEMENT

Reservation for Date: _____ Time From _____ To _____

<u>Facility Rented</u>	<u>Rental</u>	<u>Tax</u>	<u>Total</u>	<u>Deposit</u>	<u>Total</u>
_____ Stone Barn 1-3 hours	\$50	\$3.50	\$53.50	\$100	\$153.50
_____ Stone Barn 3-5 hours	\$75	\$5.25	\$80.25	\$100	\$180.25
_____ Stone Barn >5 hours	\$100	\$7.00	\$107.00	\$100	\$207.00

I understand there is a rental fee and state tax charged on the rental fee plus a deposit. The deposit will be returned to me within one week of the rental if I properly maintain the facilities I am using and clean up after I am done. There will be ***NO ALCOHOLIC BEVERAGES*** at Parks Department facilities.

Renters of Stone Barn:

The following contents of the Stone Barn are ***NOT INCLUDED*** in the rental agreement:

- The kitchen is not included in the rental of the building.
- The kitchen equipment, including tables, is not included in the rental.
- Desk and file cabinet and contents such as bingo games are not included.
- Do not use the desk or file cabinets for any purpose.

If any of the following conditions are not met, I will forfeit the entire deposit:

- Kitchen, kitchen equipment, desk, file cabinet are untouched
- Sweep and mop the floor (broom, dustpan, mop, bucket in hallway closet)
- Clean any mess made inside or out
- Remove all trash – use dumpster outside – and replace trash bags
- Wash down all tables
- Return all tables to their original position
- Turn off all lights except the outside lights
- Lock the doors
- Do not remove anything from the building
- No one is to be in the building past 11:00 PM
- Return the key for the facility to the city office as soon as I am finished cleaning. If the city office is closed, put the key in the Water Department night box.

Signature

Telephone

Printed Name

Address

Date

Driver's License

Key Number: _____ **Date Returned:** _____

FACILITIES RENTAL AGREEMENT

Reservation for Date: _____ **Time From** _____ **To** _____

<u>Facility Rented</u>	<u>Rental</u>	<u>Tax</u>	<u>Total</u>	<u>Deposit</u>	<u>Total</u>
_____ Riley Cabin	\$50	\$3.50	\$53.50	\$100	\$153.50
_____ City Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Riley Park Gazebo	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Riley Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Stone Barn Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Trailhead Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75

I understand there is a rental fee and state tax charged on the rental fee plus a deposit. The deposit will be returned to me within one week of the rental if I properly maintain the facilities I am using and clean up after I am done. There will be ***NO ALCOHOLIC BEVERAGES*** at Parks Department facilities.

Renters of Riley Cabin:

If any of the following conditions are not met, I will forfeit the entire deposit:

- Sweep the floor (broom and dustpan provided)
- Clean any mess made inside or out
- Remove all trash (2 trash bags provided) – use dumpster at the park
- Turn stove OFF
- Turn thermostat to 60 degrees
- Turn off all lights except the outside lights
- Lock the doors
- No one is to be in the building past 11:00 PM
- Return the key for the facility to the city office as soon as I am finished cleaning. If the city office is closed, put the key in the Water Department night box.

Signature

Telephone

Printed Name

Address

Date

Driver's License Number

Key Number: _____ **Date Returned:** _____

**Attachment C
Delphi Parks Partners
2009 Volunteer Support**

Contact Information

(Please fill out one volunteer form for each person in your family desiring to help.)

Name

Address

Home Phone Number

Cell Phone Number (if different than home number)

Email Address

YES! I want to help volunteer to make our Delphi Parks even better.

YES! I want to help provide financial support for the Delphi Parks.

Partnership opportunities

The types of opportunities I'm most interested in are:

Plant/maintain flowers	Pick up trash	Donate building materials
Clear brush	Donate sporting items	Supervise events
Build anything	Donate equipment	Adopt-a-Spot helper
Prune bushes	Paint	Donate flowers/trees
Empty trash	Teach summer classes	Donate funds for _____

The days and times best for me are: (Please check all that apply & circle the specific days)

Weekday mornings	M	T	W	TH	F
Weekday afternoons	M	T	W	TH	F
Weekday evenings	M	T	W	TH	F
Weekends		Sat	Sun		

The best way to reach me is:

Phone (time) _____ Email – listed above

Please drop this form off at the City Building at 201 S. Union Street, Delphi, fax it to 765 564 3273, or email it to parks@cityofdelphi.org. If you have any questions, please feel free to contact the Superintendent of the Delphi Parks and Recreation Department at 765 564 5127.

Thank you so much for your support to help make our Delphi Parks even more beautiful!

Attachment D

Delphi Department of Parks and Recreation Volunteer Release Form

Project: _____ Date: _____

Printed Name	Signature

By signing this release form, you hold the Delphi Parks and Recreation Board and the City of Delphi as well as all City of Delphi entities harmless for any personal injury or loss that may occur while performing volunteer services for the benefit of the Delphi Parks and Recreation Department.

Rev. 2/12/09

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