

CITY OF TULSA PARK AND RECREATION DEPARTMENT

# Policies, Procedures and Guidelines

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A manual of policy and guidance for the  
Tulsa Park and Recreation Department.

**Established 1979**

**REVIEWED and REVISED**

**12/1/2017**

City of Tulsa  
Park and Recreation Department  
**POLICIES, PROCEDURES and  
GUIDELINES**

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**City of Tulsa**  
**Park and Recreation Department**  
**Policy Manual**  
INTRODUCTION

This Policy Manual sets forth the policy statements of the Tulsa Park and Recreation Board and the Park and Recreation Department. It is intended to describe the existing policies of the Park and Recreation Department as they apply and provide guidance to the Park and Recreation Department.

Policies are statements that provide positive direction, clarify relationships, assist in evaluation, assure fair treatment, and provide uniformity of action. Through policies, the Park Board ensures that parklands are held and not dissipated by allocations for various other purposes. They also help to ensure that all programs conducted by the City are well planned and directed. This manual is established to accomplish these ends. The Park Board has reviewed and approved this manual and will in the future periodically review and revise the policies as it deems appropriate.

Guidelines are statements by which to determine a course of action. Guidelines streamline a particular process according to a set routine.

**1. State Enabling Act**

The Act cited as the Oklahoma Public Parks and Recreation Law, 33 O.S. § 33, et. seq. An Act relating to public recreation; authorizing any city, town, school district or county to establish, conduct, singly or jointly, recreation facilities; authorizing the acquiring of such facilities; authorizing bond issues; providing for acceptance of private gifts and donations; authorizing the establishment and organization of a governing board for such recreational facilities, the selection of its members and their term of office, setting forth its functions and duties; providing for a supervisor and other employees and their duties; providing for the receipt and expenditure of funds; authorizing an election to establish recreational facilities; that any bonds issued under authority of this Act shall be within constitutional and statutory limitations; providing for tax levies for such facilities; designating the Division of Recreation and State Parks of the Oklahoma Planning and Resources Board as the state agency to provide consultation and assistance in the development of community recreational programs; providing for the retention of all laws relating to public recreational facilities; making

provisions of act severable; and declaring an emergency.

## **2. Purpose of the Law**

The purpose of this Act is to promote the establishment, operation and support of public recreational facilities for the welfare of the people by local governmental units of this State either singly or jointly.

## **3. Powers of Cities, Towns, Counties and School Districts**

Any city, town, school district or county of the State of Oklahoma is hereby authorized and empowered to establish, provide, maintain, construct, set apart and conduct either singly or jointly in cooperation with one (1) or more of the other governmental units specified herein parks, playgrounds, recreation centers, athletic fields or grounds, swimming pools, social community centers, and other facilities and activities in public schools, parks buildings and facilities now owned or acquired. For such purposes the governing body of any city, town, school district or county may dedicate and set apart for use playgrounds, recreation centers and other recreational purposes any lands or buildings, or both, owned or leased by such governmental unit and not dedicated or devoted to another public use; and such governmental unit may, in such manner as may now or hereafter be authorized or provided by law for the acquisition of lands or buildings for public purposes by such governmental unit, acquire or lease lands or buildings, or both, within or beyond the corporate limits of such governmental unit for playgrounds, recreation centers and other recreational purpose, and when the governing board of the governmental unit shall dedicate, set apart, acquire or lease buildings for such purposes, it may on its own initiative provide for their conduct, equipment and maintenance according to the provisions of the Act by making and appropriation from the general revenues of said governmental unit as for other current expenses of said governmental unit. Any community is hereby authorized and empowered to establish, provide, maintain, construct and conduct recreational activities on local non-governmental properties as well as on publicly owned facilities.

## **4. Powers of Governing Body - Creation and Powers of Governing Agency**

A governing body of any such governmental unit may establish a system of supervised recreation and it may, by resolution or ordinance, vest the power to provide, maintain and conduct playgrounds, recreation centers and other recreational facilities and activities in a board, department or commission as it may determine.

Any agency so designated shall have the power to maintain and equip playgrounds, recreation centers and buildings thereon, and may, for the purpose of carrying out the provisions of this Act, employ play leaders, playground directors, supervisors, recreational superintendents, and such other officers and employees as may be deemed proper; provided that all appropriations for such purposes shall remain and be vested in the governing body of such governmental unit.

### **5. Joint Establishment and Conduct of System of Recreation**

Any two or more governmental units may jointly establish and conduct such a system of recreation, including recreation centers, parks, swimming pools, playgrounds and any and all other recreational facilities and activities, and may exercise all powers given by this Act.

The respective governing bodies operating such a joint program or programs may provide by agreement among themselves for all matters connected with such a program shall be paid by each. All such facilities and activities shall be governmental in nature, and no liability for negligence shall accrue against any participating governmental unit.

### **6. Language**

For the purposes of this manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa, and words in the present tense shall include the future tense.

### **7. Revisions to the Policy Manual**

The Park Board may periodically review the policies contained in this manual and revise or amend them from time to time as they deem appropriate at a regular meeting of the Park Board by a majority of its members, except where by law or the provisions of the manual itself a vote greater than a simple majority is required.

### **8. Ability to Separate**

If any policy or part thereof contained in this manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof.

## 9. Definitions

For the purposes of this Manual, the following terms shall have the definitions given herein:

- **Affiliate** is an organization officially attached to the City of Tulsa Park and Recreation Department.
- **Agency** is the City of Tulsa, Oklahoma Park and Recreation Department.
- **Animal** is any mammal, bird, reptile, amphibian, fish and invertebrate.
- **Condition** is the state of something, especially with regard to its appearance, quality or working order.
- **Council** is the governing body of the City of Tulsa.
- **Director** may mean one of the following: The Director of the Park and Recreation Department of the City of Tulsa or the Director of the Thomas Gilcrease Institute of American History and Art.
- **For-Profit** is an organization that operates to make a profit.
- **Non-Profit** organization is an organization that uses its surplus revenues to further achieve its purpose or mission, rather than distributing its surplus income to the organization's shareholders as profit or dividends.
- **Park Board** is the Appointed Park Board of the Tulsa Park and Recreation Department, or the Park Board of Trustees of the Thomas Gilcrease Institute of American History and Art.
- **Park areas and facilities** mean any park, playground, recreation area; sports field, garden, land, building, museum or other structure designated so and managed by the Tulsa Park and Recreation Department.
- **Park Friends** is a non-profit corporation that exists for the purposes of assisting and enhancing the City's parks and park programs; raising money to support public parks; accepting donations and gifts from private and corporate citizens on behalf of the parks systems; donating money, volunteers, permanent fixtures, equipment and supplies to City and promoting public awareness of, and involvement in, public parks programs.
- **Permit** is any written license issued by or under the authority of any Park Board as defined herein.
- **Tulsa Parks** is the Tulsa Park and Recreation Department.

## **10. Vision Statement**

- To create a quality park system that meets the community's need for recreation and learning opportunities to benefit health and well-being.

## SECTION I -- PARK BOARD

### **1.1 Park Board Policy**

### **1.2 Purpose**

This Section of the Park Board policy manual is intended to describe the existing policies of the Park and Recreation Department as they apply to the Park Board. The Park Board has reviewed and recommended this manual and will in the future periodically review and recommend revisions to the policies contained in this manual as it deems appropriate.

### **1.3 Membership**

#### **1.3.1 Number of Park Board Members**

The Park Board shall be comprised of four (4) appointed members and the Mayor.

#### **1.3.2 Appointment**

Park Board members shall serve for a term of four (4) years and continue to serve until the expiration of their respective terms. The Mayor may appoint individuals to complete unexpired terms of members who are unable to complete their assigned terms of office.

- One new member is appointed annually and one term is completed annually at the regular May Park and Recreation Park Board meeting.
- Members of the Park Board can be appointed for two consecutive four year terms.
- An appointment to complete any unexpired term would not be considered as a full four-year appointment.
- A Park Board member who has served two successive four year terms shall not be eligible for reappointment for a period of two years.

#### **1.3.3 Qualification**

Appointed members shall be any qualified electors of the City and shall not hold or be candidates for an elective public office.

#### **1.3.4 Representative of the Mayor**

The Mayor may authorize an officer or employee of the City to attend meetings of the Park Board as the representative of the Mayor and such officer or employee shall be empowered to act and vote as a member of the Park Board.

#### **1.3.5 Vacancy**

In the event of a vacancy of a Park Board member, other than the Mayor, the Mayor shall appoint a qualified elector of the City to fill the unexpired term of such a member,

subject to the confirmation by a majority vote of the entire membership of the Council.

### **1.3.6 Declaring a Vacancy**

A vacancy on the Park Board may be declared whenever any member (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal elector of the City, (5) or any cause as provided in the Constitution and laws of Oklahoma for the removal of municipal elective officers.

### **1.3.7 Park Board Benefits**

- **Compensation:** Park Board members shall act as such without compensation.
- **Conferences and Seminars:** Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at Department expense subject to budgetary provisions. Reimbursable expenses shall include registration fees, transportation, lodging, meals, and other legitimate expenses.
- **Professional Associations:** The Park and Recreation Department shall establish membership in and pay dues for Park Board members to the National Recreation and Park Association and the Oklahoma Recreation and Park Society or any other professional association approved by the Park Board. Because both the National Recreation and Park Association (N.R.P.A.) serve the educational, legislative, and research needs of the Park Board, which subsequently benefit the City, and because members of the N.R.P.A. Park Board of Directors and Committees are drawn from Park Board members from throughout the nation and the state, the Park Board encourages its members to serve on the Park Boards and committees of N.R.P.A. and shall reimburse any and all usual and customary expenses incurred by Park Board members which are directly related to their involvement with N.R.P.A. Park Boards or committees subject to budgetary provisions.
- **Community Relations Activities:** The Park Board encourages its members to participate in a variety of community relations activities and shall reimburse subject to budgetary provisions any and all usual and customary expenses incurred by Park Board members who attend such activities as the official representatives of the Park and Recreation Department when so designated by the Chairman of the Park Board.
- **Use of Department Vehicles and Equipment:** Park Board Members are not entitled to the use of Park and Recreation Department vehicles, equipment,

tools and supplies. These items are to be used for business only and shall not be used for private or unauthorized purposes.

- **Indemnification:** Subject to the Governmental Tort Claims Act, Park Board members shall be indemnified against claims and actions.

#### **1.4 Conflict of Interest**

##### **1.4.1 Ethics Act**

[City of Tulsa Code of Ethics](#)

##### **1.4.2 Legal Authority**

As an individual, a Park Board member has no legal authority to determine policy, give directions to personnel, or to act or speak for the Park Board unless specifically authorized to do so by official Park Board action.

##### **1.4.3 Representation**

Park Board members represent all of the residents and should avoid representing special interest groups. Park Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

##### **1.4.4 Park Board Decisions**

Park Board members should make non-partisan decisions regarding policies and operations based upon reports, facts, and study and not upon personal interest or prejudice.

##### **1.4.5 Park Board Unity**

Park Board members should accept and endorse majority decisions of the Park Board and align themselves with Park Board policies, goals, and objectives.

##### **1.4.6 Relationship to the Director**

Park Board members shall honor and respect the delegation of authority and responsibility to the Director. Park Board members shall work directly with the Director rather than staff, contracted support groups and their representatives and shall not participate in the day to day operations of the Park and Recreation Department. Requests for information concerning operations and programs shall be directed to the Director. Suggestions for new policies shall be referred to the Director for study, appraisal and final recommendation. Complaints shall be turned over to the Director for investigation and disposition or his/her recommendation as to disposition by the Park Board. Park Board members shall support approved actions of the administration.



## **1.5 Powers and Duties of the Park Board**

The general powers of the Park Board include but are not limited to the following responsibilities:

### **1.5.1 Planning**

Advise the Mayor and Council on the establishment, control, management, operation, improvement, and maintenance of the public parks, playgrounds, museums, boulevards, forests, and other public recreation facilities of the City referred to as the park and recreation facilities consistent with the general philosophy of the Park Board and Director.

### **1.5.2 Policies**

Study, develop and recommend policies that will satisfy the park and recreational needs and to see that such policies are effectively administered subject to the approval of the Mayor and Council.

### **1.5.3 Budget**

Recommend to the Mayor, on or before a date specified by the Mayor, an operating budget, a capital budget, and a capital program for the park and recreation facilities.

### **1.5.4 Establish Fees**

Recommend to the Mayor fees and charges for the use of the park and recreation facilities, subject to the approval of the Council.

### **1.5.5 Evaluation, Goals & Objectives**

Appraise and evaluate the park and recreational programs, the physical conditions of the buildings and grounds, the efficiency of the personnel, and establish goals and objectives for recreational programs, land development, capital expenditures, and operations. Work with other agency committees to provide services in an efficient and cooperative manner.

- Monitor, with predetermined procedures, the Park and Recreation Department staff's effectiveness in following the policies and accomplishing the directives of the Park Board.
- Evaluate the Department annually.
- Keep residents informed of the state of the Department and proposed developments.

### **1.5.6 Control**

Establish, manage, operate, improve and maintain the public parks, playgrounds, swimming pools, water playgrounds, museums, boulevards, and other public recreation facilities in the City of Tulsa.

**1.6 Officers of the Park Board**

The Park Board shall adopt rules for conducting its meetings and shall elect a Chair and Vice Chair from among its members.

**1.6.1 Chair**

The Chair shall preside at all meetings of the Tulsa Park and Recreation Park Board and provide general supervision of the affairs of the Park Board and over its other officers and employees.

**1.6.2 Vice Chair**

During the absence of the Chair, it shall be the duty of the Vice-Chair to preside at meetings of the Park Board and to perform such duties as pertain to the office of Chair.

**1.6.3 Secretary**

Issue notices of all meetings of the Park and Recreation Park Board. Attend and keep the minutes of all meetings, electronically. Subject to the direction of the chair, shall have charge of the books, records and papers of the Park and Recreation Park Board .Certify resolutions adopted and other actions taken by the Park and Recreation Park Board. Director of Parks and Recreation may act as the secretary of the Park Board with the powers and duties herein provided for the office of secretary. The office of secretary may be terminated upon the majority vote of the Park Board without notice. The secretary shall not be entitled to a vote on the Park Board but shall be an ex-officio member of the Park Board.

**1.6.4 Other Officers**

The Park and Recreation Park Board shall have the power by majority vote to appoint additional officers as in its judgment may from time to time be desirable and shall specify the duties and powers of each such office.

**1.7 Committees of the Park Board**

The Chair of the Park Board may, from time to time, appoint, by and with the consent of the Park Board, special short-term Park Board committees as the need arises.

**1.7.1 Special Committees**

Chair of the Park Board may, from time to time, appoint, by and with the consent of the Park Board, special committees from residents for the purpose of studying specific problems and affording help and assistance in undertakings.

Responsibility of the established committee is defined by the Park and Recreation Park Board at the time of assignment. Committees serve as an arm of the Park and

Recreation Park Board in a fact-finding and recommendation capacity. A committee does not have the authority or power to conduct Park Board affairs.

### **1.7.2 Meetings of Committees**

All meetings of Committees are subject to the rules and regulations set forth in the Open Meetings Act and shall be scheduled, conducted, and recorded accordingly.

## **1.8 Park Board Liaison Relationships**

Members of the Park Board are assigned specific areas of liaison to promote greater awareness and understanding of the operations and services of the Park and Recreation Department. These specific areas include Recreation and Cultural Services, Maintenance, Administration, and Engineering.

## **1.9 Park Board Meetings**

A regularly scheduled monthly meeting of the Park and Recreation Park Board is held the first Tuesday of every month at 8:30 a.m. The meeting schedule is released by December 15 for the following calendar year.

### **1.9.1 Quorum**

At least three members of the Park and Recreation Park Board shall be necessary to constitute a quorum for the transaction of any business.

### **1.9.2 Open Meetings**

All meetings of the Park and Recreation Park Board are conducted in accordance with the Open Meeting Law and are open to public attendance. Public participation is welcomed on any item scheduled on the Park Board's agenda for consideration as an action; however, in accordance with the Open Meeting Law, no unscheduled items, unless of an emergency nature, can be acted upon. Notice of meetings and Park Board agendas are filed with the City Clerk office annually as well as monthly. Monthly notice and agendas are filed 24 hours in advance. Corrections to the agenda items can be made up to 24 hours prior to a regularly scheduled meeting.

### **1.9.3 Special Meetings**

The Park and Recreation Park Board may hold special or other meetings at the call of the chairman or other Park Board members; however, the following Open Meeting Law procedures are complied with:

- Notice of Meeting and Special Park Board Agenda are to be filed with the City Clerk Office 48 hours prior to the meeting.

- Changes to or cancellation of scheduled meetings should be filed at least 48 hours prior to implementation of such change.

#### **1.9.4 Discussion**

All discussion before the Park Board shall be with the entire Park Board and in a voice capable of being heard throughout the meeting room. The Chair shall limit the discussion to matters pending before the Park Board and may suggest time limitations on discussion.

#### **1.9.5 Voting**

A majority of the quorum present at each Park Board meeting shall be required for the passage of all motions. All ayes and nays will be recorded upon the passage of all ordinances and upon the proposition to, a) create any legal liability; b) for the expenditure or appropriation of money; and c) at the request of any Park Board Member. The results of all votes will be recorded in the meeting minutes. The act of a majority of the Park Board present at the meeting at which a quorum is present will constitute an act of the Park Board. All official acts of the Park Board are subject to the approval of the Council.

#### **1.9.6 Minutes of Meetings**

The Secretary shall keep written minutes of all Park Board meetings as specified by the Open Meetings Act. The unofficial minutes of the preceding month's Park Board meetings shall be approved by the Park Board at the Regular Meeting of the succeeding month.

#### **1.9.7 Rules of Order**

Roberts Rules of Order shall govern in all questions of procedure not herein otherwise provided.

#### **1.9.8 Suspension of Rules**

To suspend a rule or to change the order of business, a majority vote of the members of the Park Board present at that meeting shall be required.

### **1.10 Park Board Agendas**

Preparation of the Park and Recreation Park Board agendas is a function of the Park Board.

General areas of agenda are:

- Roll call
- Approval of minutes
- Reports from Friends of the Department

- Report from the Director;
- Previous Action Items
- Action Items
- Adjournment

Submission of times by individual/group, etc. to Park Board for action should be in writing to Secretary of Park and Recreation Park Board. Request should include:

- Clearly defined items.
- Requesting party identity, address and phone number.
- Specific Park Board action requested.
- Specific request for placement on Park Board’s agenda and, if desirable, which meeting item should be placed on.
- Identity of representative who will appear at meeting, if any.

Requests for Park Board action from staff should be written in the following format:

- Recommendation
- Suggested motion
- Background
- Words “approved for (date) Agenda”: and line for Director’s signature.

Requests must be received at least seven working days prior to the date of meeting to be included in that month’s agenda. [Oklahoma’s Open Meeting Act](#)

One copy of the agenda should be filed with the City Clerk’s office not later than 24 hours before meeting, or 48 hours if a special meeting, for compliance with the Open Meeting Law. The stamped cover sheet and body of agenda are then reproduced.

Agendas are distributed to:

- Each Park Board Member(5)
- Department Head (1)
- Department’s Budget Analyst (1)
- Park and Recreation Park Board’s Attorney (1)
- Administrative Services Officer (1)
- Public Information Coordinator (1)
- Program Managers

Additional copies of agenda are available in the Park and Recreation Department office.

## SECTION II -- ADMINISTRATION

### **2.1 Purpose**

This administrative section of the policy manual is intended to describe the existing policies of the Park and Recreation Department as they apply to the administrative management of the organization. The Park Board has reviewed and recommends this manual and will in the future periodically review and revise the policies contained in this manual.

#### **2.1.1 Review Timetable**

The periodic timetable for review of documents is shown below. Review requirements will be completed no later than January 31 of each calendar year.

### **2.2 Administrative Office**

The administrative and principle business office of the Park and Recreation Department is located at 175 E. 2<sup>nd</sup> Street, Suite 570, Tulsa, Oklahoma 74103.

### **2.3 Official Records**

Citations of the availability of official records made by community request and would be available at this location.

<https://www.cityoftulsa.org/media/112075/openrecordsactpolicy.pdf>

### **2.4 Park and Facility Use**

#### **2.4.1 Philosophy**

The City of Tulsa is ever mindful that the public parks and facilities of the community are held in trust by the Park and Recreation Department for the use and enjoyment of the general public and this use and enjoyment is a valuable right; the First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups the inalienable right of public assembly and expression and, historically, public parks and facilities have been a forum for such expression; and an orderly assembly, properly administered, is in accord with the rights of the general public, nearby park residents, and normal activities within the parks and facilities. For these reasons, the City of Tulsa intends to make the parks and facilities available for various uses.

#### **2.4.2 ADA Compliance and Face to Face Resolution**

It is the policy of Tulsa Parks to fully comply with the provisions of the American's with Disabilities Act (ADA) and to make reasonable accommodation to individuals with

vision or hearing impairments or other disabilities so they can have equal opportunity to participate unless an undue burden would result. Physical barriers must be removed, if removal is readily achievable. If not, alternative methods of providing the services must be offered. Public accommodations may not discriminate against an individual or entity because of the known disability of the individual with whom the public entity or its representative is known to have a relationship or association.

- [Human Resources Policy Manual Section 104](#)
- [Human Rights - Title V, Section 100, 104-106](#)
- Any person who has a complaint in regard to access to a park facility or program can contact the City Clerk with their complaint.
- [Grievance Procedure](#)

#### **2.4.3 Conditions**

So that the philosophy stated above shall not be misunderstood, the use of the City of Tulsa parks and facilities shall be restricted by certain conditions which are specified in the Ordinances of the City of Tulsa otherwise known as Title 26.

#### **2.4.4 Use of Parks by Contractors**

Contractors are required to apply for and receive a permit to gain access to park areas with vehicles, equipment, or supplies for the purpose of contracted work on property adjacent to City property.

### **2.5 Control of the Parks**

The Park Board shall recommend to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways, and other property under its jurisdiction.

### **2.6 Park Land Acquisition**

Park land acquisition policies describe and illustrate current best-management practices in the selection of new park land in both developing neighborhoods and mature areas of the City. Multiple departments have respective roles when park land is acquired. Policies have been developed to outline the desired objectives for park land and to encourage all partners to work towards the same goals. All land will be acquired in accordance with the Master Plan

[\(LINK to Planning and Acquisition Policies and Procedures\)](#)

[\(LINK to Executive order 91-21\)](#)

[\(LINK to Executive order 14-1\)](#)

### **2.6.1 Developing of Areas and Facilities**

Tulsa Parks will work closely with the City of Tulsa Asset Management Department and the Economic Development Department when land development is needed for park use or general areas and facilities in current and future planning. All considerations for the community impacted by land development will be considered before the implementation of the development of the land.

### **2.6.2 Disposal of Lands**

The City cannot sell or dispose of real property without the approval of the City Council. Proposals to dispose of City park land are presented to the Park Board by the City Real Estate Department, then to the City Asset Management Department prior to the City Council action.

## **2.7 Naming of Parks**

### **2.7.1 Purpose**

To establish criteria for naming of Park and Recreation facilities that will establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities.

### **2.7.2 Definition**

Parks, recreation areas and facilities—includes all property assets under the City's ownership and Park and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, environmental habitat and facilities.

### **2.7.3 Criteria**

1. The naming of all parks and recreation facilities and special areas will go before the Park Board, who will forward their final recommendation to Mayor's office and the City Council for final adoption.
2. Park and Recreation facilities may be named to describe the geographical areas where they are located. A recognized name within a specific community is an acceptable means for identifying parks and recreation facilities. Unless a very significant financial or land contribution is made, it is suggested commercial names not be used to name facilities.
3. Parks may be named after something that is specifically unique to Tulsa, (i.e. Swan Lake).
4. Park and Recreation facilities may be named after an organization or individual if: a) the property was donated; b) a very significant amount of money for development of the property is given, as determined by the Parks



and Recreation Board; or c) the organization or individual is accepted by the general public as a local or national hero.

5. Although not encouraged, park names may be changed if properly justified and approved by the Park Board, Mayor's office and the City Council.
6. Parks should be named prior to the beginning of design for development so the area takes on an early identification and allows for proper tracking during the development period.
7. If possible, the naming of parks and recreation facilities should be done in conjunction with the community or neighborhood that will be served. This may be accomplished through various means, as determined by staff, and may include naming contests or recommendation(s) made by recognized community groups.
8. Names that are similar to existing parks, properties or facilities in the City should not be considered in order to minimize confusion.
9. The City of Tulsa reserves the right to change the name to maintain consistency with these policies.

#### **2.7.4 Procedure**

1. A request for naming a park recreational area or facility shall be submitted in writing to the Park Board.
2. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application will describe the contribution to the City. Written documentation of approval by next of kin to be honored (If available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to the contributions in the case of an individual before forwarding to the Park Board. If the request is incomplete, staff will contact the applicant in writing, and provide them with opportunity to submit a revised request.
3. The Park Board will forward their recommendation to the Mayor and City Council for the final decision.
4. The Park Board can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
5. If the absence of any naming requests, the Park Board shall adhere to criteria as stated in the policy recommendation of name.

### **2.7.5 Destination, Regional and Neighborhood Parks**

The following criteria will be used as guidelines in the naming and re-naming of community and neighborhood park facilities:

- Park features, such as topography, natural assets, the purpose of the park or activities to be held in the park.
- Names of areas, such as the neighborhood or subdivision where the park is located.
- Major street names surrounding the park site.
- Significant historical events.
- Tulsans who have made a significant contribution to the community.
- Donations to the City wherein the donor's name or that of a third party is used.

### **2.7.6 Special Conditions**

The following special conditions shall prevail in the naming or re-naming of parks: No park shall be re-named unless the Park Board casts a unanimous ballot in favor of the re-naming of the park; however, selected name for a new or re-named park shall require a majority vote of the Park Board.

- No park or amenity will be named or re-named by reason of a donation, unless: the donation is of land for the park site or the cash, services, or personal property donated equals the value of the park site or amenity for which the name is proposed.
- The proposed name to be used is with the consent of the person to be honored, if living, and majority of the Park Board.
- A park shall not be named for a former park and recreation Park Board member or City official unless he has been retired from office for a minimum period of three (3) years provided, however, this condition may be waived if the person is being honored posthumously.
- The Park Board may conduct public contests for the naming of parks, if such contest is held in accordance with these policies.

### **2.7.7 Plaques**

Plaques honoring individuals or non-profit organizations will only be permitted where a significant cash or property donation to the parks and recreation department is made or services donated to the organization shall be of major significance, and there is unanimous approval of the installation of the plaque by the Park Board. It shall be the prerogative of the Park Board to determine the physical appropriateness of the

marker and the merit and qualifications of the recognition proposed for an individual, group or event. Approval is contingent on the following:

- Each request will be reviewed by the Park Board on an individual basis.
- Department staff retains full authority when determining the location and size of the memorial.
- Placement of the memorial does not create a significant maintenance liability.
- The City accepts no responsibility for replacement or renovation of the memorial in the event of theft or vandalism.

## **2.8 Park and Recreation Department Acceptance of Gifts and Donations**

Tulsa Parks acceptance of gifts and donations are governed by the Tulsa Revised Ordinances Title 4, Chapter 3, Section 313. All donations to the City are required to be accepted through the City Council.

When considering a donation, depending on the type and/or amount of donation, the Director and other division managers would meet prior to City's acceptance to ensure the donation will be in the Park and Recreation Department's best interest. If such donation is found to be in the Department's best interest, a Request for Action (RFA) is submitted by the Park and Recreation Department Director for placement on an upcoming Mayor's agenda.

[Title 4, Chapter 3, Section 313](#)

### **2.8.1 Park Gifts, Donations and Memorials Guidelines**

**Purpose:** To encourage and facilitate public and private gifts, bequests, and other such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the Tulsa Park and Recreation Department.

These Guidelines have been put in place to facilitate the process.

#### **2.8.1.1 Park Furnishings and Trees/Plantings**

People may donate new or replacement park benches, picnic tables or bike racks. They may also choose to donate trees or landscape plantings. All donations shall contribute to the overall park experience and preserve the visual character of the park setting. A donor may request a specific park/property but the Park and Recreation Director or designee will ultimately decide the park and exact location within the park. This may be based on an existing design plan for the property, or if no plan exists, where placement is deemed a park or recreational necessity and consistent with overall design standards of the park.

### 2.8.1.2 Policy Implementation Details

- This Guideline is designed to enable residents and park users to support Tulsa Parks through a tax-deductible contribution. Donations will be acknowledged by a letter to the donor and gifts are accepted with the full understanding that they become the property of the City of Tulsa and are subject to the laws, policies and procedures that govern Tulsa Parks. Donations will be made to Park Friends with a notation of the project name.
- Complete funding for the donation must be processed before the commencement of any work.
- Donated items will be maintained only for the expected life cycle of the item because park furnishings only last for a matter of years before requiring complete replacement. If current information is on file, the donor will be given the opportunity to take further action at the expiration of the original life cycle of the donated item. If staff members are unable to contact the donor or the donor chooses not to renew, any plaque will be removed and the site will be offered to a new donor. It is important that the donor always keep their contact information current with the Park and Recreation Department.
- The Park and Recreation Department retains the right to relocate a donated item and/or plaque at any time. If a donated item needs to be relocated, the Park and Recreation Department will attempt to contact the donor to discuss alternative locations. The Park and Recreation Department will make the final determination.
- The Park and Recreation Department, with input from the donor and the Urban Forester, will determine the tree / planting species and location. Trees and plants that appear on the Oklahoma Prohibited Plants List will not be accepted for any location. A list of these invasive plantings can be found here. (link)
- All furnishings (bench/picnic table/bike rack) will be uniform - to conform to the style of furnishings installed at the site already or of a standard style as determined by a site design plan or standard set by the Park and Recreation Department. All furnishings will meet department standards for design, durability, and construction. Any donated item may only be installed in a new location with the approval of the Park and Recreation Department.
- Recognition Plaques: Recognition plaques may be placed on bench, table or

bike rack donations but not on "green" donations (trees or plantings).

Information on the plaque may include the following:

- o Date (mm/dd/yy)
- o Name
- o If the donation is commemorating an event or the life of an individual, the plaque may say:
  - o "Dedicated to..." or
  - o "Donated By..." or
  - o "Commemorating the Anniversary of ..." or
  - o "In Recognition of ..."
- o The size of the standard bronze plaque may not exceed 8 inches wide by 10 inches height. The standard is 6 inches wide x 4 inches height. Placement of all bronze plaques shall be consistent on all furnishing.

*This policy does not supersede the bylaws and/or regulations of the City of Tulsa or any other regulating authority within the City of Tulsa.*

### **2.8.1.3 Makeshift Memorials**

Impromptu makeshift memorials are allowed as long as they do not interfere with park users or create a safety and/or health hazard. Impromptu makeshift memorials are to be removed after 30 calendar days. If not removed by family or friends of the person being memorialized, park staff will remove the items and store them for a minimum of five years to a maximum of ten years.

## **2.8.2 Playground Donations**

**Purpose:** To allow volunteers to donate play equipment in their neighborhood park while ensuring that the equipment meets all standards and is installed in a safe and appropriate manner. Volunteers may assist with installing loose play surfacing (chips, etc.) according to the play equipment manufacturer's specifications.

### **2.8.2.1 Playground Requirements**

Layout and design of all play structures on park property will be based on an approved set of drawings that meet Tulsa Parks' specifications. Playground equipment must be authorized by Tulsa Parks.

Prior to placing an order, funds shall be secured for all project related expenses including materials (play equipment, furniture, surfacing, drainage,

concrete edging, paving, etc.), contractor's fees and expenses, project management and construction inspection expenses, and permit fees. Orders must include delivery and storage procedures.

A licensed and bonded contractor approved by Tulsa Parks will guide all work by volunteers. This contractor must have a minimum of five years of experience with playground installation.

#### **2.8.2.2 Requirements for the Contractor**

- Site and equipment layout is the responsibility of the contractor. No volunteers are permitted to layout site or equipment.
- The contractor is required to perform all concrete work - curbs, footings, post placement - including setting forms, pouring, and finishing.
- Contractor shall provide all safety gear including, but not limited to, safety glasses, hard hats, ear protection, and excavation barriers.
- Contractor shall control access to the site until all construction is complete and project has been accepted by Tulsa Parks.
- Contractor is required to take part in a pre-construction meeting with Tulsa Parks' staff.
- Contractor will perform a thorough post construction inspection with Tulsa Parks staff and will correct all deficiencies noted.
- Contractor will provide the City with a written warranty on all work.
- Playground manufacturer will provide the City with a written warranty on their play structure.
- All work will be completed in a timely manner.

### **2.9 Privately Funded Projects**

#### **2.9.1 Guidelines and Procedures**

- The City of Tulsa Park and Recreation Department welcomes proposals from private donors to provide privately funded enhancements and improvements of \$25,000 or greater to the City park system outside the City of Tulsa's Capital Improvements Program. The intent of this policy is to provide guidelines for the submission of proposed privately funded projects and for procedures for management and coordination with the City of Tulsa of an approved privately funded project.

- All privately funded projects proposed to be constructed on Tulsa Park and Recreation Department's managed property must be presented to and approved by the Park Board. The Park Board maintains a monthly meeting agenda.
- The initial request for proposal of constructing a privately funded project on City of Tulsa Park and Recreation department managed property shall be presented to the Park Director for approval.
- The Park Director may designate staff to coordinate with the donor on its proposed project prior to presentation to the Park Board, and if approved by the Park Board, throughout the design and construction of the project.
- If accepted by the Park Director and designated staff, the donor shall present the project to the Park Board for the board's review. The Park Board will render its decision on approval or non-approval of the project. Criteria for presentation of projects to the Park Board shall include the following:
  - **Preliminary Design:** prepared by a licensed design professional, reviewed and approved by the Park Director and designated staff.
  - **Preliminary Estimate of Cost:** includes cost for construction, design fees, permitting fees, testing fees, maintenance cost, operational cost, and City of Tulsa commitment cost.
  - Identify all portions of the project that may require a commitment of City of Tulsa resources, whether in cost, time, or coordination efforts. All cost shall be identified in the estimate of probable construction cost. Approval of any such commitments shall be provided in writing by authorized City of Tulsa staff.
  - **Proposed Maintenance Period:** its length and funding along with long term maintenance cost the City of Tulsa will incur following the funded maintenance period.
  - **Proposed Operation Cost:** its length and funding, along with long term operation costs the City of Tulsa will incur following the funded operation period.
  - Research and confirmation the project meets all required local, state, and federal codes, ordinances, laws, guidelines, and approved plans adopted by the City of Tulsa.
  - **Proposed Project Schedule:** show all milestones for the project including funding, design, construction, and completion.

- Project shall be fully funded within nine months of project approval from the Park Board.
  - The Park Board shall receive quarterly updates on fundraising and the project's progress.
  - Final approval by the City Council and Mayor is required in order for the City of Tulsa to receive the project and donation into its inventory.
- Approval by the Park Board provides authorization for the donor to proceed with the design of the project. The project shall be prepared by a design professional licensed in the State of Oklahoma and shall be designed in conformance with City of Tulsa standards, guidelines, and requirements.
- The design of the project shall include:
  - Coordination with and review by the Park Director and designated staff at 35%, 65%, and 95% completion of the design documentation.
  - Provide all architectural, structural, mechanical, electrical, site, and supporting design services for the project.
  - Provide compliance with applicable zoning, building codes, and ADA requirements.
  - Provide all necessary surveys, investigations, and reports required for the project.
  - Obtain approval of the final design of the project from the Park Director and designated staff.
  - Provide copies of approved final construction documents to the Park Director and designated staff.
- Donor shall have all funding for the project received and in an account prior to bidding and/or construction of the project
- Prior to construction of the project, a donation request must be presented to the City of Tulsa, and must be approved by the Mayor's office.
- During the bidding and construction phases of the project, the donor shall coordinate and keep the Park Director and designated staff updated on the progress of the project on a regular interval.
  - Include the Park Director and designated staff in all construction progress meetings.
  - Donor shall bear the cost for all construction services required for the project, including inspections and testing.
  - Provide the Park Director and designated staff copies of all shop drawings, submittals, and reports submitted for the project.



- Include the Park Director and designated staff in the “Punch List” inspection and in the “Final” inspection for the project.
- Provide “Record Drawings” showing changes made during the construction process based on marked-up prints, drawings and other data furnished by the contractor.
  - Submit one hardcopy set of “Record Drawings” and Operational and Maintenance data and warranties.
  - Submit one compact disk containing the “Record Drawings” in bound AutoCad format and in PDF format.

## **2.10 Disposition of City Property**

### **2.10.1 Leased Property**

Park lands or facilities may be leased to eligible groups, individuals, or corporations when it is in the best interest of the City of Tulsa and the general public to do so. Lease agreements may be executed for a period of time not shorter than six months under the following conditions:

- The lessee desires priority or exclusive use over an extended period of time.
- When a group desires to construct a facility benefiting the City of Tulsa.
- Lease agreements need to consider terms not limited to but including, duration, object and purpose, payment, legal description, capital improvements, rules, regulations, insurance, termination, cancellation, rights of ingress, employment.
- Organizations referred to above must make leased land available to the general public consistent with stipulations in their lease agreements and at such fee as approved by the Park and Recreation Park Board.
- Groups contracting for exclusive use of City facilities shall be responsible for normal maintenance as expressed in the contract and for the proper conduct of group members and visitors.
- When violations of contractual provisions occur, the Director, upon review and verification of circumstances, shall take whatever remedial action is necessary to enforce contractual obligations, including, but not limited to, cancellation of the contract.

### **2.11 Removal of Existing Personal Property**

From time to time the Park and Recreation Department may own property which is no longer necessary or useful to the organization. In this event, the following shall

apply:

- If the personal property is valued under \$250.00, the Director shall authorize the sale in such manner as he may designate, with or without advertising the sale.
- If the personal property is valued from \$250.00 to \$500.00, the Director shall authorize the sale based on the receipt of three (3) competitive bids. If three (3) competitive bids cannot be obtained, then the Park Board shall authorize the sale by resolution in such manner as they may designate, with or without advertising the sale.
- If the personal property is valued at more than \$500.00, but less than \$1,000, the Park Board shall authorize the sale by resolution in such manner as they may designate, with or without advertising the sale. If the estimated value of the personal property is \$1,000 or more the personal property shall be sold by a competitive process as set forth in the Tulsa Revised Ordinances.
- If feasible, the personal property may be converted into some other form that is useful to the organization by using the material in exchange for new property.
- If feasible, the personal property may be conveyed as part payment on a new purchase of a similar item.
- A written record shall be kept of any and all disposition of organization property.

## **2.12 Vendor Incentives and Awards**

Any and all promotional incentives and/or contest awards made available to City personnel by vendors, which are based on City purchases, shall automatically become the rightful property of the City. The Director shall be notified immediately of any such offering. Incentives and/or awards shall include but not be limited to purchase premiums, free goods offered, promotional allowances, cash prizes, special sales commissions, and merchandise prizes.

## **2.13 Refunds of Park and Recreation Programs**

Refunds are given to recreation program participants unconditionally. The aim of the Park and Recreation Department is to provide quality recreation and leisure services. If a participant is dissatisfied with a program or is unable to continue participating in a program for any reason, the Parks and Recreation Department will

attempt to provide the best course of action to satisfy the participant.

### **2.13.1 General Guidelines**

Registration guidelines and all prerequisites of class must be met. If a participant cannot, or does not want to continue in a program, the following options are available:

- Receive a full refund
- Receive a credit for the fees paid to be applied toward the cost of another program.
- Allow the participant to repeat the program at no fee.
- The cost of the class may be pro-rated by the number of classes the participant attended.

The request for a refund, repeated class or credit must be made by the participant (or Parent/Guardian) BEFORE the end of the session or unless otherwise stated. No refunds will be issued after the end of the session; however, under certain circumstances a credit may be given or permission granted to repeat the program at no fee.

- No service charge will be applied to refunds.
- Refunds will be issued by check for all programs paid with cash, check or credit card.
- Contractual programs and special classes are included when the full refund/full credit provision is written in the contract agreement for each program.
- Activities which include tickets for entertainment/sporting events, trips and/or contracted programs require that the vacancy be filled by another participant in order for a refund to be given.
- Registrants will not be able to participate in classes or programs which require a Waiver if the Waiver is not signed. Refunds will not be given for failure to sign the Waiver.

## SECTION III – HUMAN RESOURCES

### **3.1 Purpose**

The purpose of this section is to establish an accurate classification and description for each job within the Park and Recreation Department. This is essential for the effective functioning of the Department for recruitment, selection, and orientation of personnel; and employee performance evaluation.

#### **3.1.1 Staff Compensation**

Staff shall not solicit or receive rewards, gifts, gratuities, entertainment, favors or other compensation or remuneration, outside of regular pay, with a value of \$35 or more singularly or collectively.

[HR Policies section 200, page 19-20](#)

From time to time, residents and users of the Tulsa Parks programs may wish to express their appreciation to a particular staff member. The Department asks that this be done in one of two ways:

- A donation to the Department or program in honor of the employee,
- A note to the employee's supervisor which will become part of his/her personnel file.

### **3.2 Administration**

A classification and description shall be prepared for every job within the Department. All job classifications and descriptions shall be maintained and kept current at all times to reflect the duties and responsibilities of each job.

### **3.3 Classification Approval**

Under no conditions may an individual be employed by the Department until a job classification and description has been approved. All job classifications, job descriptions for new positions, and changes to job descriptions shall be approved by the Mayor, Council and Park Board upon recommendation by the City of Tulsa's Human Resources (HR) Department.

For hiring purposes, the Human Resources Department is tasked with certifying potential candidates. After HR has approved hireable candidates, a list will be sent to the Director. After receiving of the list, interviews are held with the approved candidates. The Director has final approval to hire.

### 3.4 Organizational Structure

### 3.5 Classification of Personnel

#### 3.5.1 Full-Time Personnel

Full-time personnel are those employees of the Park and Recreation Department who work a full schedule (at least 37½ hours per week) on a year round basis. Full-time personnel can be further classified as follows:

- **Appointive:** Full-time executive and management personnel who are appointed by and directly responsible to the Mayor and Park Board in the performance of their duties.
- **Management:** Those full-time personnel who perform executive and management job functions. Management personnel are employed by and are directly responsible to the Director of Park and Recreation in the performance of their duties.
- **Supervisory:** Those full-time personnel who perform supervisory job functions. Supervisory personnel are employed by and are directly responsible to management personnel in the performance of their duties.
- **Regular:** Those full-time personnel, other than appointive, management and supervisory, who are employed by the Park and Recreation Department. Regular personnel may be employed by and may be directly responsible to management or supervisory personnel in the performance of their duties.
- **Probationary:** Full-time management, supervisory and regular personnel who are completing their probationary period.

#### 3.5.2 Part Time Personnel

Part-time personnel are those employees who work less than a full schedule on a year round basis. A full schedule is defined as working at least 40 hours per week.

#### 3.5.3 Short-Term Personnel

Short term personnel are those employees who are employed for a specific function, working either a full-time or part-time schedule, for less than two consecutive calendar quarters during a calendar year.

### 3.6 Job Description Contents

Each job description shall contain the following sections:

- **Job Title:** A brief description of the job including the kind and grade of work involved.
- **Department:** The name of the department to which the job is assigned.

- **Summary:** A concise, condensed statement of the primary responsibilities of the job.
- **Duties:** A list of specific tasks and duties of the job. This list shall be considered descriptive, not restrictive or all-inclusive.
- **Hours:** The hours in a normal work week for an employee in the job.
- **Qualifications:** List of the knowledge, skills, abilities, physical condition, special requirements and other personal qualifications required to perform the job successfully. This list shall be considered descriptive, not restrictive or all-inclusive.
- **Education and Experience:** A list of the minimum acceptable education and experience that an individual should possess in order to perform the job satisfactorily. This list shall be considered descriptive, not restrictive or all-inclusive.

### **3.6.1 Full-Time Job Descriptions**

### **3.7 Performance Evaluation**

Tulsa Parks complies with the City of Tulsa in supporting a properly managed and objective system of employee performance appraisal. Used properly, these systems provide a beneficial exchange of information between the supervisor and the employee.

[HR Personnel Policies and Procedures Section 703](#)

### **3.8 Promotion**

All vacancies within the classified service shall be made available to eligible classified City employees prior to the consideration of external applicants, except as provided under Section 113, in the City of Tulsa Policies and Procedures Manual, "Preparation and Use of Eligibility Lists." Promotion shall be defined as a change in employment status resulting from the internal promotional process.

[HR Personnel Policies and Procedures Section 108](#)

### **3.9 Disciplinary System**

Tulsa Parks follows the policies of the City of Tulsa to foster a mutual concern for the efficient, orderly and safe operation of all City departments. It is desirable to have clear, well-defined rules of personal conduct which are understood and communicated between employees at all levels of the organization.

[HR Personnel Policies and Procedures Section 411](#)

### **3.10 Termination and End of Employment**

An employee may be separated from employment with Tulsa Parks with an unsatisfactory service separation whenever the work habits, attitudes, production or personal conduct of the employee fall below the desirable standards for continued employment if resignation of an employee may be deemed as unsatisfactory by the appointing authority. For the full policy, refer to the City of Tulsa Personnel Policies and Procedures.

[HR Personnel Policies and Procedures Section 400](#)

### **3.11 Background Checks**

The intent of this policy is to protect the youth being served by volunteers and contracted staff in youth recreation programs offered by the City of Tulsa and/or its partner volunteer organizations.

#### **3.11.1 Policy**

It is the policy of Tulsa Parks that all individuals (16 and over) who work with or have any contact with youth under the age of 18, in the capacity of staff, coach, volunteer, instructor, or with any activity organized by or facilitated by the City and its partner volunteer organizations must successfully complete a criminal background check. Since all staff, volunteers, and contracted personnel have the potential to come in contact with youth under the age of 18, all persons are given and must pass a background check.

It is also the policy of the Tulsa Parks and Recreation Department that all individuals (16 and over) who work with or have any contact with youth under the age of 18, in the capacity of coach, volunteer, instructor, or counselor with any activity organized by or facilitated by the City and its partner volunteer organizations must successfully complete a City accepted training course on the responsibilities of the adult to identify and report suspected child abuse. This is a one-time certification and proof of completion must be submitted to the Director of Parks and Recreation.

#### **3.11.2 Procedures**

A Background Check Consent Form must be submitted to the appropriate hiring area within the Park and Recreation staff before having any contact with youth.

After receipt of the background check form park staff will conduct a background investigation. The results of the background investigation will be reviewed and a recommendation will be made to the approval or denial of volunteer/instructor status. All information gathered in the background investigation will be kept confidential except as required by law.

### **3.11.3 Disqualification**

For the purposes of this policy, a “criminal record” shall mean with respect to any of the offenses, a plea of guilty or nolo contendere, a conviction, or placement in a pre-trial diversion program. No individual who has charges pending for any of the offenses shall be eligible to serve as a volunteer until the charges have been favorably resolved.

The guidelines, which will be used for the background check process, involve reviewing the information provided by law enforcement records such as: charges, arrests, convictions, offenses, and traffic violations.

No individual shall be eligible to serve as a volunteer/instructor if the background check reveals a criminal record for the following offenses:

- outstanding warrants
- criminal felony or criminal misdemeanor charges within the last five years
- any charges ever regarding a sexual offense and an applicant will not be eligible to be on staff, coach, volunteer, or instruct in park programs.

The above is intended to be illustrative and is not inclusive of all offenses that could be included in these criteria.

All staff, coaches, volunteers, or instructors must submit a completed background screening form, available on our website. ([link](#)) Background checks remain confidential and will be valid for 1 year.

### **3.11.4 Approval**

Any individual whose records fail to reveal a criminal record or a pending charge shall be approved, unless denied based on some other policy of the City. Approval shall be valid for a period of not to exceed twelve (12) months. Individuals who successfully pass the City's background check are not guaranteed a volunteer or instructor position with City or partner organizations. The background check is one step in the process.



### **3.12 Succession Planning**

The Tulsa Park and Recreation Department recognizes that long term employees in supervisory and managerial roles are leaving the workforce. These key positions which have institutional knowledge of the department are of high importance to fill without losing momentum in accomplishing our mission.

#### **3.12.1 Policy Statement**

The City of Tulsa does not have a formal succession plan as we are an equal opportunity employer and all vacant positions are open and advertised for any qualified individuals to apply. The Parks and Recreation Department recognizes that there is a need to preserve the institutional knowledge and develop leadership skills to inspire potential leaders within the department. Like many other organizations, talented individuals are sought who possess knowledge in the field of recreation and can continue the goals of the department without disruption. The Tulsa Park and Recreation Department strives to recruit bright, talented staff and volunteers. Cultivation of new leadership, implementation of best practices, and opportunities to explore new ideas is critical for a smooth transition.

#### **3.12.2 Identifying Key Positions**

Tulsa Parks supports the mentoring process and encourages Tulsa Park supervisors to actively coach and share information and resources that will help develop the department's future leaders.

#### **3.12.3 Identifying Potential Future Leaders**

Department heads and middle management staff identify potential future leaders through the Planning, Performance and review appraisal (PPR) program, professional accomplishments, technical skills and abilities, and a demonstrated desire to learn and grow as a leader. It is important that future leaders have a strong understanding of the City of Tulsa and Tulsa Parks mission, vision, and values.

Future leaders are recognized as individuals who show a willingness to accept more challenging assignments and seek out advanced training to enhance their knowledge, skills and abilities. These employees strive for both professional growth within the parks and recreation profession and personal growth as positive leaders among their peers.

#### **3.12.4 Assessing and Evaluating Future Leaders**

The Annual Performance Appraisal program is used as an assessment tool that allows department heads to assess and evaluate the employee's competency level in management and leadership skills, intrapersonal and communication skills, managing change, planning, and organizational skills. The potential future leader is also evaluated in the level of competency in technical knowledge, skills and abilities for targeted positions. Department heads can also identify gaps and deficiencies that an employee might have in competency skills needed for the targeted positions. Opportunities for growth and training in areas identified as gaps and deficiencies are available on a regular basis for potential future leaders at department meetings, management classes, webinars and often individually among managers and supervisors.

#### **3.12.5 Super U**

The City of Tulsa offers a supervisory development program called "Super U" designed to help staff develop supervisory skills and provide staff with the tools to become an effective team leader.

In Super U, staff will gain knowledge and skills in:

- Transitioning from a front line employee to supervisor
- Basics of budget development/control
- How to coach employees and inspire career development
- Communication and managing relationships with employees and managers
- Generational differences of City's employee base
- General safety topics and concerns
- City of Tulsa policies, discipline and leave issues, PPRs, etc.

This program is designed for employees who are currently not in a supervisory position and will be offered each year. Applicants must submit their application one time as all applications will be kept on file for future selection.

#### **3.12.6 Developing a Succession Pool**

Department heads and supervisors provide the Department's potential future leaders with educational opportunities as they work on their own individual development plan that includes: educational and training sessions, experience in interim positions, shadowing managers, accepting special assignments and, if needed working on personal development skills. During the individual

development process each potential future leader in the Super U class receives ongoing feedback, coaching and mentoring from individual supervisors, managers and administration. The Department's educational opportunities, sharing of resources and continued updates on the employee's professional development process is ongoing and the mentors should assist whenever possible to minimize or eliminate roadblocks.

Succession planning is a valuable tool to facilitate a smooth transition into managerial roles. Through this process, internal candidates will be well-positioned to apply for these positions. As future leaders focus on their professional development it must be clearly understood that there are no promises or guarantees to any job with the City of Tulsa. The City is an equal opportunity employer and all vacant positions are open and advertised for any qualified individual to apply.

[HR Personnel Policies and Procedures Section 100](#)

### **3.13 Apparel and Uniform Policy**

#### **3.13.1 Purpose**

To establish a Parks and Recreation guideline for the issuance and wear of apparel and uniforms including items worn to identify departmental employees and promote safety in the work environment. Tulsa Parks provides apparel and uniform items to employees where special identification aids in the effective performance of duties or work.

While this guideline provides general details, each work area may have specific guidelines respective to the work environment. Each employee is required to comply with the Department Guideline, as well as respective guideline or policy for each assignment.

#### **Park and Recreation Department Supplemental Policy for Maintenance/Custodial Staff**

Uniforms are to be worn by LT/OT employees (as required) of the Park and Recreation Department, in accordance with section 209 of the City of Tulsa Safety and Health Manual, and the guidelines of the Uniform Standards established by the Personnel Director referred to in Section 209.14 of that manual. The following policies are specific to Park and Recreation Department (LT/OT) employees and are established

for the purpose of providing on the job safety and to display to the public a clean, neat and professional appearance.

### **3.13.2 Definition**

Apparel/Uniform/Uniform Item: Any type of apparel or item purchased by the City of Tulsa.

### **3.13.3 Guidelines**

The Tulsa Parks Director or designee determines which positions or groups are required to wear items as well as the design, quantity issued, and necessity to issue apparel and uniform items. This determination is made so that apparel and uniforms items issued match with job responsibilities, safety and work environment.

Underlying this guideline, Tulsa Park employees will:

1. Gain approval to purchase all apparel and uniform items from the Director or designee,
2. Ensure all purchases follow City of Tulsa Purchasing & Procurement Policies,
3. Maintain a professional appearance,
4. Be recognizable as a representative of the City by the public,
5. Present a consistent look to the customers they serve,
6. Ensure apparel and uniform items are maintained in good condition and worn at the appropriate time, event and facility.

### **3.13.4 Specifics**

1. All items are the property of the City.
2. Supervisors, at their discretion, may require return of items for exchange when receiving new items.
3. Items must be returned upon termination or reassignment, at supervisor discretion.
4. Employees may not wear uniform apparel which identifies them as a City employee off duty.
5. Purchase and design of logo shirts must follow established City and Department logo use guidelines.
6. It is the employee's responsibility to wash, clean and maintain any City apparel and uniforms with the exception of rented uniform items.

7. The Employee is responsible for any loss or damage of City uniform due to neglect. As per City of Tulsa guidelines, all items are replaced as needed, to be determined by the supervisor.
8. Employees are responsible for replacing lost apparel/uniform items at their expense.

### **3.13.5 Guideline Violation**

Failure to comply with this guideline may be subject to progressive disciplinary action.

### **3.13.6 Costs**

1. These policies are not to authorize or imply any additional budgetary commitment from the Park and Recreation Department or the City of Tulsa in regards uniforms.
2. For maintenance staff, the initial uniform allotments will be the only items paid for by The City of Tulsa for the **first two years**. All other items acquired will be from the employee's uniform allowance, or otherwise at the expense of the employee.
3. In order to provide equal treatment of staff members, no section of the department will provide additional items of auxiliary apparel or alternate apparel available under the uniform program, whether from the contract vendor or any other source, at the expense of the Department's budget.

### **3.13.7 Safety**

1. **Shirrtails** should be tucked into pants and jackets secured to prevent entanglement with unprotected moving equipment" (Section 208.32 of the **City of Tulsa Safety and Health Manual**). In addition, shirts shall be properly buttoned.
2. **Belts** shall be of appropriate size so that there is no excess to dangle and present entanglement problems. The width of the belt should fit into the belt loops of the uniform pants. Buckles shall not be substantially broader in width than the width of the belt and must comply with the City of Tulsa Safety and Health Manual and any other applicable City of Tulsa Policies.
3. **Suspenders** may be worn with the uniform pants provided that they have a substantial method of attachment and no entanglement hazards and must comply with the City of Tulsa Safety and Health Manual and any other applicable City of Tulsa Policies.

4. **Hats/ Caps** - Other than required protective bump caps, hats are recommended for **protection from sun exposure**. Insulated winter hats to protect from the cold and wind, including helmet liners, stocking caps, etc., are allowed and may be needed according to weather conditions and must comply with the City of Tulsa Safety and Health Manual and any other applicable City of Tulsa Policies.

### **3.13.8 Safety Footwear**

1. **High-top safety** shoes (those providing positive ankle protection) are authorized for wear by LT/OT Maintenance and Custodial Staff in any style supplied by the City's vendor(s) provided they meet the appropriate ANSI Z41.1-1989 and CFR 1910.136 standards.
2. **Color** - Safety shoes shall be black or brown in color.
3. **Compliance** - Park employees will have one year from the implementation date to come into compliance with the color standard.

### **3.13.9 Customer Service and Marketing Concerns**

1. **Clothing** shall be maintained in a clean and neat condition and the employee shall have available additional uniform items to provide a clothing change on the job in the event the process of work has caused the uniform worn to become soiled, damaged or otherwise unsuitable. If change uniform items are not available when needed, the supervisor may require the employee to clock out and acquire such items before returning to work, or be disciplined (Safety and Health Manual Section 208.33).
2. **Belts and/ or suspenders** shall be worn with the uniform and must be reasonably matched in color to either the shirt or pants of the uniform, or be dark brown or black in color and have no graphics, text or logos on them.
3. **Hats/ Caps**, other than required protective hard hats, are not mandatory. However, if hats are worn they must be from the approved selection<sup>f</sup> of the current uniform vendor and have the City of Tulsa logo on the front of the hat/ cap.
4. **Hats** must be maintained in clean and neat condition, as is expected of the rest of the uniform and must be replaced when they are damaged or cannot be maintained to these standards.

5. **Purchase of cap(s)/ hat(s)** is to be at the employee's expense, or from their uniform allowance.

### **3.13.10 Alternate Apparel Policy for LT/OT**

Shorts, T-shirts and golf/ Polo type knit shirts, may be worn in lieu of City issued trousers/ shirts by LT/OT personnel of the Tulsa Park and Recreation Dept. In order to insure some order and the equal treatment of all employees, the wearing of such alternate apparel is subject to the following conditions:

#### **T-shirts**

1. **Color** - T-shirts must be khaki/tan in color
2. **Graphics** – only the City of Tulsa logo shall be on the shirt, located on the left front of the shirt.
3. **Purchase** - T-shirts and golf/ polo type shirts shall be acquired through the City vendor using the employee's uniform allowance upon completion of the second year or at the employee's own expense.

#### **Golf/ Polo style shirts**

1. **Knit shirts with collars** of this style, khaki/tan in color (as provided from the City vendor to match standard uniform items) with the City of Tulsa logo provided by the uniform vendor will be acceptable as a substitute for the uniform shirt throughout the year. In addition to the traditional short sleeve shirt, long sleeved knit shirts of the same style and color(s) will also be acceptable for wear in colder weather or for sun or other hazard protection, as applicable (must comply with the City of Tulsa Safety and Health Manual and any other applicable City of Tulsa Policies).
2. **Employee provided shirts** – As golf/ polo type shirts are not included as part of the acceptable list for initial uniform purchase, employees in the first two years of uniform acquisition may purchase shirts from the City's vendor at their own expense. No other golf/ polo shirts will be acceptable for uniform compliance. Upon issuance of the employee's discretionary uniform allowance, such shirts may be purchased just as other optional items approved by the City of Tulsa uniform policy.

## Shorts

1. **Shorts may be acquired** through the City vendor using the employee's uniform allowance upon completion of three years or at the employee's own expense. The only acceptable color is Spruce Green.
2. **Modification of Uniform** – if not acquired from the City Uniform Vendor, the only other shorts that comply with this standard are those made from standard issue uniform pants. Shorts made from issue uniform pants may be modified by the employee, or the City's rental vendor offers this alteration service (cost of alteration to be at the employee's expense). In either case, the resulting shorts must have a finished hem on the shorts legs comparable to the original pants hem, shall have a minimum inseam length of 6" and the shorts must be in acceptable condition otherwise to meet uniform standards policies.

## Safety concerns – alternate apparel

1. **Inordinate risk** of sunburn or other weather concerns, poison ivy, chemical exposure, hazards from equipment to be operated by the employee, etc., may negate the allowance of shorts, or other alternate clothing use on some jobs. Such restrictions are to be determined by the supervisor; with safety always taking precedence (must comply with the City of Tulsa Safety and Health Manual and any other applicable City of Tulsa Policies).
2. **Uniform availability** - Employees wearing shorts or alternate clothing on the job shall have available at the workplace uniform long pants and/ or shirts (must comply with the City of Tulsa Safety and Health Manual and any other applicable City of Tulsa Policies).

### 3.13.11 Apparel Policy for AT/EX

Jeans, Slacks, Shorts, Dresses, t-shirts, golf/Polo type, long sleeve knit shirts and blouses may be worn by AT/EX personnel of the Tulsa Park and Recreation Dept. In order to insure some order and the equal treatment of all employees, the wearing of such alternate apparel is subject to the following conditions:

#### T-shirts

1. **Color** - T-shirts may be a variety of colors.
2. **Graphics/Logos** – If graphics or logos are present on the t-shirts (plain preferred) they must be Tulsa Parks related content with Parks logo.



3. **Condition/Appearance** - T-shirts must be clean with minimal wear. Shirts must also be without holes or tears and should be appropriate in style and appearance.

#### **Golf/Polo style, Long Sleeve shirts or Blouses**

1. **Color** - Shirts may be a variety of colors.
2. **Graphics/Logos** – If graphics or logos are present on the shirts (plain preferred) they must be the Tulsa Parks logo.
3. **Condition/Appearance** – All shirts must be clean with minimal wear. Shirts must also be without holes or tears and should be appropriate in style for business casual.

#### **Slacks, Jeans, Dresses or Shorts**

1. **Color** - All may be a variety of colors.
2. **Condition/Appearance** – All jeans, pants, dresses and shorts must be clean with minimal wear. They must also be without holes or tears and should be appropriate in style and appearance.

#### **Footwear- Athletic, Dress or Casual (No Sandals, Flip Flops or open-toed)**

1. **Color** - All may be a variety of colors.
2. **Condition/Appearance** – All footwear must be clean with minimal wear. They must also be without holes or tears and should be appropriate in style and appearance for the season and the activities that are taking place at your site.

### **3.14 Orientation**

#### **3.14.1 Purpose**

Establish a training procedure for new Park and Recreation employees to the scope, diversity, and magnitude of the Park and Recreation Department management and operations.

#### **3.14.2 Regulation**

There will be an orientation program within the Park and Recreation Department designed to familiarize new personnel with mission and values, facilities, ethical practices, programs, organization philosophies, and goals and objectives. All full-time employees will participate in an orientation unless an exemption is obtained

from the Park Director. Orientation for seasonal staff will be conducted by supervisors for the appropriate level of training.

### **3.14.3 Implementation**

The hiring supervisor will be responsible for the orientation. Department administrative staff shall provide information and notice of quarterly orientations, including an invitation to attend the orientation program with notice to appropriate supervisors. Employees will receive department orientation by the end of the first fiscal quarter following their employment.

### **3.14.4 Format**

The quarterly orientation presentation can be in conjunction with Department staff meetings and will include but not be limited to the following:

- Slide, video or computer production of an overview of the Park and Recreation Department
- Computer programs (RecPro, TMA, Outlook (email))
- Tulsa Time policy and procedures
- Discussion of Safety and Security policy
- PPR's
- Question and answer period.

Note: A tour of appropriate facilities should be conducted for each individual new staff member as a part of his/her individual orientation, further information in supervisors' section.

### **3.14.5 Supervisor Responsibilities**

- To prepare and oversee the updating of orientation materials.
- To procure and oversee the maintenance of audio-visual equipment necessary for meetings if needed.
- To schedule meetings and meeting locations.
- To notify participants in writing or verbally.
- To provide a method of evaluation of the orientation program.
- To select facility tour sites and schedule as appropriate.

Suggested materials for orientation by supervisor

- Mission Statement, values, ethical practices.
- Program information from each section.
- City and Department organizational chart.

- Roster of employees, including title, facility and phone number as appropriate.
- Map of City buildings identifying key administrative locations.
- Map of all Parks and Recreation Facilities.
- Map of schools.
- Accident and Incident forms and information related to safety.\*
- Information related to hospital and emergency needs per existing requirements.\*
- Reinforcement of basic procedures review i.e. sick leave, calling in, schedules, technical support and computer access.\*
- Budget and accounting information as needed.\*
- City equipment use, breaks, and travel procedures as appropriate.\*

\*To be completed by supervisory team within three weeks of employment start.

#### **3.14.6 Length of Orientation**

Department orientation should last no more than one hour, with emphasis on quality information exchange that is educational as well as inspirational. Supervisory team orientation shall be scheduled the appropriate length of time to meet needs.

#### **3.15 Leadership Succession Policy**

In the event the Director is out of the office or otherwise unavailable, the maintenance manager will be in charge, followed by the Recreation Program manager and the Senior Administrative Services officer.

## SECTION IV -- RECREATION SERVICES

### **4.1 Recreation Fees and Charges Policy**

The Recreation Services Policy has been established to develop a sound and consistent method for determining fees and charges for the various programs and services provided by the Recreation Services Division of the Park and Recreation Department Division of the Park and Recreation Department.

#### **4.1.2 Classification of Programs**

The Recreation Services Division of the Park and Recreation Department offers and conducts a wide range of recreation opportunities for the various age segments of the community. The objectives and content of these programs vary; therefore, they have been classified into various categories to achieve consistency in establishing fees and charges.

##### **Programs A**

These are programs and/or services that are primarily considered a community service. These programs are subsidized by the Recreation Services Division and the participant pays no fee or a nominal fee which is less than the direct cost of providing the program. Examples are playground activities and some special events.

##### **Programs B**

These are programs in which if the total cost of the program or event were passed along to the user without a subsidy, the fee would most certainly restrict or eliminate participation. Examples include the senior citizen program, some holiday special events, etc. These programs are subsidized because of their benefit to the community. Programs that require advance registration but for which no user fee is charged must meet minimum enrollment requirements prior to the start date of the class.

##### **Programs C**

These are programs where individuals or groups directly benefits. Examples include youth basketball leagues, soccer, trips and tours, as well as most general recreation programs. The user fee for these programs will cover all direct program expenses plus administrative overhead to cover indirect program costs and provide a 20% profit margin. These programs must meet a minimal enrollment standard which will be established for each program upon development of the annual budget.

### **4.1.3 Affirmative Action Policy**

Tulsa Parks ensures patron participation on an equal opportunity basis without discrimination with regard to race, color religion, national origin, disability, sex, sexual orientation, marital status, familial status or age and without discrimination to any other protected class status.

[HR Policies and Procedures Section 100](#)

### **4.1.4 Philosophy**

It is the philosophy of the Recreation Division of the Park and Recreation Department to make programs and services available to residents and non-residents. In some cases, non-resident participation may determine whether a class is held or canceled.

### **4.1.5 Resident Users**

Residents, through the payment of sales taxes, make a financial contribution to the operation whether or not they use programs, services, facilities and open space.

### **4.1.6 Payment of Fees**

Individuals wishing to participate in recreation programs and activities must register through the normal registration procedures.

## **4.2 Facility Reservation Policy**

Tulsa Parks promotes a healthy community through diverse outdoor recreation activities, social cohesion and access to open space. The City of Tulsa is an organization that is committed to safe working conditions, safe behaviors and safety excellence in everything we do. A Safety Commitment can be found in [\(LINK 902\)](#) of the HR Policies and Procedures. The City of Tulsa promotes a smoke-free and tobacco-free environment for all City employees within all City-owned or leased properties. This can be found in [\(LINK 602\)](#) of the HR Policies and Procedures. The Facility Reservation Policy of the Division of Recreation Services has been established to provide a method by which facilities may be reserved by residents and other groups or individuals.

### **4.2.1 Facilities Available for Reservation**

For the purpose of the Facility Reservation Policy, the following facilities shall be available for reservation:

- **Park and Recreation Department Facilities:** the following facilities are available for rental under this policy: Central, Hicks, Lacy, Reed, WaterWorks and Whiteside.

- **Athletic fields:** This includes softball, soccer and football fields owned or maintained by the City of Tulsa.
- **(PRIVATE) Revenue Facilities:** This includes recreation centers, sports fields, swimming pools, golf courses and the soccer complex.

#### **4.2.2 Classification of Facilities**

The City of Tulsa owns and operates centers with various facilities including rooms, gymnasiums, and swimming pools which are made available for a variety of uses. The following classification system has been developed to assist with the reservation of facilities.

- **Multi-Purpose Rooms**
  - Available at the following Recreation Centers: Central, Hicks, Lacy, Reed, WaterWorks Art Center, and Whiteside.
- **Auditoriums**
  - Available at Central.
- **Gymnasiums**
  - Located at the following Recreation Centers: Hicks, Lacy, Reed, and Whiteside.
- **Fitness Rooms**
  - Located at Central, Hicks, Lacy, and Reed.
- **Athletic Fields**
  - Consist of softball, soccer and football fields and their rentals are covered under Chapter IV Recreation Services Division, Section 4.00 Athletic Field Reservation Policy, of the City of Tulsa Park and Recreation Department Policy Manual.
- **Revenue and Special Facilities**
  - Revenue and Special Facilities are covered under Chapter IV, Revenue and Special Facilities, Section 7.00, City of Tulsa Park and Recreation Department Policy Manual.

#### **4.2.3 Facility Reservation Use Priority**

The reserved use of City of Tulsa facilities is based on the scheduling of recreation programs and other activities. Facilities may be reserved according to the following priorities:

- City of Tulsa recreation programs and other City activities shall have priority use.

- Non-profit sports associations recognized by the Park Board as being the primary provider of specific sports programs in Tulsa. The recognized sports associations are:
  - Tulsa Girls Softball Association
  - World Baseball Outreach
  - Union Youth Baseball
  - East Tulsa Youth Sports Football
  - Northeast Adult Oklahoma Adult Soccer Association
  - Tulsa Amateur Softball Association
  - Tulsa Area Tennis Association
  - Swim Tulsa
  - Trojan Aquatic Club of Tulsa
- Public and private schools in the City of Tulsa. No fees shall be charged to the schools unless the department has an extraordinary cost associated with the use. The Director of Park and Recreation shall determine the fee to cover these costs.
- Group Use for League Play - Civic and Community Groups.
- Group Use service groups, non-service groups, organizations and individuals.
- One time use
- Non-resident groups, organizations and individuals.
- For-profit use, privately sponsored tournaments may be conducted on City fields.

#### **4.2.4 Facility Scheduling and Assignments**

- All facility reservations shall be scheduled on a first come, first served basis after department recreation programs and activities have been scheduled.
- Sports field assignments shall be made by the Department at the first of each calendar year for the entire year. Associations shall be assigned fields only for their regular season. The assignment shall be based on previous use and documented need for the upcoming year.
- Assignments to sports associations shall insure maximum use of fields throughout the year and during sports seasons.
- Individual field assignments shall be split among associations unless one association requires full use of a field during their season.

#### **4.2.5 Application for Permit for Facility Reservations**

No function shall be undertaken or conducted in a facility or in specifically designated park areas by any group or individual without a permit being filed and approved.

##### **Permit**

- The group or individual shall complete and file the appropriate application for permit for park or facility use at least ten (10) working days prior to the date of the function but not more than twelve (12) months in advance of the date of the function.
- Permits for multiple and/or successive dates shall be limited to 3 month periods.
- Applications for permits shall be available at the recreation centers.

**Types of activities** requiring a Permit: concerts, weddings, sale of beer, hot air ballooning, exclusive facility usage, shelter reservations and fundraisers.

##### **Additional Equipment**

Groups requesting to bring extra equipment onto the site or into the building must indicate this on the application form.

**Approval:** Applications for permits shall be approved by the designated recreation representative.

Applications for permits for commercial use or those containing special or unusual requests shall be approved by the Director of Parks and Recreation.

**Statement of Fees:** Upon approval of application for permit a statement of fees due shall be issued.

**Permit:** A permit or copy of approved application shall be issued upon payment of the fees which shall guarantee use of the facility for the date and time specified.

**Denial of Applications:** An application for permit may be denied for reasons including but not limited to the following:

- The function shall unduly interfere with the general public enjoyment of the facility.
- The function shall present a clear and present danger to the health and safety of the residents.
- The function is of such nature or duration that it cannot be reasonably accommodated at the facility applied for.
- The function is in direct competition with a program offered by the Park and Recreation Department.



If any application is denied, the group or individual shall be notified within five (5) working days of the decision including the reasons. The group or individual shall then have the right to request that the application be presented to the Director of Park and Recreation for review of denial. The group or individual shall also have the right to appear before the Park Board. Any further action by the Park Board shall be final.

#### **Cancellation/Refund of Fees**

If the reservation is canceled more than 30 days prior to the date of the function the rental fee will be refunded. If reservation is canceled less than 30 days prior to function no rental fee will be refunded. Groups or individuals will be granted an opportunity to reschedule the facility. Refunds may be given for permits. If an outdoor event is canceled due to inclement weather conditions, the group may reschedule, based upon availability.

#### **4.2.6 Facility Reservations Fees**

**Establishment:** The Park Board shall annually establish fees for facility reservations based on the premise that fees charged shall be used to partially offset the cost of supervisory and custodial services and to upgrade the facilities and related equipment. (Refer to Fee Structure located in the Appendix 10.1.9) Fees shall be established in the following categories for residents, civic and community groups, non-residents and commercial uses:

1. Multi-Purpose Rooms
2. Auditorium
3. Gymnasium
4. Fitness Rooms
5. Swimming Pool
6. Athletic Fields
7. Water Playgrounds
8. Shelters
9. Sand Volleyball
10. Tennis Courts
11. Recreational Use of Open Space

#### **Commercial Users**

Any group or individual reserving a facility for profit making purposes shall be charged the commercial use fee.

#### **Off Hour Use**

Off hour use shall be defined as those times when the facility is normally closed.

Groups or individuals which qualify for paying only a set-up fee that request the use of a facility during the off hours shall be charged the regular facility reservation fee.

### **Additional Services**

Any group or individual using an outside facility (i.e. athletic field) who requires additional services during off hours, shall be required to pay the hourly salary of the employee(s) performing the task.

### **Deposits**

- A **refundable damage** deposit may be required at the time the application is made for the use of the City of Tulsa facilities. The purpose of the deposit is to insure that the site will be left clean and that no damage will be done to the site or the equipment.
- A **non-refundable deposit** must be paid within 30 days of rental date.
- All sites shall be inspected by authorized personnel after the scheduled event. If the site has been left clean and if there is no damage to the site or equipment, the deposit shall be refunded within one week. If there is undue litter or damage to the property, the Permittee will forfeit any or all of the deposit.
- For shelter rentals, \$25 **key deposit** must be made at the time fees are paid. Arrangements to obtain the keys are to be made with the staff making the reservation. If reserving a recreational center, a key deposit will not be required as Park and Recreation Department staff will open center.
- A refundable deposit for equipment rental must be made at the time fees are paid.

### **Payment of Fees**

Any group or individual approved to reserve a facility shall receive an invoice which shows appropriate fees due. The group or individual shall be required to pay the fees due at least two weeks prior to the date reserved. A permit shall be issued upon payment of the fees due.

Payment of fees due can be made at Central Recreation Center customer service office when accompanied by the invoice. Any group or individual which stays beyond their scheduled time shall be required to pay for the additional time. Under no circumstances shall groups stay past curfew.

#### **4.2.7 Reduced Fee**

The following may have the use of a facility at a reduced fee subject to the approval of the Recreation Services Division of the Park and Recreation Department representative.

- Approved special interest groups.
- Other governmental agencies within the City of Tulsa.
- All fee waiver requests are reviewed on an individual basis by the Park and Recreation Park Board.

#### **4.2.8 General Regulations for Reserved Facility Use**

Any group or individual approved to reserve a facility shall be bound by the general rules and regulations including but not limited to the following:

1. The group and its members or the individual are bound by all rules, regulations and Ordinances, as fully as though they were inserted in this policy and including but not limited to those regulations set forth herein.
2. Any permit issued may contain reasonable conditions as to the protection of the City of Tulsa facility; limitations on the day(s), hours and area(s) of the function; contractual assurances by the group or individual that the City will be reimbursed for any damages resulting from the function; any insurance as may be required of the group or individual; sanitation, noise, use of musical instruments and communications systems; chaperones for groups of persons less than 21 years of age; and such other conditions appropriate to the nature of the function.
3. The group or individual assumes all liability and responsibility for members of the group.
4. It is not permissible that funds are exchanged in City of Tulsa facilities. If persons are found to be selling items or collecting money on park property their deposit will be forfeited. This provision may be waived by the Director of Parks and Recreation where such function is for a non-commercial purpose.
5. Any group or individual, whether holding a permit for use of a facility or not, may be denied use if the group or individual is in violation of any ordinances, rules, or regulations.
6. Except as set forth in 4.2.9 below, alcohol beverage consumption, delivery or sale, is prohibited in park areas and facilities and at youth events, on park roads and parking lots.

7. No betting or gambling is allowed in facilities or surrounding park areas at any time.
8. Groups or individuals found to be unduly littering or damaging City of Tulsa property may have their permit revoked and may be refused further permits for use of reserved facilities.
9. When requested, a Certificate of Insurance will be issued naming the City of Tulsa as an "additional insured."

#### **4.2.9 Alcoholic Beverages**

Only non-intoxicating alcoholic beverages shall be sold to the general public within those public areas under the jurisdiction of the Park Board. Beverages which exceed 3.2% alcohol (by weight) are expressly forbidden to be sold.

- The Director is designated as the Park and Recreation Department representative to authorize events at which beer sales will be permitted. This action is to be reported to the Park Board.
- The sale of such beverages may be by a vendor under current contract with the City, a sponsor of an event by virtue of an approved permit or an event concessionaire or event organizer by permit.
- All such vendors, organizers sponsors or concessionaires must have a valid contract for their event and has secured all applicable State and local licenses and permits as required by law.

#### **4.2.10 Fund Raising in Parks**

Fund raising by groups will be allowed on the City of Tulsa Department of Parks and Recreation parks and facilities under the following circumstances:

Permit requests for all uses are required.

1. The organization shall show evidence of 501 (c) (3) tax-exempt status from the Internal Revenue Service.
2. Organization shall serve a purpose consistent with a broad public interest and good.
3. The organization shall have been in existence for a sufficient period of time to have established accountability and credibility within the community and to give evidence of community support.
4. The organization shall demonstrate fiscal responsibility.
5. The organization shall demonstrate that funds raised are used, or will be used, for purposes intended.
6. The organization shall demonstrate proper accounting standards.

7. All costs shall be paid directly by the requesting organization, including, but not limited to, liability insurance with the City as co-insured, security, cleanup, traffic control and parking supervision, sanitation, park use fees direct service fees, and/or equipment rental fees.
8. The Zoo and Oxley Nature Center shall not be considered as sites for fund raising activities except by Tulsa Zoo Management, Inc. or Oxley Nature Center Association, respectively, unless those organizations have endorsed an event requested by another agency.
9. Except for Park Board recognized organizations, approval of the Park and Recreation Park Board would be required in each individual instance and would be considered only if the proposed event does not conflict with any program or site use planned by the department.

### **4.3 Special Use Facilities**

#### **4.3.1 Shelters**

- Shelters may be reserved for public use.
- Shelters shall be reserved for a portion of a day to a maximum of one full day.
- Fees are due in advance of use.
- The shelters to be reserved are located at the following parks:

Admiral	Helmerich	Mohawk #4
Archer	Hicks	Mohawk #5
Berry	Hunter	Mohawk #6
Boeing	Kendall-Whittier	Newblock
Braden	Leake	Owen
Clark #1 (south)	Manion	Starks
Clark #2 (north)	Maxwell	Turner #1 (south)
Crawford	McClure	Turner #2 (north)
Crutchfield	Minshall	Veterans
Darlington	Mohawk #1	Whiteside
Fred Johnson	Mohawk #2	Williams
Heller	Mohawk #3	Zink

#### **4.3.2 Community Centers**

- Community centers or portions of centers shall be reserved for public use when not in use by the Department for programs. This use shall be contingent on

staff and budget availability as determined by the Director of Parks and Recreation.

- Fees are due in advance of use.
- Department sponsored programs or Park Board approved fund raisers shall not constitute exclusive use for purposes of this policy. The Director of Parks and Recreation shall determine the manner in which centers are reserved and fees are collected. The centers available for exclusive use include:

Central  
Hicks  
Lacy

Reed  
Waterworks Art Studio  
Whiteside

Private use arrangements for facilities will not take precedent over programs established by community councils or other approved user groups. Written requests for use of facilities by unrelated groups must be submitted at least 48 hours in advance of the event proposed.

#### **4.3.3 Swimming Pools**

- Swimming Pools shall be reserved during the swim season for private parties after they are closed in the evening to public use.
- Reservations shall be taken by the department only if adequate lifeguard services are available.
- Children six years old or less, or those, in the judgement of the lifeguards, too small or too inexperienced to remain alone, shall be accompanied by an adult. In all cases children using wading pools must be accompanied by an adult.

#### **4.3.4 Tennis Courts**

- Courts shall be reserved for exclusive use by recreation services programs, public, private school, (non-profit) sponsored classes, lessons, practice and matches, and the Tulsa Area Tennis Association sponsored tournaments.
- Tennis courts may be reserved for league play if it does not negatively impact general public use.
- At least one court must remain unreserved at all times for general public use.
- Private lessons may be taught for a fee if scheduled with Recreation Services staff by the instructor and the appropriate fee is paid.
- Other commercial use is prohibited without the consent of the Park and Recreation Department Park Board and Council.

#### **4.3.5 Sand Volleyball Courts**

- Courts may be reserved for exclusive use where two or more courts exist on a site.
- At least one court shall remain open for public use at each park where sand courts are located.
- Reservations may be restricted to four hour blocks of time if exclusive use unreasonably restricts use by the general public.

#### **4.3.6 Disc Golf**

**Purpose:** To provide a physically active form of outdoor recreation at minimal cost.

##### **4.3.6.1 Guidelines**

- Disc Golf is played on a first come first served basis.
- Possession, consumption or any use of drugs prior to or during participation is strictly prohibited.
- Individuals participate at their own risk and assume responsibility for their own health and safety.
- Remain quiet and avoid unnecessary movements while others are throwing.
- Stand behind the player who is throwing until throw is complete.
- Remove disc from basket after completing the hole.
- Help new players learn the rules.
- Allow faster groups to play through when possible.
- Pick up trash and put in proper receptacles.
- Do not alter the course (trees, bushes, etc.) in any way.

##### **4.3.6.2 Disc Golf Rules of Play**

- The course is intended for recreational play. Rules of play may be found at <http://www.discgolf.com/disc-golf-rules-for-recreational-play/>

#### **4.3.7 Recreational Use of Open Space in Parks**

- Specifically identified areas within parks may be reserved for exclusive use providing that the exclusive use does not take up the entire park or a majority of the park.
- Recreation Services sponsored or co-sponsored events or programs and Park Board approved fund raisers shall not constitute exclusive use for the purposes of this policy (Recreation Services events shall take precedence over other use).
- The reserved use shall not be more than three days at a time.

- Commercial use of parks under this section is prohibited without the consent of the Director of Park and Recreation, Park Board and City Council.

#### **4.3.8 Non Recreational Use of Open Space in Parks**

- Animal grazing, hay production or other non-recreational uses shall require approval by the Park Board for each use.
- Exclusive land uses will require lease agreements and must be approved by the Director. In addition any agreement must meet the requirements set forth in the City of Tulsa Real Property Leasing Policies and Procedures.
- Fees for this use shall be recommended by the Director of Park and Recreation and approved by the Park Board on an individual basis.

#### **4.3.9 Park Fee Schedule**

*See appendix 10.1.9*

### **4.4 Athletic Facility Reservation Policy**

#### **4.4.1 Athletic Field Use Priorities**

1. City of Tulsa sponsored programs shall have first priority use.
2. Recognized sports associations shall have second priority use.
3. Public and private schools in the City of Tulsa.
4. Group Use for League Play - Civic and Community Groups.
5. Group Use service groups, non-service groups, organizations and individuals.
6. Non-resident groups, organizations and individuals.
7. For-profit use, privately sponsored tournaments may be conducted on City fields.
8. Athletic fields may not be reserved for team practices.
9. Unfenced athletic fields may be used on a drop-in basis by any group or individual without a reservation on a first come, first serve basis. Drop-in use is limited to 2 hrs. and does not include any organized league games. Groups or individuals with an approved reservation and permit will have priority use.

*In case of inclement weather, or any time the fields are unplayable or park areas become unusable, the activity will be canceled. The department shall make the final decision regarding playability of all fields.*

#### **4.4.2 Request for Athletic Field Reservations and Agreement**

##### **4.4.2.1 Type of Organizations**

- **Allocated Sports Organizations:** Park Board approved.



- **Long-term Rental Sports Organizations:** Individual, team or organization that rent sports facilities on a long-term basis. A minimum of six (6) weeks will be considered long-term usage.
- **Short-term Rental Sports Organizations:** Individual, team or organization that rent sports facilities for less than six (6) weeks. Reservations may be made through the sports coordinators office. Depending on the event, an online special event application may be applicable.
- **Tulsa Public School Agreement:** TPS and the City of Tulsa have a Cooperation Agreement regarding the use of Tulsa park facilities. TPS staff should contact sports coordinator regarding scheduling and any maintenance issues with park facilities.
- **Private and Public Schools** in the City of Tulsa: No fees shall be charged the school unless the department has an extraordinary cost associated with the use (i.e. electricity, custodial services, security, field prep, etc.) The Parks Director shall determine the fee to be charged to cover this cost. School representatives may schedule facilities through the sports coordinators office.
- **Organizations with Lease Agreements:** Organizations and schools that have a written contract with the City of Tulsa.

#### **4.4.2.2 Keys**

Tulsa Parks will furnish locks and keys for gates and facilities. Tulsa Parks will distribute keys and record agreement on a Key Form.

- **Allocated Sports Organizations:** A refundable \$100.00 deposit must be made for each set of keys. If keys are not returned, \$200.00 deposit will be charged.
- **Rental Sports Organizations:** A refundable \$25.00 deposit must be made for each set of keys. If keys are not returned, \$100.00 deposit will be charged.
- Keys should be returned within 72 hours of completed season. Duplicating keys is prohibited.

#### **4.4.2.3 Signage**

ONLY approved banners and/or signs are allowed on fences or in the park.

#### **4.4.2.4 Damage**

Organizations will be held responsible for any damage incurred on park facilities.

#### **4.4.2.5 Curfew**

Most parks and facilities have a curfew of 11:00 p.m. through 5:00 a.m. (City of Tulsa Policies and Ordinances, Title 26, section 104.) Temporary waiver

applications are available through Central Center Customer Service and must be submitted at least 30 days prior to requested date.

#### **4.4.2.6 Parking**

Vehicles must use designated parking lots only. No person shall drive upon or park on any park grounds, turf or field.

#### **4.4.2.7 Litter/Trash Receptacles**

Sports organizations must pick-up trash, empty into dumpsters and clean all areas. Failure to pick-up trash on the playing field(s) will keep it from being mowed. Trash receptacles are to be placed at locations outside fenced gates, next to roadways/parking lots, which are accessible to the trash trucks.

#### **4.4.2.8 Glass Containers Prohibited**

City ordinance states: *No person shall bring into any park, have in his/her possession, serve, sell or give to another, or use while in a park, any glassware, including but not limited to bottles, jars, containers, drinking vessels and tableware.*

#### **4.4.2.9 Insurance**

Organizations that have public events are required to submit an insurance certificate to the City of Tulsa Park and Recreation Department, at least ten (10) working days in advance of the occupancy time of the permit. If proper insurance certificate is not on file, the permit will be cancelled.

- The certificate will show there is in force a general liability insurance policy with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence.
- When concession sales are approved during the season or for an event(s), the certificate shall include product liability insurance coverage in equal liability limits (\$175,000 per individual and \$1,000,000 per multiple individuals as the result of and single occurrence or accident).
- The sports organization must be the named insured and the City of Tulsa must be named as an additional insured on the policy.
- The insurance company must be a company duly licensed to do business in the State of Oklahoma.
- The policy shall provide for a minimum of thirty (30) days mandatory written notice to the City of Tulsa, in the event of cancellation or material alteration of the limits of the policy.

#### **4.4.2.10 Inclement Weather Policy**

Sports organizations must have an inclement weather emergency policy. The emergency policy should include an action plan that identifies safe areas, a procedure for evacuation, and communication process with coaches, umpires, and public. Policy must be posted and/or distributed to participants. In the event of thunder or lightning, Tulsa Parks require immediate cease of play; the field should be cleared and participants relocated to a safe place. Sports play may resume after thirty (30) minutes of the last visible sign or sound of a storm. Sports organizations must be current on all weather conditions including weather watches and/or warnings. An inclement weather emergency policy should include general weather information from the National Weather Service such as:

- All thunderstorms are dangerous and can change very fast. Cumulus clouds can grow into thunderclouds in 15 minutes. Cumulus clouds are often obscured by other cloud layers.
- Every thunderstorm produces lightning, which kills more people each year than tornadoes. Many people take shelter from the rain, but most people struck by lightning are not in the rain! Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- You are in danger from lightning if you can hear thunder or see lightning. Lightning is attracted to metal, poles and rods. Unsafe shelter areas include all nearby outdoor metallic objects like flag poles, baseball bats, fences, gates, golf carts, high mast light poles or metal bleachers. Avoid trees, water and open fields, and avoid using the telephone. If you're inside a building, stay away from windows, pipes and electrical outlets.

#### **4.4.2.11 NYSCA Certification/Coaches Background Screening**

- Allocated Sports Organizations: Must ensure all youth league coaches have current NYSCA certification. Youth soccer coaches must have an Oklahoma Soccer Association license.
- Tulsa Parks will screen all coaches at a cost of \$25/coach. Otherwise, organizations **must** submit proof of their background screening program.

#### **4.4.2.12 Storage and Concession Buildings**

Allocated sports organizations may provide their own storage and/or concession building.

- Contact sports coordinator regarding placement of building.

- Concession building must comply with all health department regulations, OSHA requirements and City of Tulsa utility services.
- Tulsa Parks is not responsible for lost or stolen items and/or equipment.

#### **4.4.2.13 Special Tournament Requests**

Sports organizations may host tournaments.

- For an additional rental fee, the following equipment may be available: Mobile theatre, canopy stage, extra bleachers, concession trailer, tents, risers, trash barrels/bins/dumpsters, tables and chairs. Also, additional mowing outside the regular mowing schedule may be arranged. Regardless of fault, organizations will be responsible for any damage that occurs to the equipment. Failure to make restitution of damage occurred will result in forfeiture of future use.
- For national tournaments only, Tulsa Parks may consider fee waivers for equipment rentals. Organization representative should submit a written request to the Park Director and include the following information: Tournament name and dates; number of teams anticipated, including number of teams expected from outside Oklahoma; a description of the economic impact to Tulsa and a list of your advertised team accommodations for hotels/motels.

#### **4.4.2.14 Alterations**

Any alterations, construction, or improvements to park property must be pre-approved by the City of Tulsa. Each organization will inform sports coordinator or the appropriate City of Tulsa maintenance staff of electrical, plumbing, mechanical or field condition problems as they arise.

#### **4.4.2.15 Fences**

Soft hitting is not allowed against any fence. Soft hitting is defined as batting practice that is directed into fences. This damages and weakens chain link fences.

- Tulsa Parks will repair the fence, including backstop and baseline fences.
- Sports organizations will be charged for damage to fences caused by soft hitting.

#### **4.4.2.16 Pest Control**

To report a mosquito problem and request spraying you can contact the City County Health Department at (918) 595-4219. Please note the volume of complaints is considered before they spray.

- Allocated Sports Organizations: Organizations are responsible for providing pest control service for buildings or storage rooms and at their expense.

- Rental Sports Organizations: Report infestations to sports coordinator.

#### **4.4.2.17 Electrical Service**

Sports organizations may not alter or rig additional extension cords, or circuits, to existing electrical service. They must comply with OSHA Standards.

- Tulsa Parks will re-lamp and perform any necessary electrical repairs including bulb replacement for outfield lights.
- Allocated Sports Organizations must supply and change light bulbs inside storage, restrooms, and/or concession buildings.
- Rental Sports Organizations should contact sports coordinator regarding light bulb replacement.

#### **OSHA Requirement**

There must be 36 inches of clearance around all electrical breaker panels. Please do not stack boxes or any materials near breaker panels. This is a fire hazard!

By definition OSHA stands for the Occupational Safety and Health Administration and is a federal agency charged with the enforcement of safety and health legislation.

#### **4.4.2.18 Turf and Field Prep**

Tulsa Parks is responsible for the initial pre-season field preparation for diamond layout and football field goals. Tulsa Parks will construct and remove pitching mounds. Sports organizations must maintain field prep; and, supply the necessary equipment to properly maintain in-fields such as: rakes, shovels, hoses, sprinklers and motorized field prep equipment.

- Sports organizations must provide bases, yard markers, soccer goals/nets or any other field amenity. Soccer goal posts must be anchored securely to the ground to prevent tip-over. When a safety hazard exists, contact City staff immediately. Bases, portable soccer goals or any unsafe equipment must be removed or replaced immediately.
- Sports organizations will water all non-turf areas as necessary. Tulsa Parks controls the water settings for the irrigation system; organizations are prohibited from altering the settings or turning the sprinkler heads to water different locations of the field.
- Sports organizations are prohibited from using cars or trucks to drag the field.
- Field prepping after curfew is prohibited.

- Sports organizations are responsible for cutting lines, marking and chalking fields. The use of lime as a marking material or the use of any herbicide is prohibited.
- Over seeding grass areas is prohibited. Notify sports coordinator of turf problems.
- Sports organizations must provide field-drying materials and it must be approved, in advance, by Tulsa Parks. Burning any type of substance to promote quick drying of the field is prohibited.
- Tulsa Parks will provide dirt and/or sand and will spray for poison ivy and other invasive plants.
- During the sports season: 1) Tulsa Parks will mow infield and outfield on a weekly schedule. Mowing may be delayed due to rain or trash on the field.  
2) It is the sports organizations' responsibility to remove trash from the fields.  
3) Turf will be maintained between 1.0 and 3.0 inches.

#### **4.4.2.19 Restrooms**

Tulsa Parks is responsible for the initial pre-season restroom cleaning with the exception of Savage and Carl Smith Sports Complexes. Sports organizations must continue with regular cleanings including one at the end of the day after games are finished.

- All sports field restrooms will have water available from March 15 to November 15.
- Sports organizations must provide cleaning products and paper products.
- If restroom facilities do not exist, sports organizations must provide and pay for porta-potties for patrons.

#### **4.4.2.20 Plumbing and Irrigation Winterization**

During the winter months all plumbing will be winterized and not available for use.

- All sports field restrooms will have water available from March 15 to November 15.
- All outdoor drinking fountains will be operational March 25 to November 1.
- All sports field irrigation systems will be operational from April 30 to November 15 unless the system has a heated back flow preventer. Fields with heated back flow units have year-round irrigation capability.

#### **4.4.2.21 Request for use of Athletic Field Agreement Form**

*See appendix 10.1.11*

#### **4.4.2.22 Guidelines for Concessions and Agreement Form**

*See appendix 10.1.12*

#### **4.4.3 Waiver of Fees to Area Schools**

- Public and private schools that provide school facilities to the City at no charge shall have free reserved use of athletic fields. These schools shall provide their own set-up of athletic fields including, but not limited to, lining, base set-up, and hand raking. Should these schools wish to reserve an athletic field at night with lights or desire the City employees to set the fields up, the established costs shall be paid by the school.
- Payment of Fees
  - Groups reserving an athletic field on a seasonal basis shall be billed monthly however; a 10% deposit shall be required to guarantee the reservation.
  - Groups or individuals reserving athletic fields on a single or multiple use bases shall be required to pay the established fee at least one week prior to the date reserved. A permit shall be issued upon payment of the fee.
  - Payment of fees shall be made at the Recreation Center where application was submitted.
- Refund of Fees: A refund of athletic field reservation fees may be granted for the following reasons:
  - If the athletic field is in unplayable condition and, therefore, the game is canceled.
  - If the group or individual provides written notification of cancellation at least one week prior to the date reserved.

#### **4.4.4 Permits, Guiding Ordinances and Other Park Rules**

##### **4.4.4.1 Acts Requiring Permits**

The following activities require a Park and Recreation Department Permit.

- Give any theatrical entertainment, moving picture show, parade, procession or public gathering, festival concert, recreational program, event, or other outdoor presentation, whether or not an admission fee is charged.
- Use a loud speaker, public address system, amplifier or any other device to amplify and direct sound.
- Dig, bury, erect, build, uncover, place or remove any object or store any materials or equipment of any kind.

- Sell, offer for sale or give away without charge any food, drink, merchandise, service or any other article.
- Use any park area or facility for any commercial purpose including the production of films, photographs or advertisements, whether for sale to individuals or groups.

#### **4.4.4.2 Excerpts from General Park Rules**

- Motor vehicles permitted on roads and parking areas only; commercial vehicles restricted to park needs only.
- Keep dogs on leash.
- Consumption of alcoholic beverages in parking areas and roadways not permitted.
- Place litter in trash containers.
- Swimming, wading, boating or ice activities are not permitted on ponds or lakes.
- Cutting, picking, damaging or disturbing any tree shrub or flower is unlawful.

#### **4.4.4.3 Excerpts from Title 26: Acts Prohibited**

*[All City ordinances must be observed at any park or Park and Recreation Department facility. The following are additional specific acts prohibited under Title 26 of the Municipal Code.]*

- No person shall make a fire in any park area or facility except in places provided for such purposes.
- No person shall use any portion of any park or facility for toilet purposes, except the public restrooms or comfort stations provided.
- No person shall offer or expose for sale for a profit any article without first having obtained a concessionaires license.
- No person shall swim or wade in any lagoon, lake, fountain or other waters in any park area or facility.
- No person shall interfere with, disobey or ignore any lawful order of any employee while in the performance of his duties in any park area or facility.
- No person shall fly a kite in any portion of the area designated as Mohawk Park.
- No person shall enter into or remain upon nor shall any vehicle be left unattended in any park area or facility between the hours of 11:00 p.m. and 5:00 a.m. unless an earlier curfew is approved by the Park Board or Director as posted at the park area or facility; provided, however, that use of such park



area or facility may be allowed during these hours when a permit has been obtained in accordance with the procedures set forth in this chapter.

- No person shall bring into any park, have in his/her possession, serve, sell or give to another, or use while in a park, any glassware, including but not limited to bottles, jars, containers, drinking vessels, and tableware; provided, this prohibition shall not apply in park areas in the Tulsa Zoo and the Garden Center, around the Gilcrease Museum, or on any park areas which are commercially leased for food and beverage sales.

#### **4.4.4.4 Excerpts from Park Board Rules and Regulations**

##### ***Conduct at Parks***

It is the policy of the Park and Recreation Park Board that violation of posted park use rules, non-compliance with park or facility use reservations as shown on City of Tulsa Park and Recreation Department Use Permits, violation of Federal and state laws, City of Tulsa ordinances and Park and Recreation Park Board policies, and non-adherence to use and behavior rules as given by department staff will not be tolerated in the public parks.

##### ***Exclusive Use of Land or Facilities***

All exclusive use shall be authorized by issuance of an Exclusive Use Permit. Written informational sheets may be attached to the permit if necessary to communicate specific use arrangements or requirements.

##### ***Unusable Facilities***

It will be Park Board policy regarding user groups that any time fields are unplayable or park areas become unusable, the activity will be canceled. That decision will be made by the Director of the Park and Recreation Department or his/her designated representative. Using entities shall assume this responsibility and monitor compliance within their program; however, the department may override their decisions.

#### **4.4.5 Athletic Field Classifications**

*See appendix 10.1.10*

#### **4.4.6 Maintenance of Athletic Fields**

The City of Tulsa shall maintain its athletic fields in the best possible condition while keeping within budgeted manpower, supply, and equipment limitations.

- **Pre-Season Maintenance:** The City of Tulsa shall perform all pre-season athletic field maintenance including, but not limited to, rototilling, cutting crowns out, top-dressing, adding fill, and fertilizing.
- **Class A and B Athletic Field Maintenance:** The City of Tulsa shall perform all maintenance on Class A and B athletic fields including but not limited to mowing, dragging, lining and filling holes.
  - Groups granted an approved reservation for an athletic field on a seasonal basis shall have the option of paying the established reservation fee or providing their own athletic field maintenance.
  - Groups opting to provide their own athletic field maintenance shall be limited to performing hand maintenance only; these groups shall not be allowed to use motorized maintenance equipment on athletic fields.
- **Athletic Field Damage:** If an athletic field is damaged due to improper maintenance performed by a group or individual and requires more than normal maintenance and/or repair to be restored to its original condition, the group or individual shall be charged the amount necessary to cover the cost of the required maintenance and/or repair.
- **Field Set Up:** Game day field set up and preparation may be negotiated with the Recreation Services Division of the Park and Recreation Department at established rates.

#### **4.5 Recreation Center Advisory Council Policy**

##### **4.5.1 Purpose**

Recreation Center Advisory Councils, referred to as the Advisory Councils, have been established to help the recreation staff provide instruction and sportsmanship in a variety of programs for all participants. The Advisory Council may:

1. Help in the operation and promotion of the activity including assessment of fees and charges, scheduling of field sites, establishing length of season, provision of newsletters, uniforms, equipment, publicity, secure coaches and instructors.
2. Advise park and recreation department staff on the content of its recreation services.
3. Help raise funds when needed and plan for the disbursement of those funds with approval from the Parks and Recreation Park Board and City Council.
4. Disbursement of any funds must be approved by the Manager of Recreation.

#### **4.5.2 Authority**

Advisory Councils are established through the approval of the Parks and Recreation Park Board of the City of Tulsa, a municipal corporation. Advisory Councils shall independently develop by-laws as the basis for organization and rules for conducting business. The by-laws shall be developed in a manner determined to be the most advantageous to the respective councils, but they must include the following provisions:

1. Annual election of officers.
2. Requirements for regularly scheduled meetings.
3. A process for conducting business.
4. Organizational status: Non-profit; either incorporated or unincorporated.
5. Representation on the council from both the community at large and some of the activity areas in the respective programs.
6. Open to public participation.
7. Restriction on individual council members voting on business items in which they might personally benefit financially.

The Advisory Council by-laws shall be approved by the Park and Recreation Department Park Board and City Council. All final decisions concerning the operation of the program shall be made by the Parks and Recreation Park Board taking into account all ideas and suggestions made by the Council. Capital equipment requests for the Council 10% shall be submitted to the Manager of Recreation on a quarterly basis. Councils shall not discriminate against any person or organization on the basis of race, creed, sex, national origin or disability.

#### **4.5.3 Statement of Policy**

All activities of the Advisory Council must be in accordance with the philosophy of recreation and be open for participation by any resident of the City of Tulsa. Direct leadership will be provided by the Council. The Chairperson, Council members and in the instance of athletic programs coaches, shall be considered volunteers of the Park and Recreation Department.

#### **4.5.4 Fund Raising**

In order that the Park Board can have a reasonable assurance a proposed fundraising effort is legitimate in purpose and content, and the organization responsible for the conduct of the event is established as a recognized Special Interest Group, all proposals for fundraising activities are to be presented and sponsored by organizations listed in the Community Service Council's Directory of Community and Agency Services.

Park Board recognized support organizations shall have authorization to conduct fundraising activities on an ongoing basis in City parks without receiving Park Board approval for each activity; provided however, the organization notifies the Director of Park and Recreation of its intent to do so. This information is to be included in the monthly report to the Park Board.

- Councils shall be authorized to raise funds.
- Fund raising shall be conducted for the purpose of support, enhancement, development and implementation of the department's recreation services.
- Fund raising shall be defined as activities which are beyond the scope of regularly scheduled programs and designed to raise funds for a specific purpose.

#### **4.5.5 Property Ownership**

All items purchased by the Advisory Councils shall be considered to be the property of the City of Tulsa and shall be identified for use at the site for which said property was purchased.

#### **4.5.6 Payment to Advisory Council Members**

No council funds shall pass directly or indirectly to any officer or member of any council. It is recognized by the Park and Recreation Park Board that some council members may serve as paid instructors. This shall be authorized so long as payments are made to these individuals from the designated funds of the City and not from council funds.

Councils shall not give gifts to any City employee, other individuals groups or organizations.

### **4.6 Special Interest Group Policy**

#### **4.6.1 Purpose**

Within the City of Tulsa, certain activities or programs can be best implemented through the development of special interest organizations, hereafter referred to as Special Interest Group. The Park and Recreation Department shall determine those activities whose needs are not currently being met and would be best provided through this programming method and further define the relationship that exists between these organizations and the City of Tulsa. The transition of an organization which seeks special interest status may evolve from interest groups currently existing within the community, programs that have demonstrated viable growth potential and newly formed special interest organizations. The following guidelines have been

established to provide a clear understanding of the Park and Recreation Department relationship to these organizations and to insure conformity and consistency with the standards of the City of Tulsa.

#### **4.6.2 Definition of Responsibilities**

Special Interest Groups shall provide their own basic leadership and delegate operational responsibilities to its membership. The utilization of Parks and Recreation Department staff may be subject to the approval of the Director of Parks and Recreation. Special Interest Groups and their respective activities shall strive to achieve and maintain the following objectives:

1. Activities sponsored by special interest groups must demonstrate wholesome and worthwhile values of recreational and leisure pursuits. For example
  - a. The activity must develop a sense of achievement and self-respect.
  - b. The activity should stimulate creativity while developing new skills which are a challenging exciting experience.
  - c. The nature of the activity should enhance avenues of socialization.
  - d. The mere existence of the organization shall be of value to the community.
2. Activities sponsored by special interest groups must service an organization, of which 60% of its members/participants are residents of the City of Tulsa with the exception of those groups formed prior to January, 1996.
3. Activities sponsored by special interest groups shall not, other than to adhere to specific membership guidelines, discriminate against or exclude an individual, for participation for reasons of race, color, creed, national origin, sex or disability. Registration for membership must be open to all residents.
4. Special interest groups must provide reasonably satisfactory evidence that it is a "not-for-profit" organization.

#### **4.6.3 Advantages of Special Interest Group Status Special Interest Groups receive:**

- Use of City of Tulsa meeting rooms based on availability and City scheduling concerns. Groups must pay the appropriate set-up fee. Priority scheduling to be reviewed annually. Priority scheduling will be as follows:
  - City of Tulsa Park and Recreation Department Programs
  - Special interest groups.
- Requests for usage of facilities for special interest group activities (pool, athletic fields, etc.,) should be brought to the Manager of Recreation.

- Actual control and operation of the events of their organization which provides a recreational outlet for the members and participants.
- Ability to utilize staff expertise in obtaining school facilities. Any school rental costs would be the liability of the special interest group.
- Provisions for space in the quarterly program brochure if space and if deadline date for seasonal brochure is met.
- Storage of equipment in facilities based upon space available and items to be stored. The Park and Recreation Department assumes no liability for damage to any items stored on Park property.

#### **4.6.4 Advantages for the Park and Recreation Department in Acquiring Special Interest Groups**

- Special interest groups' willingness to volunteer assistance for affiliate related programs and/or special events.
- Provides or enhances a leisure service to the residents of the community.

#### **4.6.5 Annual Application and Loss of Status**

Organizations which desire consideration for special interest group status shall direct written notification of same to the Recreation Program Manager. In addition to a letter of application, the organization must submit:

1. Written by-laws/guidelines of the organization.
2. A statement of purpose and description of the specialized activities.
3. A list of officers and membership/participants with mailing address.
4. Proposed annual budget/financial statement.
5. Annual Certificate of Insurance naming the City of Tulsa as an "additional insured".
6. Proof of non-profit status (201C3).

After receipt of the required materials, organizational representatives are encouraged to meet with a representative of Recreation Services to review submitted materials or discuss concerns. Special Interest Group status is good for one year from January 1 to December 31.

Newly formed or reorganized groups may be granted conditional status for an 12 month period. After that time they will need to apply for regular special interest status following the approved procedure.

Those organizations which have attained special interest group status must resubmit an application by March 1 every year to retain said status. In addition to the application the annual review will be based on compliance with the following items:

1. Membership consisting of at least 60% residents.
2. Remittance of a list of officers and complete membership listing.
3. Remittance of complete financial statement.

Failure to submit an annual application and supporting documentation will result in termination of Special Interest Group status.

All groups are required to remit for all invoiced services provided by the City within 30 days of the invoice date. Failure to remit within 60 days will result in loss of status.

The City of Tulsa reserves the right of revoking or changing the status of any group at any time after providing a written report to the group which outlines the reasons for revocation or change. The action will not become effective until 30 days from the written date of notification during which time the group may alter the reasons for revocation or change to the City's satisfaction.

#### **4.6.6 Maintenance of Affiliate Status**

All newly accepted affiliate organizations shall be granted conditional status for a period of twelve months. Subsequent to a review by the representative of Recreation Services, the conditional status will be changed to full status at the end of the first twelve months. This is to ensure, within the first twelve months of operation, that the affiliate organization has met and upheld all of the criterion as established within these guidelines.

Those organizations which have attained full affiliate status shall be subject to an annual review based on compliance with the following items:

1. Membership consisting of at least 60% residents.
2. Remittance of a list of officers and complete membership listing.
3. Remittance of complete financial statement.
4. Annual Certificate of Insurance naming the City of Tulsa as an "additional insured".
5. Any changes beyond the original intent or scope of written by-laws/guidelines of an affiliate organization shall require re-application for affiliate status.

Failure to comply with any of the above-mentioned requirements may result in the designation of probationary status and all privileges and services as provided by the City of Tulsa shall be terminated.

#### **4.6.7 Sports Organization Management**

All Park Board recognized sports organizations shall annually receive Park Board approval of their rules of participation and competition.

- The rules shall be submitted to the representative of Recreation Services at least two months prior to the beginning of competition.
- The Director of Park and Recreation or his designee shall review the rules and submit them to the Park Board for consideration.
- Rules shall promote adequate playing time, safety, skill development, equal competition (age and grade/physical and mental development equalization; drafting restrictions), limited emphasis on tournament play, particularly at the regional, state and national level; sportsmanship and having fun.

#### **4.6.8 Youth Coach Certification**

- All individual coaching sports for young people sixteen years of age and younger, and who use City of Tulsa parks or facilities for practice or games, shall be certified to coach through the Recreation Services division of the Tulsa Parks.
- The Division shall use the National Youth Sports Coaches Association (NYSCA)
- The term "coach" shall be interpreted as anyone who provides sports coaching and leadership to young people whether they are head coach, or an assistant coach.
- The certification requirements affect all youth coaches, as defined above, who coach in programs conducted by the Park and Recreation Park Board recognized sports organizations.
- Recreation Services shall provide for and administer all aspects of the NYSCA program including training, certification and disciplinary action as approved by park staff.
- A review procedure shall be established within the disciplinary process to insure all persons charged with program offenses are given due process consideration.

#### **4.6.9 Special Interest Groups**

Recognized Special Interest Groups are:

##### **Sports Organizations:**

World Baseball Outreach  
Tulsa Girls Softball Association  
Swim Tulsa

##### **Special Interest Groups:**

[Tulsa Zoo Management Inc.](#)  
Recreation Center Council  
[Park Friends](#)



Tulsa Amateur Softball Association  
Northeastern Okla. Soccer Association  
Tulsa Area Tennis Association  
Union Youth Baseball  
East Tulsa Youth Sports Association  
Jenks Youth Baseball

Friends of Woodward Park  
[Tulsa Garden Center, Inc.](#)  
[Friends of Oxley Nature Center](#)  
[Tulsa Golf](#)  
[Gilcrease Museum Association](#)

## **4.7 Partnerships**

### **4.7.1 Purpose**

This Guideline defines for staff and the public, principles and procedures to be followed as Tulsa Parks considers partnership opportunities with public and private entities to deliver and/or support department programs and services. These guidelines provide a framework for expanding opportunities for interested parties to engage in partnerships with Tulsa Parks that may not only involve monetary consideration but also an exchange of services that meets the Department’s mission and result in clear public benefits. These partnerships should be mutually beneficial for all proposing partners including the City, and particularly beneficial for the citizens of the community.

### **4.7.2 Statement of Mission and Goals**

The mission statement of the Tulsa Park and Recreation Department is to provide and preserve quality parks and recreation opportunities for all.

It is the goal of Tulsa Parks to provide quality programs, services and facilities to the citizens of Tulsa within a legal framework as well as sound fiscal and human resources management. Because it is difficult to meet all of parks and recreational needs of Tulsa residents, it is appropriate and essential to develop Operating Agreements with other community organizations (public, non-profit, private, and other City Departments) that share common goals and objectives for the purpose of increased benefits to the citizens served.

### **4.7.3 Definitions**

- **Nonprofit Organization:** A nonprofit Tulsa-based organization or association whose activities are closely aligned with the purposes and goals of Tulsa Parks, and whose activities are open to the public and compliment the offerings of the Tulsa Parks. Nonprofit providers must receive approval through a Request for Proposal (RFP) process in order to use specific department resources for the delivery of programs/services to the public.

- **Public Organization** (Government Entities): Agencies or offices directly operated within the organizational structure of federal, state, and municipal governmental units (including public school districts).
- **Internal Organizations:** Other City departments such as Fire, Police, Transportation, and Streets and Stormwater that help Tulsa Parks develop facilities or manage tasks in order to realize maximum public benefit.
- **Allocated Sports Groups:** Youth Recreation and/or Adult Sports Organizations which have Park Board approval to utilize Tulsa Parks' facilities for their league play, whether it is seasonal or year-round, through a signed, written agreement. Allocated sports groups have exclusive use of the facility during league play and must follow the guidelines set forth in the signed agreement.
- **Partnerships:** A working relationship with another organization that has compatible values and goals which results in mutual benefits. The partnership may be formed around a single activity or event or it may be long-term and multi-faceted.
- **Partners:** An individual, organization, or group that, through a written agreement, provides a benefit to Tulsa Parks or Tulsa's citizens and in exchange gets some benefit from Tulsa Park and Recreation Department. These include for profit or non-profit agencies and individuals below:
  - Individuals who can provide services, money or time.
  - Businesses or corporations who provide money, time, people, goods or services.
  - Social service or community partners or services.
  - Non-profit partnership similar to social service or community partners.
  - Volunteer/neighborhood partnerships- Park sponsored volunteer opportunities and "Friends" groups who provide volunteer time, money, and other resources.
- **Partnership Agreement-** A written agreement with a partner that has compatible values, goals, and which results in mutual benefits and is legally binding.
- **Public Benefit-** An activity or service that accomplishes a public purpose promoting the needs, interests, social, economic and cultural well-being, and health and safety of a community.

#### **4.7.4 Procedures**

- Organizations requesting a Partnership status with the City of Tulsa must apply in writing.
- Applications should be submitted to the City of Tulsa Parks and Recreation Department.
- Tulsa Park staff will make recommendations to the Tulsa Park and Recreation Director or designee concerning each partnership request. Approvals, approval with conditions, or denial shall be based on criteria established by this guideline, eligibility criteria for intended groups, and measurable outcomes. Approvals shall result in the execution of a Facility Use Permit or an Operating Agreement between the City of Tulsa and the approved organization.
- Cooperative relationship status, once approved, will apply only to those facilities or park land stated in the facility use permit. Additionally, any planned growth/expansion that will require additional resources requires re-submittal of the proposed improvements with the understanding that approval is not guaranteed.
- Groups may obtain partnership status without receiving immediate in-kind support or access to facilities due to unavailability. In this event, terms will be specified under Conditions for Use in the Facility Use Permit.

#### **4.7.5 Eligibility Criteria**

- The organization's membership and activities shall be open to the public, regardless of race, color, religion, gender, marital status, age, national origin, or disability.
- The organization's purpose shall be consistent with mission and goals stated herein. The organization shall promote open, safe, and positive activity opportunity to all Tulsa residents.
- The organization shall be capable of executing and fully utilizing a Facility Use Permit and abide by all stated provisions of the permit.
- The organization and/or principals have an established history of successful activities with the community, City staff, and /or related agencies. The City reserves the right to deny Partnership status if an organization and/or its representatives are unable to provide proof of this history.
- The estimated cost of requested resources shall not exceed current budget

allocations nor can such request present an undue burden on City resources.

- The organization agrees to abide by all supplemental guidelines and/or policies and procedures related to facility use including but not limited to; Policy and Sports Manual, Policy and Procedures for Aquatic Facility Manual. [\(link\)](#)

#### **4.7.6 Guidelines**

- Tulsa Parks recognizes that developing mutually beneficial partnerships with individuals, nonprofit organizations, private entities, public agencies, and community groups is a viable and appropriate way to increase the variety and quality of the parks and recreation programs available to the citizens of Tulsa, as well as, make physical improvements to parks and facilities. Tulsa Parks will consider partnership ideas and proposals as they are brought forward and will actively pursue partnerships on an ongoing basis to assess effectiveness in supporting the department's mission, achievement of desired outcomes and provision of public benefits. All parks staff will take the initiative in seeking new potential partnerships. [\(link form\)](#)
- The following principles will help determine whether or not to consider a particular partnership :
  - The proposed partnership is lawful and is consistent with the Tulsa Parks overall vision, mission, and values.
  - There will be no private use of public land exclusively for personal gain.
  - Any partnership must include some level of clear, measurable, and significant public benefit that adds value to the park experience and opportunities to recreate.
  - If the proposed activity is going to be at a Tulsa Parks facility and the activity is similar to a program that Tulsa Parks has already established at the facility, then Park staff will review the proposed activity and decide if it provides an added value. If not, then it will be denied.
  - The proposed activity should not adversely impact Parks' facilities or park land, including wildlife habitats.
  - The proposed activity meets all city, state, and federal rules and regulations. All private and non-profit entities must secure adequate insurance that names the City of Tulsa additionally insured.
  - The proposed partnership is in compliance with Tulsa Parks approved policies and guidelines.

- Tulsa Parks shall take appropriate actions to recognize those partnerships that have resulted in significant benefits to the department and/or the public.
- Partnership proposals which are not initially approved can be renegotiated and submitted to Park Staff for reconsideration.

#### **4.7.7 Partnership Criteria and Assessment Checklist**

The following are questions that can assist Parks staff in deciding whether or not to pursue a particular partnership, and can help to negotiate a formal partnership agreement. The conditions fall into four categories: 1) how the proposed partnership aligns with established Tulsa Park and Recreation mission and values 2) benefits the proposed partnership will provide Parks and/or the public; 3) budget considerations; and 4) community relations. For pre-implementation questions, *see appendix 10.1.7.*

#### **4.8 Secret Shopper**

**Purpose:** Secret shoppers help our community centers pools, and special facilities meet our customer service goals, and to define areas where we could improve our service.

##### **4.8.1 Definition**

Secret Shopping is a reliable way to gather information regarding staff's actual customer service performance when they interact with customers during their normal daily routines.

##### **4.8.2 Guidelines**

Volunteers will be selected to pose as an ordinary customer and provide feedback to us. A form will be provided. (*See Appendix 10.1.8.*)

It is important that the volunteer stay anonymous:

- Volunteers must keep their secret shopper status confidential.
- They must act as a regular customer and be careful not to do anything that would reveal them as a shopper.
- Volunteers should not bring the form onto the premises with them. An employee could spot them or the form could be misplaced.
- Volunteers should complete the two interactions on the Mystery Shopper Form. Fill out the paperwork thoroughly so Tulsa Parks can have an "instant replay" of the interaction by the information provided. To help get a better overall picture of the Recreation Center, volunteers should try to interact with two different staff members on each visit. Once the paperwork is completed and turned in, volunteers will receive a "thank you" which will be a pass for a \$10 credit on their

account toward a future purchase with the Tulsa Parks & Recreation Department.

#### **4.9 Community Health and Wellness Education and Promotion**

##### **4.9.1 Purpose**

The Tulsa Park and Recreation Department is committed to offer events, programs and education to keep our citizens healthy, safe and engaged.

##### **4.9.2 Guidelines**

Each recreation center will offer a minimum of 5 classes each quarter that will encourage family-oriented and culturally-informative health, nutrition, wellness, and exercise programs and educational opportunities.

Classes will be updated quarterly through the KPI list.

#### **4.10 Vending Machine Policy**

##### **4.10.1 Policy**

Tulsa Parks is concerned about the health of our staff and patrons with health as a priority for residents of Tulsa County. Snack food products that are lower in fat, calories, sodium and sugar are better choices for preventing many diseases.

##### **4.10.2 Guidelines**

It is the policy of Tulsa Parks that all snacks and beverage vending offered by this organization will always include items that meet the following standards:

###### 1. Nutrition Standards

At least 75% of food served in vending machines should meet these standards:

- Have no more than 35% of its calories from total fat (not including nuts and seeds)
- Have no more that 10% of its calories from saturated fat
- Contain no trans fats
- Have no more than 35% sugar by weight (not including dried fruit)

In addition, all efforts will be made to include the following:

- Items that have no more than 360mg of sodium per serving
- Items that contain at least 2 grams of dietary fiber per serving

###### 2. Beverage Standards

At least 75% of beverage vending machine offerings must include:

- Beverages that contain 100% fruit or vegetable juice with no added

sweeteners

- Water
- Nonfat or 1% low-fat milk
- Beverages are limited to a portion size no greater than 12 ounces (no limit on water). If juices are available in smaller-sized portions (6oz.) they would be preferred.

### 3. Pricing/Placement Standards

- Beverage and food items meeting the mandatory standards must be sold at a price that is equivalent to or lower than the price of items in the vending machine that do not meet these nutrition standards
- Items meeting the mandatory standards must be placed in the top third of the vending machine so that they are visible at eye level.

## SECTION V -- LEISURE FACILITIES MAINTENANCE

### **5.1 Purpose**

The Park Maintenance Policies and Procedures are intended to describe the existing responsibilities of the Department as they apply to the maintenance function of the organization.

### **5.2 Maintenance Facilities**

The maintenance facilities of the Park and Recreation Department are located at:

#### **5.2.1 Newblock Maintenance Facility**

Address: 1712 W. Charles Page Blvd. Tulsa Ok. 74127

*Supervisory offices site for: Trades, Structural Services, Horticulture and Forestry*

*Shop location for: Trades and Water Specialties Staff, Structural Maintenance Staff*

*Woodward and Centennial Horticulture Staff and Forestry Staff*

#### **5.2.2 Mohawk Maintenance Facility**

Address: 4508 E. Mohawk Blvd. 74115

*Supervisory office site for: Turf and General Sites Services*

*Shop location for: General Sites Crew; Turf Crew and General Horticulture*

#### **5.2.3 Garnett Maintenance Facility**

Address: 5675 S. Garnett 74146

*Shop location for: Turf Crew; Chemical Applications Crew and Welder*

#### **5.2.4 Park and Recreation Department Maintenance Administration**

Address: 1712 W. Charles Page Blvd.

*Park Maintenance Manager's and Engineering Aide's Office*

### **5.3 City-Owned Equipment**

#### **5.3.1 Equipment Inventory**

Tulsa Parks has established procedures for inventory of equipment. Maintenance equipment is inventoried annually and documented in a spread sheet format and recreation equipment is documented seasonally. City-owned property inventory is located in the Asset Management Department. The Department of Revenue and Finance, Accounting Division is responsible for property control, including inventory and fixed assets over \$1,000 per the capital assets inventory list.



### **5.3.2 Loan of City-Owned Equipment**

The loan of City-owned equipment for any purpose, on or off City premises is prohibited. Under no circumstance is the equipment to be removed from City premises.

### **5.4 Vendor Incentives and Awards**

Any and all promotional incentives and/or contest awards made available to City personnel by vendors, which are based on City purchases, shall automatically become the rightful property of the City.

#### **5.4.1 Notification**

The Director shall be notified immediately of any such offering. Incentives and/or awards shall include but not limited to purchase premiums, free food offered promotional allowances, cash prizes, special sales commissions, and merchandise prizes.

### **5.5 Reduced Maintenance Areas**

Designated parks or areas within parks, as approved by the Park Board, shall be maintained at a reduced level relative to the Department's normal maintenance program. Identified safety hazards are to be corrected. If the reduced maintenance area is adjacent to property with buildings and the area **is** accessible to maintenance equipment, a fire break should be created between the park site and the adjacent property.

#### **5.5.1 Characteristics**

Reduced maintenance of some areas is appropriate because they have one or more of the following characteristics or features:

1. Does not serve City residents well; too distant from residential areas.
2. Unmaintainable without major alteration of natural topography.
3. Contains wetlands.
4. Inhabited by endangered or unique animal or plant species or by animals that benefit from natural, un-maintained vegetation.
5. Land or facilities not needed in area.
6. Unique aesthetic value.
7. Mature tree cover
8. Natural, meandering creeks.
9. Other, sensitive, environmental characteristics.
10. Site undeveloped.

### 5.5.2 Designated Low Maintenance Areas

1. West Highlands 5.6.3- 34 acres; approximately twenty acres unmaintained as eastern two thirds of park; heavy tree cover and creek; severe topography; rest of park developed.
2. Mohawk- 2800 acres; approximately 1500 acres unmaintained; Nature center, wet lands, heavy tree cover; natural areas are in all areas of the park but mostly on east and *north* sides; rest of park developed.
3. Hunter- 80 acres; approximately 15 acres unmaintained; heavy tree cover; creek; located in southeast corner of park; rest of park developed with additional development planned.
4. Lubell- 16 acres; predominantly unmaintained; heavy tree cover and rock outcropping; several picnic tables is only development; no additional development planned.
5. Lumpkin- 20 acres; predominantly unmaintained; outside of City; heavy tree cover and rock outcrop; parking lot is only development; no further development planned.
6. Flat Rock Creek- 210 acres; total site unmaintained; acquired by City for flood control; near Mohawk Park; no development currently; trail planned but unfunded.
7. Crawford- 24 acres; approximately 4 acres unmaintained; tree cover and creek; rest of park developed.
8. Challenger 7- 19 acres; approximately 8 acres on north side of park unmaintained; heavy tree cover and rock outcrop; rest of park developed;
9. Bales - 67 acre park; approximately 30 acres on north side of park unmaintained; heavy tree cover and rock outcrop.
10. Williams- 18 acres; approximately 8 acres on northwest side unmaintained; heavy tree cover; creek.
11. Paul Johnson- 10 acres; unmaintained; undeveloped; development proposals resisted by neighborhood; heavy tree cover.
12. Standard Industries Tract- 30 acres; unmaintained; undeveloped; out of City; close to Tulsa County's Chandler Park; has underground deposits of oil refinery wastes.
13. Carl Smith- 348 acres; approximately 280 acres unmaintained, 200 acres of which is leased out for agriculture use; severe topography; creek; heavy tree cover; trail runs through area; 9 field softball complex on developed area of park.

14. Leake - 23 acres; approximately 5 acres unmaintained; heavy tree cover; creek; rest developed.
15. Plaza - 18 acres; approximately 7 acres unmaintained; heavy tree cover; severe topography; creek; rest of park area developed and maintained.
16. Torchia-Oliver - 45 acres; approximately 3 acres unmaintained; creek and floodplain; heavy tree cover; topography not conducive to development or maintenance; park developed as soccer complex.
17. Minshall - 15 acres; approximately 5 acres unmaintained-, severe topography.
18. Holliday Hills - 5 acre park; approximately 1 acre unmaintained; creek with steep banks; severe topography; heavy tree cover.
19. Helmerich - 75 acres; undeveloped; mowed only once every 60 days; vegetation growth not as rapid as other sites because of dry, sandy soil conditions.
20. North 56th Street Tract - 20 acres; minimally maintained-, mowed every 60 days; undeveloped.
21. Wright Tract - 5 acres; minimally maintained; in rural area with few homes in far northeast Tulsa.
22. Rose Dew Tract - 5 acres; minimally maintained; undeveloped; mowed every 60 days.
23. Sequoyah -10 acres; approximately 2 acres unmaintained; creek; heavy tree cover.
24. Hinch- 5 acres; minimally maintained in rural area with few homes in far Northeast Tulsa.
25. Oxley Nature - 745 acres; Areas left natural by design.
26. Red Bud Valley- 82 acres: Areas left natural by design.

## **5.6 Energy Conservation**

In order to preserve optimum service, extend the operating life; and improve the efficiency of heating, air conditioning and ventilation (HVAC) equipment. Tulsa Park and Recreation Department facilities shall maintain the following standards in the operation of facilities and equipment, such standards to be monitored by the Park and Recreation Department staff as a part of routine facilities inspections.

### **5.6.1 Doors and Windows**

All doors and windows which separate conditioned and unconditioned areas must be kept closed while heating or air conditioning equipment is in use. Broken glass in windows or

doors will be repaired as soon as possible and weather stripping maintained or installed where needed around doors and windows.

#### **5.6.2 Vents and Exhausts**

Gymnasium, or other areas where air is exhausted, should maintain door closures in proper adjustment to eliminate exhaust fans from pulling doors open, drawing conditioned air into unconditioned spaces. If possible, such areas should have make-up air in other manners (i.e. keeping doors or windows open to the outside). Gym vents should remain closed while heating systems are in use.

#### **5.6.3 Air Handlers**

The use of vent fans and/or air handlers (w/heating and air conditioning units disengaged) to take advantage of outdoor temperature conditions is encouraged.

#### **5.6.4 HVAC Filters**

HVAC filters should be checked at least once per month (more often in dusty situations). A filter which has collected debris to the extent that it blocks view through the filter media should be replaced. The dates of installation/inspection should be written on the cardboard frame of the filter upon completion of the installation/inspection.

#### **5.6.5 Temperature**

The maximum (winter) and minimum (summer) ambient temperatures are to be maintained at user level (i.e. within 6' of the floor).

#### **5.6.6 Operation of Thermostat**

Where programmable thermostats are provided, it shall be the responsibility of the facility's Manager to see that the unoccupied standards are followed during all periods that the facility is not in use and that settings are as follows:

Minimum-76° F for summer cooling

Maximum-70° F for winter heating

Minimum-80° F summer cooling, Gymnasiums only

Maximum-67° F winter heating, Gymnasiums only

Thermostats shall be operated only by Park and Recreation Department employees and protective covers shall be locked to eliminate tampering by others. (Duct mounted stats are available where security cannot be maintained.)

#### **5.6.7 Exceptions**

Exceptions to the above policy shall be authorized by the Park Buildings and Operations manager based on special program needs. The program manager is responsible for

seeing that the above policy temperature settings are reinstated upon completion of each special program activity.

## **5.7 Service Needs**

Preventive and routine maintenance performed by the Tulsa Parks Maintenance Division is intended to be pre-planned and to be administered in regular cycles in order to consistently maintain the Department's service standards. These standards are continually reviewed and evaluated using established performance standards and measures.

- It is understood that occasional requirements for work outside the routine work orders may become necessary.
- All maintenance that can be pre-programmed and scheduled should be submitted to the appropriate maintenance supervisor as soon as the need is identified.
- Work that is unforeseeable in nature should be brought to the attention of the appropriate maintenance supervisor as soon as possible by following the procedure:
  - Submit a work request utilizing the TMA work order/cost tracking system.
  - If the request is not accepted and a work order generated within 24 hours, the requestor should send an email to the supervisor and manager for a status update.

## **5.8 Weekend/After Hours Call-in**

1. When an emergency condition exists the center manager or their representative is to call the maintenance supervisor who is responsible for that time period.
2. The supervisor is to make the decision whether to call the appropriate personnel to repair or correct the emergency. Based on the information given to them, is possible the corrective actions could wait until the next scheduled work day.
3. If the problem cannot be completed on the initial emergency call out, the situation will be corrected to a level that will not jeopardize the health, safety or damage to the department's facilities or any park patron.
4. A list of supervisors, managers and directors who are authorized to designate the "Emergency" status will be made available each year.

## **5.9 Park Maintenance Equipment Check-Out**

Scheduling of the park maintenance equipment available for check-out is to be made through the turf maintenance section mechanic III.

- Small engine powered equipment not permanently assigned to a work crew will be kept at the Mohawk and Garnett Mechanic Shops.
- The mechanics will be responsible for check in and out of all such equipment.
- Spare keys for equipment to be kept at the mechanic III's shop.
- Operators who check out equipment must be certified by the City of Tulsa standards to operate the equipment that is requested.
- 48 hours prior notice is required prior to checking out equipment except in cases of emergency.
- Equipment check-out, assigned to a specific crew, is to be handled through the lead person of the crew to which the equipment is assigned under the same criteria as above.
- Records for all equipment are to be maintained at the Mechanic III's Shop.

The operating section of the individual checking out the equipment is assigned the responsibility for acquiring repairs to equipment damaged while it is checked out to the section.

## **5.10 Equipment Maintenance Responsibilities**

The mechanics section of the department's Turf Maintenance Operation is comprised of two small engine mechanics. One at the mechanic III level and the other at the small engine mechanic I level.

The goal of the mechanics' section is to provide reliable and courteous service to the staff of the Park and Recreation Department, in a timely manner to assure prompt turnaround time in order to maintain equipment in proper working order.

Realizing that any downtime of the department's equipment costs the Park and Recreation Department lost labor in staff time and reduced revenue, the mechanics will respond in a timely manner to all equipment breakdowns by:

- Giving the employee the best estimate of repair time.
- Scheduling repairs to enable staff to continue normal work schedule with a minimum of down time.
- Consolidating mechanics' work where feasible or when the situation dictates.

- Measuring the level of the customers' satisfaction.
- Maintaining equipment, tools and machinery in shop and work areas in a safe and efficient manner in order to provide optimum service to the customers, thereby enhancing revenues.
- Updating skill levels periodically to keep abreast of changing equipment repair procedures.

- 

## **5.11 Licensed Vehicular Equipment Repair**

### **5.11.1 Responsibilities**

It is the responsibility of the Asset Management Division (AMD) to perform the repairs on Park and Recreation Department licensed vehicles. Operating procedures required to receive these services are established by the AMD.

It is the responsibility of the mechanic III of the turf management section to act as the Park and Recreation Department representatives in dealing with AMD. This includes the following:

- Liaison for communications between AMD and Park and Recreation Department including status on equipment being serviced at AMD facilities. (Mechanic III).
- Updating and distribution to all Park sections of AMD policy and procedures related to acquiring services.
- Daily contact with AMD is the responsibility of the park department liaison. Any pertinent data or paperwork should be provided through that position.

### **5.11.2 Licensed Vehicular Equipment Repair Locations**

Licensed vehicle repairs are provided through three EMD facilities:

General Garage

*Newblock Park Drive*

*Servicing sedan type vehicles 596-9825*

Refuse Maintenance Facility

*W 23rd St.*

*Servicing ½ ton and larger vehicles 596-9833*

Street Department Maintenance Facility

*S. Garnett*

*Servicing ½ ton and larger vehicles 254-5102*

## **5.12 Special Events**

Recreation Services and Maintenance Division will negotiate and agree upon a January -to-January itinerary of special programs, outlining material needs, equipment needs,

service personnel needs, etc. The itinerary is to be submitted to Maintenance Division by December 15 and shall be reviewed and approved by January 15.

#### **5.12.1 Schedule Changes**

Changes in schedule should be submitted at least 30 days prior to original date or new event date, whichever is earliest.

#### **5.12.2 New Events**

New items of work or events proposed during the year (not approved annual itinerary) will be discussed and considered for inclusion in the Maintenance Division itinerary on an item by item basis.

#### **5.12.3 Lead Time**

Ninety days lead time will be given to both work units, prior to the event or project, to allow for ample planning and preparation of work orders and purchase request. Project description and needs are to be submitted in writing for consideration. Planning meetings involving staff or both work units may be scheduled as needed to generate this information.

#### **5.12.4 Compliance**

Programs and/or events scheduled on a park and recreation site should be geared to comply with the existing utilities. Larger facilities or services will have to be negotiated from sources other than Park and Recreation Department staff.

#### **5.12.5 Service Coordination**

Services for special events are to be coordinated by Maintenance Division.

### **5.13 Sustainability Policy**

The Tulsa Park and Recreation Department is committed to sound environmental practices and sustainable operations. Tulsa Parks promotes conservation and environmental sustainability by adopting green practices throughout the parks and recreation system.

By definition, sustainability should include the following: to reduce initial and ongoing adverse impacts to the environment, to protect or increase the ecological function of landscapes and natural areas; and to provide for the comfort, health and safety of park facility visitors and staff.

As such, the focus of this policy is on CIP projects, maintenance and operations. As funding is available, Tulsa Parks shall provide adequate resources for the implementation of this policy, including program monitoring, project evaluation, and staff training.



Additionally, the Park and Recreation Department follows the City of Tulsa's Sustainability Plan.

#### **5.14 Playground Safety Policy**

The Tulsa Park and Recreation Department is committed to provide quality, well-maintained, clean and safer parks and facilities. Tulsa Parks has developed the following standard operating procedures to protect and preserve its unsupervised public-playground facilities and its users. This program may only be accomplished through a commitment to a public playground safety program that ensures that every attempt will be made to eliminate playground safety concerns while not totally eliminating the element of risk, which is an essential part of any successful children's play and learning environment.

All playgrounds shall be designed, installed, inspected, and maintained in substantial compliance of current SPSC Guidelines and ASTM voluntary playground safety standards.

To guarantee the continued success of this program, the following guidelines will be adhered to by The City of Tulsa Parks Department staff.

- All playgrounds will be subject to the playground safety program guidelines.
- All equipment shall be installed according to manufacturer specifications.
- The City of Tulsa Parks Department shall provide reasonable resources to ensure prudent and timely inspections and repairs as determined necessary by the CPSI.
- All play equipment shall be inspected, repaired, and maintained by the City of Tulsa's employees on a regular basis, with the necessary written documentation.
- All playground equipment purchasers, installers, inspectors, and maintenance employees performing repairs shall be trained in current playground maintenance standards in order to maintain the playground equipment meets substantial compliance with the current standard of care.
- All equipment shall be purchased and certified in writing to the International Playground Equipment Manufacturers Association (IPEMA\*) certified playground equipment program or any other third party certification with adequate product liability insurance, so long as it is in writing form an authorized manufacturer's officer.

- All new lay areas shall meet the minimum DOJ 2010 ADA Standards for Accessible Design.

This Playground Safety Policy is subject to review and revision as required.

\*IPEMA Certification—Third party voluntary certification program of a manufacturer's compliance with the current ASTM Standard.

### **5.15 Risk Management Policy**

The Park and Recreation Department has established uniform procedures for managing Departmental exposure to loss and minimize legal liabilities and personal injury. Tulsa Parks seeks to protect itself against losses, per occurrence or in aggregate during any financial period which may significantly affect personnel, property, its budget or its ability to fulfill its responsibilities. The department recognizes that any loss of life or serious injury to employees or members of the public are unacceptable and as such shall manage its risks of accidental loss by continuous identification, analysis, and sound prevention procedures of loss exposures. The Risk Management and Safety Program Manual will aid in improving the overall safety and quality of our parks and facilities.

## SECTION -- VI FINANCE

### **6.1 Purpose**

Financial policies are intended to describe the existing policies of the Department as they apply to the financial function of the organization.

Tulsa Parks follows the fiscal policy outlined in the City of Tulsa code of ordinances of the City Charter Article 1, "Corporate Powers." This states that the City as the corporate entity has the power to levy taxes, collect taxes, and other statutory powers granted to the City by the constitution of Oklahoma and by the constitution and laws of the United States.

[City of Tulsa Charter, Articles 1-3](#)

[City of Tulsa Ordinances, Title 6, Chapters 1-5](#)

### **6.2 Budget**

Budget fiscal year is July 1 through June 30.

Budget is prepared for every fiscal year. Preparation, as established by the Finance Department usually begins early in January and the Department's submittal is completed by mid-March. Preparation at the Department and division level should start prior to Finance Department schedule. Budget preparation and control is the responsibility of each respective division head and director.

#### **6.2.1 Budget Preparation**

Departmental budgets are prepared to meet the established guidelines of the Budget Department ([City of Tulsa Budget Manual](#)). Division's budgets are compiled by Senior Services Administrative Officer into a total department budget proposal covering:

- Personnel Accounts - 51 Series
- Materials and Supplies - 52 Series
- Other Services and Charges - 53 Series
- Capital Accounts - 54 Series

During the Budget preparation process, the Park and Recreation Park Board should give staff direction in establishing priorities for projects and expenditures.

#### **6.2.2 Budget Distribution**

The Budget Manual can be found online at [cityoftulsa.org](http://cityoftulsa.org)

#### **6.2.3 Budget Adoption**

Budget submittals are reviewed by the Park and Recreation Park Board prior to submission.

Budget is reviewed by the Budget Analyst with department director and division heads.

- Budget is reviewed by the Budget Director.
- Budget Director recommends additions, deletions and changes.
- Reviewed by Mayor and Council.
- Approved and adopted by Mayor and Council.

#### **6.2.4 Budget Control Procedure**

The budget division of the finance department oversee the overall budget procedures for the Park and Recreation Department. On a daily basis, a report is generated to check the overspending in any fund/account/center/department. The department director will be contacted and fund will have to be transferred from another account group or fill out a budget amendment.

On a monthly basis, all expenses are checked and a 9C report (monthly totals and year-to-date numbers) is generated to keep track of monthly balances in each fund/account/center/department.

A report is generated to the City management team and the City Council on a monthly basis on expenditures and the budgeted amount. A report on the revenue is also created on a monthly basis based on the budgeted amount.

#### **6.2.5 Budget Maintenance**

Division Heads are responsible for their respective division's budget.

Expenditures and monitoring are controlled by the division heads.

Necessary fund transfers or changes are coordinated by division heads and Senior Administrative Officer as follows:

- Change justified to department head.
- Request for transfers prepared by the Administrative Office Manager.
- Administrative transfers: Transfer within and between accounts of same department same Fund, same account series and same project number of Park Fund.
- Form TUL 4430-C, Transfer of Funds Request, must be forwarded to Department's Budget Analyst.
  - Reason transfer must be cited.
  - Identify accounts and amounts of transfer.
  - Confirmation of the requested transfer is forwarded to the Park and Recreation Department by the Finance Department.

Transfer of Funds Request should be circulated within the office as follows:

Administrative Office

Finance Department

Budget Transfers: Transfers within and between different account series and project numbers can be initiated by the Budget Department, but must receive Mayoral approval.

- Bond fund transfers: transfers between bond accounts (same bond fund) should be handled as follows:
  - Change justified to department head by memorandum.
  - If transfer is between bond projects, Park and Recreation Park Board Approval must be received.

### **6.3 Operating Budget**

#### **6.3.1 Sources of Funds**

General operations funding is received through the City's General Fund and Park Fund.

Other sources of operating funds for the department are:

- Revenue Sharing
- Long Range Sales Tax
- Short Range Sales Tax
- Bonds
- State Government grants
- Trust Funds
- Escrow Accounts
- Revenue Bonds

#### **6.3.2 Operating Accounts**

General operating accounts are identified for the following needs:

- Personnel Services - 51 Series
- Materials and Supplies - 52 Series
- Other Services and Charges - 53 Series
- Capital Outlay - 54 Series

### **6.4 Refund Policy**

Please refer to Administration Section 2.12.

### **6.5 Petty Cash Expenditures**

#### **6.5.1 Purchase Support**

Purchases required to complete or expedite work projects costing less than \$100 will be handled by petty cash as set forth in the Purchasing Manual of the City of Tulsa. All purchases shall be supported by an itemized paid receipt showing vendor name, date of purchase and total amount paid.

#### **6.5.2 Sales Tax Avoidance**

The City is not required to pay sales tax and the City will not reimburse Sales tax on petty cash purchases. This should be explained to the vendor when the purchase is made, and the purchase must be made in the name of the City of Tulsa. The City's Federal Tax ID number is 736005470. The City does not have a State Tax ID#. In lieu of a number, you must submit suppliers with a copy of the letter received from Oklahoma State Tax Commission.

#### **6.6 Sales Tax**

As required by State Law, the department does collect and remit Oklahoma Sales Tax on certain admission charges for facilities, such as: pools, golf fees and zoo admission.

#### **6.7 Bids and Quotations**

All items and services and materials needed by the Department requiring bids of contracts are initiated through a formal bid process which is handled by the Park and Recreation Department administrative office.

#### **6.8 Fiscal Control Monitoring**

In order to be fiscally responsible, the Accounting Assistant will review percentage of spending and balance sheets for each purchase on a weekly basis. The Senior Administrative Services officer will be notified of any issues.

#### **6.9 Bid Waivers**

Through the City of Tulsa purchasing procedure only the City Council has authority to waive the bid procedure, except in cases of emergency purchases. Emergency purchases exceeding the amount requiring a bid waiver can be handled by the Purchasing Agent.

#### **6.10 Cancellation of Purchase Orders**

Purchase orders are to be reviewed by the originator on an on-going basis. Materials not received within three months of date on the Purchase order should be checked with the vendor to confirm delivery date.

If delivery exceeds three months, it is the originator's responsibility to request cancellation of the purchase. A letter of notification of cancellation to the vendor should be written by the originator. A copy of the letter is to be sent to the Park and Recreation Department administrative office.

## **6.11 Emergency Appropriations Procedure**

The Park and Recreation Department will follow the procedure set forth in the City revised purchasing ordinances, section 409.

### **6.11.1 Emergency Purchase Order**

Purchases can be expedited if they are required to handle, repair, or correct situations endangering the safety or health of anyone using Department facilities.

## **6.12 Office Supplies**

Each budget year a set office supply amount is placed within a parks office supply account. The Department draws from this central location unless specific item(s) cannot be furnished.

## **6.13 Inventory Control Procedures**

Items over \$5,000 are tagged immediately as a capital asset and given a bar code. The bar code is scanned by the Finance Department. An inventory report is run every month through the Finance Department. Every two years, Capital equipment is checked by the Finance Capital Inventory staff. If equipment is not located, a report must be filed.

## **6.14 Declaring Surplus**

Items of a capital nature such as vehicles, compressors, mowers, etc. no longer suitable for Department use are to be declared surplus and removed from department inventory.

## **6.15 Payroll**

Park and Recreation Department pay policies will adhere to Section 2000 of the Personnel Policies of the City of Tulsa.

### **6.15.1 Payroll Changes**

Administrative Office of the Park and Recreation Department can initiate the following changes to employee's payroll records with the direction and approval of the employee:

- Federal Withholding
- Insurance
  - Health/Dental
  - Life
  - Disability
  - Other (Outside individually subscribed insurance policies)
  - Changes of:
    - Address
    - Name
    - Phone

#### **6.15.2 Pay for Resignation**

The Park and Recreation Department will pay all earned wages, accrued vacation and leave as specified by the City's Personnel Policies.

#### **6.15.3 Pay for Dismissal**

The Park and Recreation Department will pay all earned wages, accrued leave to an employee being dismissed as spelled out in the City of Tulsa Personnel Policy Manual. Payment is mandatory to the employee within 24 hours of notice of dismissal (Excluding weekends and holidays).

#### **6.15.4 Interim Checks**

Interim checks will be obtained for correction of significant errors on the part of the department relative to an employee's pay. Interim checks will also be processed for payment for new employees having worked 40 hours or over during a current pay period providing proper employment procedures were followed.

Interim check requests are initiated as required by the Park and Recreation Department administrative office. If an error has occurred, notification and request should be generated by the supervisor to the Park and Recreation Department administrative office.

- Interim checks are usually available within one day of request; however, distribution is not made until after 3 p.m.
- Interim checks are released to supervisors only or upon directive of the supervisor.

#### **6.15.5 Garnishment**

The garnishment of wages will apply as spelled out in the [HR Personnel Policies section 400](#).



## SECTION VII – REVENUE ENHANCEMENT PLAN

### **7.1 Purpose**

The underlying principle of financing public parks and recreation programs is to offer an efficient, balanced program of services and facilities that are benefit based and ensure that all citizens have equal opportunity and choice of participation opportunities. Since the demand upon the Tulsa Park and Recreation Department is greater than the tax revenue available to support all of these needs, it is necessary to charge appropriate fees for selected programs, services and facilities. This is particularly true in instances where such programs, services, or facilities are directly consumed by the individual for his own personal benefit. The level of benefit will also be higher to the individual than to the general taxpayer. Thus, those who benefit the most, pay the most.

Fees and charges provide only one source of revenue of the Tulsa Park and Recreation Department. Other revenue sources are being developed by the Park and Recreation Department as necessary to keep with the growing demand for park services and programs without increasing taxes. A system of fees and charges must supplement other resources available to the department, not replace them or be used to diminish the department's responsibility to provide public open space and leisure opportunities for all citizens.

### **7.2 Authority and Responsibility**

The Tulsa Park and Recreation Department shall prepare and maintain a schedule of fees and charges for those facilities and programs where such revenues are necessary to support their continuation. All fee schedules shall be reviewed on an annual basis by appropriate staff and shall be submitted to the office of the Director for final review and Park Board adoption prior to the implementation at the beginning of each year. Fees and charges for concessions operated under contract with the park and recreation department shall be established by the respective concessionaire, subject to the approvals specified in the respective contracts. Any fee increase over 10% shall be approved by the City Council.

### **7.3 Guidelines for Determining Charges**

For the purposes of determining price, it is necessary to define direct and indirect costs. Direct variable costs are those expenses which are incurred in conducting or operating

the program. The indirect costs are those costs regardless of offering the program. These costs are not directly incurred by the program or facility but may be charged to the program (administrative salaries, promotion and seasonal brochures and cost of registration).

### **7.3.1 Equity**

Those who benefit from the service are the ones who are to pay for the service and those who benefit the most are to pay the most for the service. Public agencies offer three kinds of services:

- **Public service** is defined as a service where everyone in the community benefits from the service and therefore, the entire community is to pay for the service. Some examples of this service would be open park space, community playgrounds and hiking trails.
- **Private service** is defined as a service where only the participants' benefit, therefore, only those people who participate in the service would pay the full cost for the service. Some examples of this service would be adult softball leagues, fitness programs, golf, child care services, and specialized instruction.
- **Merit services** are defined as services where the user and the community benefit by the service. While the user pays for the service, the community shares in the burden of the service cost. Some examples of this service would be older adult, youth sports, zoo, nature education programs, aquatic lessons and picnic shelter rentals.

### **7.3.2 Revenue Production**

User fees from parks and recreation programs and activities will assist in the overall operation of the Park and Recreation Department budget. Revenue production offers needed cash flow for projects not budgeted in any given budget year. Revenue production offers flexibility in providing services not normally provided through tax initiatives. There are various types of revenue production mechanisms.

- Promotional dollars for programs and services.
- Revenues for grant matches. This helps to offset tax dollars spent on a specific program that lost public enthusiasm due to overruns in project time lines, but demands more public funds to meet expenses due to the lost support. As an example, tennis programs generate revenues from interested players. The value of the experiences the individuals gain as a result of the teaching develops a deeper commitment to the programs they help to support.

### **7.3.3 Efficiency**

Efficiency is the utilization of revenue dollars only when the funds are available through revenue production. Expenditures are only made when the revenues are produced. Priorities in the management of park lands, resources and activities are clearly defined. Defined priorities are in line with the expressed demands of the community. Costs for individual projects are tracked. Pricing can achieve six positive results:

1. Reduce congestion and overcrowding.
2. Indicate product demand by the user.
3. Increase positive consumer attitudes.
4. Provide encouragement to the private sector to compete with the department.
5. Provide incentives to achieve societal goals.
6. Ensure accountability among Park and Recreation Department employees.

### **7.3.4 Redistribution**

Dollars associated with each activity pay for the direct cost and future improvements associated with the activity. An example would be golfers pay green fees for the services they receive on the golf course such as maintenance, staff and capital costs associated with the golf course.

### **7.4 Establishing A Price**

Charge the going rate for the service is non-controversial but is not logical. It is unknown if the going rate has considered all costs associated with the product offered. Differential pricing can be used if it doesn't cause resentment. Different rates can be charged for:

- Different participants (older adults, children).
- Different products (heated pool vs non-heated pool).
- Different places (camp sites, shelters, prime time and non-prime time).

Program continuum requires one to pass the direct cost of the program to the user less the cost the City would incur whether the program were to be offered or not. The key is to avoid market saturation techniques to determine when the program has run its course.

### **7.5 Willingness to Pay**

Citizens generally find user fees to be acceptable and prefer the "pay as you go" method of financing of indoor and outdoor facilities and programs. Studies show that the lower a family income, the higher the percentage of that income goes to taxes. Park and recreation services are primarily a middle class service, so the poor are subsidizing a greater proportion of their income for every middle class child who participates in free

park and recreation program. Conversely, where a higher fee is imposed on the user of a park and recreation service, the low-income family benefits the most because their tax burden may be reduced.

## **7.6 Scholarships**

The Tulsa Park and Recreation Department plans to continue to offer scholarship programs to individuals who are unable to afford a service.

## **7.7 Premise of Fees and Charges**

The general benefit of services, programs, and facilities made possible through the implementation of fees and charges must exceed any detriment imposed by the fees. Collection must be practical. Any fee system may be found to have inequities for certain individuals or groups. Therefore, the department must recognize these special situations and be flexible in order to meet these needs. Where individuals have a known inability to pay the established fee for basic programs and facilities, fees are paid for from a special fund established for that purpose. The fund will be supported through sponsorships.

Fees are to be assigned to a service where one or more of the following conditions exist:

- The cost per user hour of the service or the facility is high.
- The service requires a facility with high capital, operating or maintenance costs.
- The service requires special preparation or cleanup.
- The service requires special instruction at an extra cost.
- A fee will expand activities for all people, with the least possible cost to the majority of users. Fees aid in providing special interest activities that extends the program beyond the normal operation. The extension of recreation services shall be based on need and not entirely on the revenue producing value of the service.
- Use of the service or facility tends to be limited to a relatively few individuals or special interest groups that are private in nature. Therefore, those who benefit to the exclusion of others are to pay extra fees for the privileges enjoyed.
- From time to time, Department facilities or land is used for private economic gain; therefore, the fees charged for the use of facilities by private and closed groups shall be comparable to commercial rates.
- Admissions to special events will be charged if the profits are used to extend the activity or cover the cost of the event.
- The assessment of a fee may serve as an independent function such as:

- To allocate limited facilities among a large number of users.
- To aid in discipline and control.
- To promote respect for an activity or service.
- The public may demand more activities or service.
- Lack of revenue continues the status quo.
- Revenues could support the promotion and marketing of services by building the cost into the fee structure.

## **7.8 Fee Categories**

The primary purpose for developing fees statements is to establish an understanding that the pricing of services is a conscious, calculated practice that requires investigation and study by all program staff of the Tulsa Park and Recreation Department. A Fees and charges strategy is needed prior to implementation. Fees may be adjusted for market conditions and for targeted consumers. Services provided by the Department may be sold at a discount to stimulate demand. Fees may be waived to accommodate the disadvantaged or non-profit organizations. Fees may be adjusted to charge a differential price for prime time use, children or senior citizens. Fees are to be test marketed, whenever possible, to determine the public reaction to proposed fee structures through the implementation of focus groups or random surveys of the general public or program participation prior to implementation.

### **Entrance Fees**

These fees are charged to enter a large park, botanical garden, zoological park or other developed recreational area. The areas are usually well defined, but are not necessarily enclosed. The entrance is the patron's first contact with the park; however, it may contain additional facilities or activities for which fees are charged. Entrance fees are charged to obtain revenue to supplement maintenance and operating costs of the area.

### **Admission Fees**

These charges are imposed to enter a building, structure, sports complex, or natural area. These facilities usually offer an exhibit, show, ceremony, performance, demonstration or special equipment. Entry and exit are normally controlled and attendance is regulated. These fees:

- Augment funds for operation and maintenance of the facility.
- Allow the amortization of the capital cost of the facility, particularly when the facility is financed with revenue bonds.

- Allow for income for the cost of programs which often take place inside such facilities.

### **Rental Fees**

Payments that are paid for the privilege of exclusive use of tangible property of any kind are rental fees. This fee gives the patron the right of enjoying all the advantages derived from the use of the property without consuming or destroying the property. Rental fees also:

- Provide equipment for the enjoyment of a recreation area, for which visitors may not have access.
- Provide equipment which enables the visitor or user to enjoy equipment or a facility usually not enjoyed on a day to day basis.
- Need to be sufficient enough to pay for the entire cost and replacement of the equipment and for the cost of operating the rental service.

Short term rental of space may be charged where the space provides an exclusive additional privilege to the user.

### **User Fees**

Charges made for the use of a facility, participation in an activity, or fares for a controlled ride are user fees. The patron usually enjoys the privilege of the use simultaneously with others. User fees serve to:

- Amortize the capital investment and cover maintenance and operational costs of a facility.
- Pay for or augment the operation and maintenance costs for a facility where tax appropriations support the basic service.
- Control use of the facility.
- Assess a portion of the costs of the facility to users who may not be tax payers to the community.
- Enable the City to provide facilities or participation programs for which funds might not be available.

### **Sales Revenues**

Sales revenues are obtained from the operation of gift shops, concessions, restaurants and from the sale of merchandise or other property. Unconditional ownership of the item must pass from the seller to the buyer with each sale. These revenues:

- Provide needed supplies which the visitor cannot obtain in the general park vicinity.
- Provide merchandise which adds to the visitor's enjoyment of the area.

- Provide sufficient revenue to cover costs of all operations and produces a profit or surplus revenue to be used for expansion of park and recreation services.

### **License and Permit Fees**

A license is a written acknowledgment of consent to do some lawful thing without command, and is usually issued by a division of government. A license involves permission to perform an action, but seldom grants authority to occupy space or use property. These fees produce revenue sufficient to control and conduct a given activity. (In many cases a license fee may not be legally charged exceeding the cost of this control). Permit fees grant special privilege to the permitted and may be sufficient to cover costs of not only control and operation, but, may produce surplus revenues.

### **Special Service Fees**

Special service fees are charges made for supplying extraordinary articles, commodities, activities, or services as an accommodation to the considered user as a required governmental service. They also:

- Enable the user to pay the program of the special service from which he or she benefits.
- Enables special services to be rendered by the Park and Recreation Department without unduly adding to the overall public tax load.
- Develops income for improving the quality of the recreation program by adding service, variety, and competent administration, supervision, and program people.

### **Earned Income Opportunities**

Staff is encouraged to supplement the revenue generated through the fees and charges assigned to services provided by creating opportunities for private sector involvement in the delivery of programs and services. Opportunities are particularly apparent in the promotion of special events and some recreation classes and programs.

- Private sector partners are encouraged to attach their name to appropriate events in exchange for a sponsorship fee developed by the program staff.
- Program staff must provide detailed benefits to be submitted to the sponsor in exchange for a sponsorship fee.
- Department staff reserves the right to reject sponsorship offers if the sponsoring company is determined to be inappropriate for the particular activity.

## **7.9 Trading Out Services**

Trading out of services demonstrates to outside agencies and organizations your appreciation for their support on joint ventures with the department. The Department reserves the right to grant or dismiss any trade out agreements.

## **7.10 Program Subsidy**

It is the practice of the Department to subsidize most programs at a 75%-100% level. The following will be considerations used to determine pricing of previously subsidized programs.

- Informing the public of the level of subsidy the department provides for programs, events and recreation facility use.
- If a fee is adjusted to cover more of the direct cost of providing the service, the reason and need for the adjustment is to be communicated to the users. Current subsidy levels cannot be allowed to increase and fees are to be adjusted to accommodate the growth in expenses in order to keep the subsidy consistent.
- All subsidy levels and fees are to be approved by the Park Board each year. When new programs are created, they are to be priced at market rate levels. The "merit or private service" classification cited in 9.03.00 is to be used to discourage any adverse impact on the current budget.
- When possible, the department is to use multi-tiered pricing. The base price is to remain current. Increases are to be in place to cover higher levels of service. The costs of these levels of service are covered by the user. Allows the department to experiment with market strategies that increase participant perceived value of programs in relationship to the services offered.
- All revenues are to be tracked by Recreation and Cultural Services staff even though the revenues go to the general fund. This allows for the tracking of program value-to-fees and the relationship between new investment in programs and facilities upgrades when associated with the fees paid by the user.

## **7.11 Partnership Development and Facility Agreements**

Partnerships and Facility Agreements allow the creation of public ownership and value for the department. They spread the cost and risk of providing facilities and services to other advocates who desire to deliver services to the same audience or market. The key to effective partnerships is having a common vision, clear understanding of goals,



objectives, success indicators each party can agree with, trust and high levels of communication. Partnerships can be engaged with:

- Neighborhoods
- Schools
- Other non-profits
- Churches
- Local Business
- Inter-Departmental agencies
- Hospitals

#### **7.11.1 Partnership Working Model**

When a partnership opportunity presents itself, each partner needs a working model that helped them identify the issues. Considerations are:

- Purpose of the partnership
- Target market
- Initiation of the partnership
- Conclusion of the partnership
- Identification of the community need being met by the partnership
- Method for evaluating the partnership
- Common vision and goals between the partners
- Budget of resources to be allocated to the partnership
- Contact person
- Agreement terms

### **7.12 Earned Income Opportunities**

Earned income opportunities could bring added revenues and investment opportunities to the department.

#### **7.12.1 Advertising**

Advertising throughout the Park and Recreation Department will be used to enhance revenues for the Park and Recreation Department. Advertising can be accomplished at several locations within the department and are to be explored to the fullest extent.

#### **7.12.2 Sponsorships**

Local business could invest in a variety of projects and programs to create added value to the programs and the business.

#### **7.12.3 Types of Sponsors**

1. One Time

2. Annual
3. On-going
4. Title Sponsor - an exclusive sponsor, fulfilling the necessary financial commitment to stage the event. A title sponsor is entitled to the highest tier of promotional and logo identity.
5. Presenting Sponsor - a lesser financial commitment, yet still applied to general production of the event. Ideal application for two or more corporations underwriting an event.
6. Associate Sponsor - a wide and varied range of promotional opportunities including sponsorship of particular production elements (stages, shuttle busses, waste services) and other focal points of public interest.
7. Participating Sponsor - smallest financial contribution, entailing recognition of their role in the community's collaborative effort in a comprehensive program.

### **7.13 Revenue Producing Facilities**

The department will pursue the potential of establishing revenue facilities throughout the organization. These facilities could be developed privately, semi-privately or by the department. Lease options are also available to the department for many of the City venues.

### **7.14 Park Friends Organization**

Park Friends is established as a tool to assist the park and recreation department in building needed capital projects, upgrading projects, acquisition of park lands and easements and providing cash for youth related programs.

### **7.15 Activity Based Costing (ABC)**

Activity based costing involves making government more accountable by determining and understanding exactly how many and what services are provided to the citizen and the true costs associated with those services. It also:

- Identifies cost details, impacts and savings from alternative courses of action.
- Compares delivery costs for the same service in different locations or by other service providers.
- Monitors the delivery of services.
- Improves efficiency of City services and customer satisfaction.
- Achieves savings by actual reductions in existing costs by:

- Finding less expensive ways to deliver services
- Program re-design
- Volume increases
- Understanding the deliver/program design interaction

### **7.15.1 Components of ABC**

There are four components that determine how the ABC model will track cost information.

**Activities:** Represent the services performed or products produced by an organization. The goal is to determine the total cost of the activities by the respective cost pools.

Activities include:

- Park Beautification
- Adult softball
- Environmental programs
- Mowing
- Open swim
- Aquatic lessons

**Cost Pools:** The major components of costs incurred by an organization. ABC allocates cost pool amounts to activities. Cost pools include:

- Labor
- Equipment
- Materials
- Overhead

**Drivers:** The basis used to allocate costs from the cost pools to the activities is called drivers. When drivers are defined, the user must be capable of establishing the total quantity of the driver. Drivers are then linked to cost pools to determine the rate per each driver unit. Drivers include:

- Direct labor hours
- Equipment hours
- Materials usage

**Outputs:** Units of measure which represents the number of times an activity is performed during a specified period. Outputs are:

- Number of program participants
- Number of admissions for open swim
- Number of acres mowed every seven days
- Number of hazardous trees removed

## **7.16 Credit Card Handling**

### **7.16.1 Purpose**

The purpose of this guideline is to direct the Parks and Recreation Department staff on the appropriate handling of credit cards and responsible stewardship of credit card data. This guideline includes processing, handling, storing and destruction of credit cards and credit card data, and is in accordance with the City of Tulsa Management Policy #212, as well as Payment Card Industry Data Security Standard (PCI DSS) Compliance.

### **7.16.2 Policy Statement**

Cardholder Data shall only be used for legitimate Tulsa Parks business purposes. All department staff involved in the handling of Cardholder Data shall complete mandatory training on Credit Card Handling Procedures as mandated by The City of Tulsa, **including a refresher course as available**. Access to any Tulsa Parks credit card point of sale terminal **or application and** cardholder data is limited to staff that have successfully passed a background clearance.

### **7.16.3 Department Wide Procedures**

Credit and Debit Cards:

At this time, the City of Tulsa is contracted to accept Visa and MasterCard only.

Procedures for credit and debit card acceptance include:

1. Cards must be present and valid.
2. Valid cards are those cards that:
  - a. Display the Visa or MasterCard logo on the front of the card
  - b. Are imprinted with an expiration date that is beyond the current month and year.
  - c. Have the signature panel signed. (If back panel is not signed, employee must require customer to sign in their presence.)
  - d. Contain other card-specific security features.

### **7.16.4 Transaction Procedures**

1. Begin transaction on Ingenico terminal by entering amount.
2. Swipe card or insert into terminal if directed.
3. Follow instructions on terminal.
4. Customer signs one receipt copy; retain signed copy.
5. Employees will to adhere to and uphold the City of Tulsa's Information Security Policy regarding credit and debit cardholder data confidentiality and integrity.

### **7.16.5 Handling Credit/Debit Cards Left Behind By Customers**

1. Secure card in safe.
2. Attempt to gain contact information about customer from information that may be accessible through City resources (i.e. ReCPro reports). **OR** (if unsuccessful in gaining direct contact information),
3. Contact issuing financial institution of card to report card as left behind. In some cases, the financial institution will be able to contact the customer on the City's behalf to pass on information about the card. The financial institution may also give you more specific instructions as to what to do with the card.
4. If able to make successful contact with customer, inform them that the card will be held secure for 24 hours for them to make arrangements for pick-up.
5. Upon pick-up, customer must present photo ID with name that matches the name on the card.
6. If no one claims the card within the allotted 24 hour time period, the card must be destroyed.

### **7.16.6 Credit Card Information Stored On Site**

Transaction receipts and all other cardholder data, including balancing and audit reports must be secure at all times.

### **7.16.7 Processing Credit Card Transactions**

1. Any written/documented credit card information that is not necessary to keep after transaction(s) have occurred will be cross-shredded immediately.
2. Debit cards presented are treated as credit transactions, they are never processed as a debit transaction requiring the patron's PIN.
3. No "cash back" credit card sales transactions may be processed.
4. Sales transactions may **not** be split in order to avoid authorization limits.
5. Cash refunds may not be issued for any credit card sale.
6. If the original credit card account cannot be credited (for example, if the credit card account has been closed) the refund will be made only by check issued from Accounting Services.
7. Voids to the original credit card account may be made within the same business day in order to reconcile or reverse incorrect amounts. After that any refunds will be done using the original credit card account.
8. Account numbers are redacted on the customer receipt to show only the last

four digits of the credit card number. Staff member processing a credit card payment(s) is responsible for verifying the card's security features (expiration date, holographic images), making sure that the back of the card is signed and examining the signature strip for any signs of tampering.

9. Card present transactions will be swiped through the point of sale terminal to ensure accuracy of cardholder data entry for processing the transaction.
10. If the card cannot be swiped and must be manually keyed, enter all necessary information directly from the card itself, including the account number, expiration date, billing zip code and the three- or four-digit card security code (if prompted).
11. After authorization is complete and a receipt is generated, match the name and last four digits on the credit card to those printed on the sales receipt.
12. After the customer has signed the receipt, compare the signature on the receipt with that on the back of the card before returning the card to the customer.

#### **7.16.8 Destruction of Credit Card Data and Documents**

1. Credit card documents will be retained for 3 years; after that time period, data will be destroyed using a crosscut shredder.
2. Reports generated for balancing purposes, that contain full credit card numbers, are to be cross-shredded after the drawer count is verified.

#### **7.16.9 Miscellaneous Guidelines**

1. Credit card terminal refund/balancing report password(s) are to be changed every six months or: If the password(s) is thought to be compromised or upon turnover of personnel with access to the password(s).
2. Passwords are only to be shared amongst the supervisor and staff who process credit card transactions and/or close out at the end of the day.

#### **7.16.10 Compliance with Industry Standards**

1. In order to comply with industry requirements from all four major credit card companies, the cardholder must sign the back of their card.
2. If a credit/debit card is unsigned or states "See ID", ask the patron to sign the card and show photo identification with a signature.
3. Before accepting the card for payment, make sure the names and signatures on the photo ID and card match.
4. If the "void" is showing through the signature strip and it shows no signs of

being erased, the cause may be due to use. In this case, ask the customer for photo ID and again, make sure the names and signatures on the photo ID and card match before accepting the card for payment.

5. If the signature strip shows signs of being erased, allowing the "void" to show through, or if any of the card's security features are missing, it should be treated as a fraudulent card and a "Code 10" call placed.
6. If tampering is evident and you are not comfortable making the call with the cardholder present, simply return the card and refuse to process the transaction.
7. The "Code 10" call can be made after the cardholder leaves the premises to:  
Visa/MasterCard 1-800-555-5707, listen to option prompts, select #;  
American Express 1-800-528-2121, voice prompts, say "list options"; Discover 1-800-347-1111, listen to option prompts, select #

#### **7.16.11 Definitions**

**Payment Card Industry Data Security Standard (PCI DSS):** The official published set of industry standards and requirements that all credit card processing merchants must comply with, as set forth by the payment card industry security standards council

(see <https://www.pcisecuritystandards.org/>).

**Cardholder Data:** The information about a cardholder that is collected for the purpose of processing of a credit card transaction (name, address, zip code, account number, expiration date, security code), and any information that is maintained about the processed credit card transaction for historical purposes.

**Processing credit card transactions:** The customized Department credit card handling procedures that have been approved by the Purchasing Department.

**Credit Card Processing System:** Any electronic system or device used for the completion of credit card transactions, storage of Cardholder Data, or creation of Cardholder Data receipts for reports, for City merchant accounts. This includes any software applications, hardware or other electronic devices, including those provided by third-party vendors that transmit, store or display Cardholder Data.

**Card present at transaction:** Any credit card transaction where the credit card is physically received by staff to process for payment. Staff should ask for current ID before payment.

**Card not present at transaction:** Any credit card transaction where the credit card is not physically received by staff to process for payment. This is not allowed by City of Tulsa policy. The credit card holder must be present with current ID to process payment.

### **7.17 Grants Procurements**

The Park and Recreation Department continually seeks grant opportunities to enhance opportunities for growth and development as well as recreational opportunities. To apply for a grant, the Department follows the City's Grants Administration Department's guidance as follows:

- Contact Grants Administration for assistance with research for grants opportunities
- If a grant opportunity is found, instructions should be carefully read to determine how the eligibility is defined and what types of funding a unit of government can apply for.
- Depending on the type of grant, Grants Administration and other departments of the City may need to be involved in the formulation of the application.
- It is recommended that Grants Administration is involved in the process to assist in the writing and/or review of the grant application.
- Within the City, there are only a select number of individuals with access to Grants.gov. If a federal grant is being applied for, Grants Administration can upload the application to Grants.gov.



## SECTION VIII GENERAL POLICIES AND GUIDELINES

### **8.1 Adopt a Spot**

#### **8.1.1 Purpose**

To establish a guideline and procedure for the adoption of City of Tulsa parks, medians, and rights of way by associations, businesses, groups and/or individuals.

#### **8.1.2 Definitions**

**City** - The City of Tulsa, Oklahoma

**Land** - City property which is formally dedicated for use as park property and used primarily for recreation and/or sport activities and managed by the Department.

**Median** - City property which divides two directions of vehicle traffic, and is covered by concrete, bricks, turf and/or other plantings.

**Rights-of-way or ROW** - the surface, the airspace above ground and the area below the surface of any public street, highway, parkway, lane, path, alley, sidewalk, boulevard, drive, bridge, tunnel, adjacent easement or similar property in which the City now or hereafter holds a property interest and/or a maintenance responsibility which, consistent with the purposes for which it was dedicated, may be used for the purpose of constructing, installing, operating and maintaining facilities of any kind, including but not limited to conduits, pipelines, cables, utility poles, junction boxes and duct banks. Rights-of-way do not include buildings, parks or other property owned or leased by the City, its trusts or authorities, but do include all arterial rights-of-way as defined by this chapter.

**Landscaping** - plants such as turf, trees, shrubs, ground covers and flowers. Also includes hardscapes such as lighting and fountains.

**Adopting Party** - the group, business, association or individual that is adopting the park, median, and/or right-of-way.

#### **8.1.3 Eligibility for Adopting a Spot**

Civic groups, businesses, associations and individuals may apply to participate in the City of Tulsa's Adopt-A-Spot Program.

#### **8.1.4 Applying To Adopt a Spot**

To apply to adopt a spot, please contact Customer Care Center at (918) 596-2100 or fill out the online application form at [www.cityoftulsa.org/adoptaspot](http://www.cityoftulsa.org/adoptaspot). Applications are accepted anytime during the year. A waiver must be signed by the individual or a representative of the adopting organization or group. In addition a waiver for each child

under the age of 18 years must be signed by the child's parent or guardian. For waiver information, see section 8.1.9.

#### **8.1.5 Spot Selection and Duration**

Requests to adopt specific parks/medians/rights-of-way are processed on a first-come, first-serve basis. If more than one Adopting Party simultaneously requests to adopt the same location, a drawing will be held to select which adopting party will adopt the area. The Director of Parks and Recreation and/or the Director of Streets and Stormwater, or their designee, will make the final determination as to whether the requested area is suitable for adoption and the activities planned by the volunteers.

Duration of the adoption will be determined by mutual agreement between the Adopting Party and the Director of Parks and Recreation and/or Director of Streets and Stormwater, or their designee. A minimum adoption period of one year is required and the coordinating supervisor must be informed by the volunteer party should they desire to end the agreement after one year.

The initiation of a project by an Adopting Party shall not impose an obligation on the City to complete the project or to maintain the project after it is completed. All contributions made or improvements resulting from an Adopting Party's efforts, directly or indirectly, are the exclusive property of the City.

#### **8.1.6 Participation of Children**

When children under the age of 18 participate, the Adopting Party must have emergency contact information available for each child on site. Further, there must also be one adult supervisor for every five children. A signed waiver form is required for each child participating in volunteer activities.

#### **8.1.7 Supplies**

The City of Tulsa may be able to provide the volunteers with items such as trash bags, gloves and vests. This will be determined on a case-by-case basis, depending on size of group and availability. The Director of Parks and Recreation or the Director of Streets and Stormwater, or their designee, will coordinate with the volunteers and inform them of the items that will need to be supplied by the organization. Depending on the activity, certain safety gear will be required as determined by the coordinating City of Tulsa supervisor regardless of whether the City of Tulsa is able to provide such equipment.

### **8.1.8 Requirements**

The following criteria must be met by the Adopting Party in order to enter into an agreement with the City:

- All participants must conduct themselves in a safe manner at all times while participating in the Adopt-A-Spot Program.
- Participation in the Program can be hazardous. Each volunteer is required to sign the Release and Waiver form before participating in the Adopt-A-Spot Program. A parent or legal guardian's signature is required for children under the age of eighteen.
- The adopting party must agree to indemnify and hold City harmless for any claims or suits resulting from damages, injury or death, incurred while or as a result of participating in the Adopt-A-Spot program.
- Adopting Party must agree to comply with all City, State and Federal laws, ordinances, rules and regulations.
- Each participant is required to supply and to wear gloves and any other safety gear that the City of Tulsa recommends.
- Costs associated with maintenance, including the cost of water, will be the responsibility of the Adopting Party. The Adopting Party and the Parks and Recreation Department and/or Streets and Stormwater Department will negotiate responsibilities and/or cost sharing on a case-by-case basis when substantial benefits to the general public exists.
- Some tasks may require training. If applicable, the appropriate staff will notify you.
- Adopting Party will be responsible for the installation, maintenance and operation of irrigation systems and irrigation system additions in accordance with the Tulsa Parks standard specifications. All irrigation systems and system additions must have an irrigation permit, shall be installed by a licensed irrigation contractor, and inspection of the water connection required and approved by the City. Upon installation, the irrigation system will become the property of the City, but shall be entirely maintained by the adopting party during the term of the agreement. Irrigation systems shall not operate during wet and rainy weather nor shall they operate during freezing temperatures.
- Adopting party will submit a scaled plan, drawing, or sketch of any planned

improvements denoting any landscaping, tree, irrigation, etc., to the Parks and Recreation Director and/or Streets and Stormwater Director for approval prior to their installation. Decision of approval will not be unreasonably delayed or withheld. All plans must be in accordance with the Tulsa Parks specifications.

- If in its sole judgment, the City of Tulsa determines that the participant is not meeting the terms and conditions of the agreement, the City of Tulsa may terminate the agreement and remove the signs upon 30–days-notice.
- This agreement may be modified in any manner at the sole discretion of the Director of Parks and Recreation and the Director of the Streets and Stormwater. The City of Tulsa reserves the right to terminate or review the Adopt-A-Spot Program at any time and for any reason at its sole discretion.

#### **8.1.9 Waiver**

A release and waiver must be completed before volunteer participation can begin.

[Adopt-A-Spot waiver](#)

### **8.2 Advertising in City of Tulsa Parks**

#### **8.2.1 Purpose**

Establish an advertising policy for the City of Tulsa Park and Recreation Department.

#### **8.2.2 Definition**

Advertising means any public notice, announcement, printed material, picture or signage designed to promote an activity, product or business.

#### **8.2.3 Guidelines**

No placard, advertisement, public notice, banners or personal cards, either temporary or permanent shall be distributed, posted, or affixed in a City of Tulsa Park without the approval in writing by the Director of the Park and Recreation Department. Advertising in parks will be in keeping with the contemporary standards of good taste and will seek to model and promote positive values. The sale of advertising space would be limited to purveyors of goods and services.

Advertising prohibitions include but are not limited to the following:

1. Promoting hostility, disorder, violence or attacks on any person or group of persons
2. Promoting discrimination including , but not limited to demeaning, harassing, or ridiculing any person or group based on race, color, national origin, religion, sex,

age, disability, ancestry, creed, or sexual orientation.

3. Libelous statements of information
4. Promoting, favoring, or opposing the candidacy of any candidate for election or public question
5. Being obscene or pornographic as defined by the prevailing community standards
6. Promoting the use of alcohol, tobacco or firearms or weapons of any kind
7. Contains any of the following words or phrases, either in plural or singular form:
  - Any name or synonym for an alcoholic beverage or a type of beverage containing alcohol.
  - Any name or synonym for a smokable or chewable tobacco product or a type of product that contains tobacco
  - Any name or synonym for a firearm or weapon
  - Any name or synonym for a bar or tavern
  - Any graphical image or logo that depicts or suggests prohibited advertising listed in this section.

To start the advertising process, an applicant must fill out an application for Park and Recreation Advertising. Fees will be determined on cost of banner or signage by length and duration of the advertising cycle. Opportunities for advertising/marketing activities include but are not limited to:

- Fixed signage
- T-shirts
- Expanded use of facilities
- Advertisement on Recreation Department web pages and newsletters.

Proceeds generated from advertising will be placed in the appropriate revenue fund unless another approved agreement has been made between the City and the advertiser.

If approval for advertising is given, the following regulations will apply:

- Advertising placement on a first come, first serve basis.
- Length of advertising period will determined by the Park and Recreation Department and the advertiser
- Signs and banners will be maintained and repaired by the advertising group
- Signs and banners must remain safe and secure during extreme and adverse weather conditions

- If it is the determination of Park and Recreation Department staff that a sign/banner has questionable content, a meeting will take place with Tulsa Parks and the group who arranged the signage.

### **8.3 Application for Park and Recreation Advertising**

*(See appendix 10.1.1)*

### **8.4 Amplified Sound in Parks**

#### **8.4.1 Purpose**

To establish a policy and procedures for making recommendations on sound amplification permit application where the site of the amplified sound is a City Park.

#### **8.4.2 Policy Statement**

The following items are appropriate for consideration through Park Board policies for use of sound amplification:

- Is the park facility located adjacent to residential areas?
- Is the topography of the park and the adjacent properties such as to increase amplified sound produced?
- Which parks have the electrical services to support sound amplification?
- Which parks have a history of citizen complaints regarding noise and amplified sound?

In most cases issuance of a Special Event Permit will serve as approval to use amplified sound within event venue as outlined in permit application. Unreasonably loud noise at any time of day or night (including music) is a violation of City Ordinance.

A police officer that determines noise from event is unreasonably disturbing to other may require event organizer to lower the noise even though there is a permit allowing such use.

Generally, sound (music) levels should not exceed 85 decibels via a sound mixer technician (reading outside of venue). Depending upon any neighborhood complaints, the sound levels may have to be lowered between 11 p.m. and 7 a.m. Information on City of Tulsa Ordinances is available [online](#).

#### **8.4.3 Parks Approved for Amplified Sound**

By permit only the following Parks have been approved by the Park Board for amplified sound:

Aaronson, Archer, Bales, Berry, Centennial, Challenger 7, Chamberlain, Clark, Franklin, Gilcrease, Graham, Heller, Helmerich, Henthorne, Hicks, Hill, Howard, Hunter, Fred Johnson, Lacy, Leake, Manion, McClure, McCullough, Mitchell, Mohawk (excluding Zoo, Oxley Nature Center, and Golf Course), Newblock, Patrick, Reed, Carl Smith, Skate North, Springdale, Turner, Veterans, West Highlands, Williams, and Whiteside

## **8.5 Community Gardens**

### **8.5.1 Purpose**

Tulsa Parks recognizes community gardens as a valuable recreational activity that can contribute to community development, environmental awareness, positive social interaction and community education. Tulsa Parks will collaborate with interested groups in assisting with the development of community gardens on City-owned property managed by the Department. Whenever possible, community gardens will be encouraged to develop in areas with food deserts.

### **8.5.2 Guidelines**

A community garden falling within this policy shall be operated by a non-profit agency or neighborhood association (qualifying entity) and shall include the following features:

- A permit shall be on file with the Park and Recreation Department.
- The qualifying entity shall utilize its garden to produce food and/or flowers for the group members, Tulsa Parks, or other non-profit agencies.
- A community garden should promote environmental education, and encourage the involvement of schools, youth groups and citizens who do not have an assigned plot of land for gardening activities.
- All community gardens located in park areas shall be developed and maintained at no cost to Tulsa Parks.

### **8.5.3 Support**

Tulsa Parks will support the development of community gardens on eligible parcels of property through the following means:

- Provide access to information on the development and operation of community gardens.

- Provide limited staff support for the design and development of the community garden.
- Assist qualifying entities to assess and determine appropriate and eligible land suitable for the development of community gardens.
- Assist interested groups with the development of user agreements between the City and the qualifying entity.

#### **8.5.4 Organization Responsibilities**

If the Department determines that City-owned land is suitable for a community garden site, the following conditions shall apply:

##### **Prior to development**

- The qualifying entity shall demonstrate that there is neighborhood support for a community garden.
- The qualifying entity shall provide a garden site plan that includes the layout of the plots and location of any proposed structures or fences. All community garden designs shall meet park maintenance standards, and be approved by Tulsa Parks.
- The qualifying entity shall develop and operate the gardens according to a user's agreement which will specify the term of use, maintenance responsibilities, user fees and access procedures. The term of agreement may not exceed three years. The term of agreement may be renewed if the garden is deemed successful and there are no conflicts with other uses of the property.
- At the termination of the agreement, the qualifying entity shall assist the Department in returning the site to its pre-garden condition.
- All user agreements require the approval of the Tulsa Park Board.
- Allotments of space shall be made on a first-come, first served basis.
- Membership in the qualifying entity and the opportunity to be allotted a plot shall be open to any resident of the community.
- No pesticides or herbicides may be used without the Tulsa Parks consent.

##### **After Approval**

Qualifying entity shall be responsible for all gardening activities including:



- Installation and maintenance of all community garden facilities
- Maintenance of records of revenues and expenses incurred by the community garden. These records are to be provided to Tulsa Parks at the end of each growing season
- Spring preparation of the garden
- Removal of all plants in the garden at the end of the growing season(s).

## **8.6 Eagle Scout Project**

### **8.6.1 Purpose**

To establish a policy and guidelines that will ensure that both Tulsa Parks and Boy Scouts receive maximum benefit from the Eagle Scout Award Project.

### **8.6.2 Guidelines**

Eagle Scout Award Projects are available through the following ways:

- Staff generated projects. Tulsa Parks Staff will generate a list of projects that qualify as Eagle Staff Award Projects. The number of projects each year will be limited and will be available on a first come-first served basis.
- Boy Scout proposal. Tulsa Parks welcomes and encourages project proposals from individual scouts. The feasibility of proposals will be judged on a case-by-case basis, to determine if the project is a benefit to Tulsa Parks and the community and meets Department Standards.

### **8.6.3 Project Assignment**

For a Boy Scout to receive an Eagle Scout Award Project with Tulsa Parks, he must meet the following requirements:

- The Scout must be at least 15 years of age.
- The Scout must read and sign the Eagle Scout Award Project Policy.
- The Department will review the Policy with the Scout to address any questions the Scout may have regarding Tulsa Parks expectations.
- The Scout must contact and interact with Tulsa Parks personally. Tulsa Parks will not schedule or discuss project logistics with an intermediary such as a parent, guardian, or Scout Leader.

- The Scout must complete the Boy Scouts of America's Eagle Scout Service Project Workbook, acquire all projects approvals and schedule a date to do the project within 30 days of receiving the project. If the Scout does not meet the 30-day deadline, the project will be canceled.
- After receiving instruction from Tulsa Parks Staff, the Scout must demonstrate a working knowledge of the project and be capable of leading volunteers to the successful completion of the project.

#### **8.6.4 Project Completion**

For a Boy Scout to successfully complete his Eagle Scout Award Project, the following conditions apply:

- The Scout must appear at the time designated for the project, and may not leave until the project is completed. An exception will be made if the project is predetermined to take more than one day, or an arrangement has been made between the Scout and Tulsa Parks prior to starting the project.
- The Scout must sign the City of Tulsa Volunteer Waiver prior to starting the project. Volunteers who do not sign the waiver will not be allowed to participate.
- The Scout must demonstrate proper tool and material use, and project procedures to participating volunteers. The Scout must also inform volunteers of any safety issues that might apply.
- Scout must maintain a focus on the quality of work being done, ensuring a high-end product.
- The Scout must show quality leadership skills in planning and directing the project, including motivating and directing volunteers, ensuring Tulsa Parks tools and facilities are respected and used in a proficient manner.
- The Scout must conduct himself as a representative of the City of Tulsa at all times.

#### **8.6.5 Project Cancellation**

Reasons a Boy Scout may not successfully complete an Eagle Scout Award Project with Tulsa Parks include the following:

- Project does not get completed in the time allotted
- The Scout does not meet the 30-day time requirement for acquiring project approval and scheduling

- The quality of work on the Scout's project does not meet Tulsa Parks standards as defined in the project
- The Scout or volunteers disrespect the Department's property, personnel or members of the community
- The Scout does not take the initiative and lead the project to completion.

#### **8.6.6 Eagle Scout Project Policy**

*(see appendix 10.1.2)*

### **8.7 Encroachment**

#### **8.7.1 Purpose**

To establish a policy and accompanying procedures to regulate encroachment into park lands and/or public lands under the stewardship of the Tulsa Park and Recreation Department.

#### **8.7.2 Definition**

Encroachment is defined as the unauthorized use of property owned by the City of Tulsa.

#### **Encroachment Types**

Encroachment has occurred along waterways, right-of-ways, trail corridors, forested park areas and general park lands. The encroachments have included vegetable gardens, flower plots, wood and construction storage, fences, dog kennels, RV-boat-trailer storage and utility sheds.

Encroachment activities generally fall into four categories:

1. Structures (e.g., fences, sheds, retaining walls, dog kennels, signs, etc.)
2. Landscaping (e.g., flower and vegetable gardens, tree planting, grade alterations, etc.)
3. Storage (e.g., firewood stacks, recreational equipment, yard furniture, etc.)
4. Disposal (e.g., dumping of grass clippings, leaves, and brush)

Several problems are associated with these seemingly harmless activities.

1. They may inhibit access for Property or Facility maintenance.
2. Added landscaping or construction creates an unrealistic expectation of the City's restoration obligation if damaged during maintenance.

3. Under storm event conditions, encroachments can obstruct the intended flow of surface storm water and cause localized flooding and flood damage.
4. The use of the City property by private parties may restrict the intended use of the property on behalf of the general public.
5. Use of public property provides specific benefits to individuals that are generally not available to other citizens.
6. Unauthorized use of public property creates an unwarranted liability burden upon the City.

### **8.7.3 Policy Issues**

The following items need to be considered as the Park and Recreation Department formulates a policy and procedures for enforcement of the encroachment problem.

- Does the City own the land in question and is the property under the general stewardship of the Park and Recreation Department?
- Is the property line identifiable so that the person encroaching knows they are on public land?
- Does the encroachment create a nuisance or potential hazard for the public and as such create a potential liability for the City of Tulsa?
- Is there a violation of City Ordinance created by the encroachment?
- Does the encroachment create a benefit exclusive to the adjoining property owner?
- Has previous permission been issued on the property to authorize an encroachment(s)? Is the agreement still in affect and in compliance?

### **8.7.4 Policy Administration**

- The Director of the Parks and Recreation Department or his/her designee shall act as the Department's administrator of the policy.
- Encroachment on park lands, regardless of the source of the report or observation, shall be reviewed and evaluated by the department.
- Persons assumed to be responsible for the encroachment shall be notified of the encroachment and be required to immediately cease the activity and if applicable:
  - restore the area to pre-encroachment activity and either
  - remove the encroachment from public lands at their sole cost within 14 calendar days (weather and season permitting) or

- receive written permission from the City of Tulsa Park Director and the Tulsa Park Board to continue the encroachment.
- If the restore to the area or removal of the encroachment, isn't completed within the specified time frame, the City will mitigate the encroachment and have the material removed and all associated costs (hourly wages, benefits, equipment, fuel, supplies, disposal, etc.) charged to the responsible party.
- The encroachments shall be reviewed and inspected periodically by the Department to ensure compliance with any restrictions that may have been placed on the issuance of the permit.
- The encroachment permission shall be revocable by the Department at any time.

#### **8.7.5 Encroachments Generally Approved**

Plantings of trees, shrubbery or flowers must be approved by one of the following-the Parks Department Horticulturist, Urban Forester, Park Director and the Park Board.

Limited Turf improvements and routine turf maintenance in areas with limited mowing/maintenance by the City will be permitted adjoining Owner's property.

- **Except:** No mowing and no damage/destruction of native habitat or in park locations which contain native vegetation and in which large areas are intended to remain in a more natural condition (i.e., Mohawk, Lubell, Lumpkin, Oxley for example).
- **Except:** No mowing and no damage/destruction/change of vegetation shall be permitted in areas immediately adjoining creek/river banks, wetlands, or other areas that are apt to erode or which may degrade water quality.
- **Except:** In areas of highly maintained areas and those with frequent mowing, Owners may be permitted to extend their mowing well into the parkland provided the maintenance is consistent with the mowing of the other areas of the parkland. These locations will generally be found adjoining neighborhood park areas.

Improvements consisting of the placement of vegetation, trees, or other sustainable infrastructure (i.e. rain gardens to help control storm water runoff), utilizing best management practices for the enhancement of the localized park area.

The removal of noxious or invasive species will be consistent with the policies and procedures of the Department. Temporary access to private property, on a very limited basis, may be provided via public lands pending approval from the Director

and the Tulsa Park Board.

### **8.7.6 Encroachments Generally Disapproved**

- Grading or changing the elevation of the park property purely to meet the desires of the owner.
- Storage of firewood
- Placement of yard furniture and equipment (e.g., picnic tables, patio sets, kiddie pools, horse shoe pits, etc.)
- Construction of permanent structures such as retaining walls, fences, utility sheds, fire pits, playground equipment, dog or pet kennels, etc.
- Storage of trailers, vehicles, boats, RV's
- Construction of tree houses
- Disposal of garbage or yard/garden waste (including but not limited to brush piles, yard waste, compost piles/bins)
- Storage of trash containers
- Development of private vegetable gardens
- Placement of any landscaping plantings or other improvements which create an illusion of the expansion of the abutting owner's yard
- Removal or damage to vegetation that is contrary to the "Best Management" practices for the encroachment location which may include:
  - a) Mowing and/or damage/destruction of native habitat in areas.
  - b) Mowing and/or damage/destruction of native habitat in areas where the City has invested funding to maintain native areas through signage or other physical or financial investments, or in park locations which contain native vegetation and which large areas are intended to remain in a more natural condition.
  - c) Mowing and/or damage/destruction/change of vegetation in areas immediately adjoining creek/river banks, wetlands, or other areas that are apt to erode or which may degrade water quality.

## **8.8 Geocaching**

### **8.8.1 Purpose**

Geocaching is an outdoor treasure-hunting sport in which participants (called "geocachers") use a Global Positioning System receiver or other navigational

techniques to hide and seek containers (called "geocaches" or "caches") anywhere in the world. A typical cache is a small waterproof container containing a logbook and "treasure" (usually trinkets of little monetary value).

### **8.8.2 Guidelines**

Tulsa Parks reserves the right to place reasonable restrictions on the time, manner or place in which an activity is conducted in City parks and basins. Guidelines have been established to assure good stewardship of the natural and cultural resources in the parks.

**Prohibited parks include Woodward, Swan Lake, and any sports field.** The typical reasons for not allowing a cache are safety or good stewardship – lack of trails or parking, sensitive natural or cultural resources, nearby schools, size of the park or the park's topography, visit [www.geocaching.com/play](http://www.geocaching.com/play) for general geocaching guidelines. Geocaches shall only be located in developed park areas that have existing uses, trails and established access points. Geocaches shall not be placed more than 25 feet away from a maintained trail or developed area in a park.

The intent of this and other guidelines is to protect the park's natural and cultural resources. Off trail disturbance by users can increase the dispersal of invasive plants, cause damage to underlying vegetation, and disturb wildlife.

- Geocaches shall be a minimum of 50' from private property, schools, medical facilities, fire stations, or any utility facility.
- Geocache locations must be accessible from a safe and legal parking location whether that is along a public street or within a public parking area. If not readily evident, cache owners should include recommended parking directions on their cache page.
- The movement of plant material, rocks, or park equipment to camouflage a cache is not allowed. It is prohibited to excavate soils, cut vegetation, move or remove archaeological or natural objects (including living plants, animals, minerals, fungi, archaeological artifacts or features, etc).
- Geocaches shall not be attached to any living or non-living natural resources in such a way that there is any possible damage to the resource. Loosely attached containers that do not restrict growth or cause damage to the resource may be

used. Any attachments such as string, twine, wire, or tie wraps that cinch tightly to the resource are prohibited.

- Geocaches shall not be attached to any man-made park amenities in such a manner as to damage the object or to impede its proper usage.
- Geocachers must abide by all City, State, and Federal rules, regulations, and other restrictions. This specifically includes park access times. Unless posted otherwise, all Tulsa parks have a curfew of 5 a.m. to 11 p.m. Cache Owners should include wording stating the acceptable caching hours, etc. in their cache pages.
- Caches shall only be placed in safe locations not unduly causing patron risk. Geocachers must review the topography of the location where the cache is to be placed and the potential safety risks to the patrons trying to find the cache.
- Geocachers must cause no damage to the ground or vegetation that may result from cache searchers accessing the location.
- As with all activities on park land, the geocacher assumes some risk in undertaking their activity. Tulsa Parks is in no way responsible for any damage to or loss of caches or equipment that is caused by others. Tulsa Parks will remove and dispose of all caches that do not meet these guidelines.

## **8.9 Inflatables**

### **8.9.1 Purpose**

To establish a policy and guidelines that will ensure that inflatable equipment will be placed on park grounds in such a manner that the safety of all participants is ensured and in compliance with Oklahoma Department of Labor.

### **8.9.2 Guidelines**

If you are placing any entertainment structure (i.e. amusement ride, inflatable, climbing wall, etc.) on park property, you will need a Certificate of Operation and provide the City of Tulsa with the contact information. Please contact the Oklahoma Department of Labor at (405) 521-6561. For information go to [www.labor.ok.gov](http://www.labor.ok.gov)

In addition, a certificate of insurance (\$1 million liability insurance and the City named as additionally insured) must be provided at least one week in advance.

### **8.9.3 Equipment**

The Park and Recreation Department makes no endorsements or representations regarding approved providers other than they must be in compliance with the Oklahoma Department of Labor, and fill out a permit for park use, and pay permit fee as applicable.



All rentals of equipment are at the permittee's own risk. If the equipment requires electricity for the functioning of any part of equipment, a gasoline-operated generator will be necessary. The permittee shall ensure it is a quiet generator.

The following are not allowed: Combative activities (wrestling, boxing, jousting), equipment that uses water (dunk tanks, water slides) and equipment that attaches a player to another player via bungee cords. The Park and Recreation Department, in its discretion, may disallow inflatable play equipment not listed here.

#### **8.9.4 Other Rules**

Other rules and regulations related to the use of inflatable play equipment in parks:

- Only an approved provider may install and uninstall all necessary equipment.
- Any generators must be placed at least ten (10) feet from any dry grass or other flammable materials.
- Play equipment must be weighted and not staked.
- Rules and Regulation signs need to be posted by provider.
- Must be a licensed vendor.
- Constant adult supervision required.

#### **8.9.5 Parks Not Allowed**

A List of Parks that Inflatables are not allowed:

- Woodward
- Stickball
- Willow Creek
- Flat Rock
- Lumpkin
- Paul Johnson
- Mini Park #2

#### **8.10 Metal Detectors**

##### **8.10.1 Purpose**

To provide regulations governing the allowed time, place, and manner of using a metal detector within a City park or facility.

### **8.10.2 Guidelines**

The use of a metal detector in any park, facility, or property owned or operated by the City of Tulsa shall be allowed, subject to the adherence to each and all of the following terms, conditions and regulations. Use of metal detectors is limited to developed parks that do not contain any designated archeological sites or are not designated Natural Areas. Certain parks, in their entirety, are off limits. This list may be amended at any time by the Parks and Recreation Director.

A Permit Request Form must be submitted and signed, acknowledging receipt and understanding of the Metal Detector Policy.

- The permit will be issued by the Parks and Recreation Department. Permits are limited to six months in duration and will specify location(s) to be visited. There will be a limit to ten parks on one permit.
- Use is prohibited in the following locations:
  - Ball fields, including open areas utilized for practice
  - Fenced locations that normally require a park permit for access
- A metal detector permit does not reserve a park area. Metal detecting may not occur in areas where someone holds a park reservation permit or during special events in the park.
- No tools for digging of any kind are allowed. Only probes shorter than eight inches and one-fourth inch across may be used to dig. No knives, trowels, or other sharp or destructive implements are permitted.
- Plugs of earth or sod shall not be removed from the ground. Retrieval of an object from the ground shall occur by cutting a neat flap without removing the plug entirely, extraction of the object, and carefully reinstating the grass, sand or soil.
- If an archeological artifact is found, the metal detecting activity shall cease and the permit holder shall promptly notify the Tulsa Parks and Recreation Department. ([53 O.S. 352](#))
- The Director of Parks and Recreation may approve use of a metal detector in areas where their use is normally prohibited, only upon special arrangement, in cases when a specific item is lost or to assist with official investigations.
- Sprinkler heads, pipes, irrigation system components, or any other infrastructure

above or below the ground shall not be disturbed. Persons damaging or destroying City property, whether purposefully or inadvertently, shall be responsible for the cost of repair or replacement.

- A copy of the permit must be in possession of permit holder when using metal detector and permit holder must have photo identification. Tulsa Security may review permit and check on activity. If actions are questionable, as per the officer, metal detecting should cease immediately until situation is clarified.
- Failure to follow established procedures will cause permit to be revoked and may cause civil action if warranted.
- All other park policies must be followed.
- Metal detectors will not be permitted in the following park sites:  
Council Oak, Gilcrease, Mohawk Golf Course, Mohawk Sports Complex, Oxley Nature, Page Belcher Golf Course, Paul Johnson, Red Bud Valley, Stickball, Swan Lake and Tulsa Zoo.

## **8.11 Mobile Food Vendors**

### **8.11.1 Purpose**

The purpose of this guideline is to regulate the actions of mobile vendors in parks.

### **8.11.2 Guidelines**

#### **Policy**

Tulsa Park and Recreation Department will allow Food Truck Vendors to sell food at City parks and recreation centers in accordance with [City of Tulsa Code, title 21, Chapter 23, mobile vendors](#).

#### **Requirements**

All Food Truck Vendors shall comply with Title 21, Chapter 23- Mobile Vendors and comply with all applicable federal and state laws and regulations.

Food trucks shall be allowed in parking lots of public parks and public recreation centers in accordance with the following limitations:

- A Permit Request Form must be submitted and signed. There will be a fee for the permit.

- Food Trucks may legally park at parks with paved parking with ten or more designated spaces.
- Food Trucks will be allowed in Tulsa Parks parking lots on a first-come basis. No more than three shall be allowed at any one time.
- Food Trucks shall vend in a designated park and/or recreation center at the same time unless the Food Truck is vending as part of a Special Event per the Park and Recreation Department.
- All handicap parking spaces must remain accessible for park patrons.
- Food trucks are limited to vending between normal park hours, and may not vend for longer than four hours of continuous vending unless part of a Special Event.

## **8.12 Murals**

### **8.12.1 Review Policy**

The City of Tulsa Park and Recreation Department recognizes the aesthetic value of placing murals in public areas in or near Community Parks. Artists, property owners, and community residents and organizations are encouraged to work together to create new murals and when necessary to save existing murals for the enjoyment of citizens. It is known and accepted that Public Art Murals do much to beautify the urban environment and promote community pride.

Any group or individual that wishes to paint or create a mural on park property must obtain permission from Tulsa Parks. Painting murals on public or private property without permission of the property owner is illegal and punishable by law. The City of Tulsa Parks Department does not condone any type of illegal graffiti murals or art, irrespective of artistic content.

All murals on Park property must follow a review process by the Park Director, Park Board and Arts Commission to ensure conformance with all applicable land use regulations and/or entitlements.

### **8.12.2 Criteria for Acceptance**

In addition to the review process, murals must meet the following criteria:

1. Community projects must be undertaken under the direction of an experienced

- artist. Murals should be signed and dated.
2. Review of mural design and location must be approved by the Park and Recreation Director. Recommendations of mural design, size and location will be approved by the Parks Department, the Park Board and the Arts Commission before work commences.
  3. Consultation is required with local business associations, neighbors and neighboring businesses within 300 feet of park property. Adjacent property owners and neighbors' letters of support must be submitted.
  4. Colors: consistent with the surrounding area.
  5. Size: Tulsa Parks may recommend restricting the size of the mural to ensure that it blends in with the surrounding area.
  6. Materials: durable, graffiti resistant and weather resistant materials.
  7. Workmanship: any support/attachments must be approved by a professional structural engineer; work on site must be supervised and approved by artist.
  8. Themes: consistent with surrounding area. Consideration will be given to themes that are of artistic expression. Themes such as nature, landscapes, or agriculture are encouraged.
  9. Murals cannot serve as an advertisement.
  10. Mural permit or approval does not warrant or guarantee that, after installation, the mural will be preserved or remain intact for the expected life span of the mural. If the artist wishes to preserve the mural, it is his or her responsibility to reach an agreement regarding maintenance, and preservation with the property owner.
  11. If vandalism/graffiti to the mural occurs, it is the responsibility of the artist to remove graffiti within 48 hours after notification. If the graffiti is not removed and the mural is not repaired by the artist, Tulsa Parks can remove the graffiti vandalism using their standard removal techniques/materials.
  12. It is the responsibility of the artist to create and maintain the mural. Tulsa Parks requires that the mural will be kept in good repair with periodic maintenance to be performed by the artist as needed. By submitting the application, the artist agrees that should the mural be defaced and/or not repaired, maintained, preserved

and/or conserved to the satisfaction of Tulsa Parks, Tulsa Parks has, in its sole discretion, the authority to repair, maintain, preserve, and/or conserve the mural, or alternatively, the authority to remove, alter, or destroy the mural.

13. If for any reason the mural is removed, altered, or destroyed by the property owner and/or artist, the property owner and/or artist are responsible for restoring the property to the original condition.

### **8.12.3 Application Process**

1. Complete the Application and submit letters of support, and proposed mural design/description to the Park and Recreation Director, 175 E. 2<sup>nd</sup> Street, Tulsa, OK, 74103.
2. Prior approval of mural design and the location must be obtained by the Parks Department before work commences.
3. The Director of Parks and Recreation will forward the mural application to the Park Board for review, followed by the Arts Commission for consideration. If the Art Commission recommends denial, the application will be directed back to the mural applicant.
4. Prior approval of mural design and location must be obtained by the Parks Department before work commences.
5. The artist will sign an agreement with The City of Tulsa that outlines the terms and conditions of the work to be performed within a City of Tulsa owned park.

### **8.12.4 Guidelines for Murals**

- **Production Site Preparation:** Proper preparation of the site and mural production will guarantee that this public art piece will continue to enhance the community for years. Brick, plaster and concrete walls offer the best surface for murals. Murals may be painted directly on the final surface, or on panels which are to be fixed to the wall either before or after painting. Ideally, the mural surface should be smooth. Should there be a question, it is recommended that a professional artist or painter be consulted.
- **Mural Maintenance and Repairs**
  - **Tulsa Parks Responsibility:** By approving the mural project, The City of Tulsa does not assume any financial obligation for its creation, upkeep or repair.

- **Property Owner Responsibility:** It is the responsibility of the artist to create and maintain the mural. Tulsa Parks requires that the mural will be kept in good repair with periodic maintenance to be performed by the artist as needed. By submitting the application both the artist and Tulsa Parks agree that should the mural be defaced and not repaired, maintained, preserved and/or conserved to the satisfaction of Tulsa Parks, Tulsa Parks has, in its sole discretion, the authority to repair, maintain, preserve, and/or conserve the mural, or alternatively, the authority to remove, alter, or destruct the mural. If for any reason the mural is removed, the property owner and/or artist are responsible for restoring the property to the original condition

#### **8.12.5 Mural Agreement, Application and Waiver**

*(See Appendix 10.1.3)*

### **8.13 Professional Photography**

#### **8.13.1 Purpose**

Ensure that the Park and Recreation Department is aware of any professional photography taking place with the Park and Recreation Department. This guideline will confirm a proposed date/time/location does not conflict with scheduled activities/events/operations. It also ensures that no harm is done to the landscape of the parks.

#### **8.13.2 Definition**

Photography applies to commercial photography operations that use Tulsa Parks for photography sessions. For the purpose of this policy, photography applies to digital, film, and video cameras.

#### **8.13.3 Guidelines**

A permit is required for professional photographers conducting business on public property or planning to sell their photographs. If the photos are for a permitted event in the park, no Photo/Film permit is required. You will need a permit if your picture taking will impact others and/or the environment or if you are using the public space in a special/different way than it is intended (i.e. as a set or studio). Photographers wanting to conduct commercial photography sessions in any Tulsa Park must contact the Tulsa

Garden Center at 918 746-5125 or Central Center, 918 596-7275 \* for availability and fees. These events must be scheduled in advance, and may or may not be allowed depending on activities taking place at the park. The Tulsa Park and Recreation Department reserves the right to deny any activity that may not be conducive to the park or its patrons.

## **8.14 Reporting Suspected Abuse**

After completing an oral report with DHS, a written report should be filed within 24 hours of encountering suspected child abuse.

*(See Appendix 10.1.6)*

**Purpose:** To provide guidance to employees and volunteers regarding the reporting of suspected child abuse as mandated by state law and to provide guidance and abuse-recognition training to all employees working with children, senior or disabled groups within the first six months of employment.

### **8.14.1 Policy Statement**

Oklahoma State Law requires EVERY PERSON, private citizen or professional, who has reason to believe that a child under 18 is being abused or is in danger of being abused, to report the suspicion of abuse to the Oklahoma Department of Human Services (DHS) [www.okdhs.org](http://www.okdhs.org) in the county where the injury occurred. Failure to report suspected abuse is a crime, both legally and morally. No person, regardless of their relationship with the child or family, is exempt from reporting suspected abuse. No supervisor, manager, or administrator may stop or inhibit a report or subject the reporting person to any restriction.

The Tulsa Park and Recreation Department does not tolerate abuse of participants. All allegations and reports of abuse will be reported to the appropriate legal authorities, and examined when appropriate and necessary action is taken.

Tulsa Parks will take the following precautions in preventing child abuse with employees and volunteers:

1. All Tulsa Park and Recreation Department employees, instructors, and volunteers will be required to pass a criminal background check with the Parks Department prior to working minor participants. Background Check ([link](#))
2. Tulsa Parks discourages employees from contact with participants outside of the



program. Employees need to maintain a level of professional and non-personal contact with participants (i.e. refrains from babysitting, house sitting, private Facebook/social media pages, texting, etc.)

3. Inappropriate physical contact and or verbal interactions are not tolerated.
4. One-on-one interactions between employees/volunteers are not allowed with minor participants without pre-authorization. No employee/volunteer is allowed to work alone with a minor in a room with the door closed.
5. Access to programs involving minor participants will be restricted to authorized participants, employees and volunteers only.
6. All employees and volunteers are responsible for monitoring and reporting inappropriate behavior and interactions within the Park and Recreation Department to the appropriate legal authority, the supervisor of the program, program manager, director, and human resources.
7. Employees are not allowed to use personal vehicles to transport minor participants.

#### **8.14.2 Definitions**

Child Abuse is defined by law as harm or threatened harm to a child's health and safety by a person responsible for the child's health and safety. This includes a child's parent, cohabitates, or any other adult residing in the home of a child. Harm or threatened harm includes:

- Physical Abuse: non-accidental physical injury to a child
- Neglect: failure to provide food, clothing shelter, medical care, supervision or special care made necessary by physical or mental condition of the child
- Sexual Abuse or Exploitation: includes, but not limited to rape, incest, lewd or indecent acts or proposals, allowing permitting or encouraging a child to engage in prostitution or pornography
- Emotional Abuse: mental injury from incessant rejection, terrorizing, isolating, exploiting, corrupting, and denying emotional responsiveness
- Child neglect: negligent treatment that threatens a child's health or welfare.
- General neglect: negligent failure of a parent/guardian or caretaker to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred. Physical signs of neglect include the lack of adequate clothing and good hygiene, lack of adequate nutrition, lack of medical or dental care, or lack of supervision or shelter. Behavioral signs include constant fatigue, stealing or

begging for food, isolation, passive or depressed, or clingy or indiscriminate attachment.

- Severe neglect: situations of neglect where the child's health is endangered, including severe malnutrition.
- Exploitation: means forcing or coercing a child into performing activities that are beyond the child's capabilities or which are illegal or degrading, including sexual exploitation.

#### **8.14.3 Signs of Child Abuse**

- Frequent or unusual bruises, scratches, and burns can be signs of physical abuse, as well as serious injuries such as broken bones or internal bleeding.
- Children often left unattended or dressed inappropriately for the weather.
- Those who exhibit a sophisticated knowledge of sex for their age could be sexually abused.
- Children who seem withdrawn or self-destructive, run away frequently, or too often just don't want to go home may be victims of child abuse.
- Children that have difficulties understanding boundaries of physical space, personal space and interpersonal space.

#### **8.14.4 Guidelines for Reporting Suspected Abuse**

- If you suspect it, report it. Talk with your immediate supervisor at once and complete an incident report ([link](#)). Document what the child tells you. It may be needed later for the DHS report.
- The employee along with his/her supervisor will immediately make a verbal report to the State Of Oklahoma's Department of Human Services or the Tulsa Police Department (if DHS cannot be contacted and the child appears to be in imminent danger). To report Child Abuse, call the statewide, 24 hour hotline number -1-800-522-3511.
- After completing an oral report with DHS, a written report should be filed within 24 hours of encountering suspected child abuse. (See Appendix. 10.1.6)
- It is important to accurately reflect the nature of the abuse. Do not overstate, nor minimize, the extent of the suspected abuse. Copies of the incident report will be maintained by the supervisor or program manager. In addition, the Human Resources Director and Park and Recreation Director will receive a copy. Copies will be maintained for seven years. All reports, both verbal and written, are to remain confidential.

- It is the responsibility of the supervisor or program manager to assure appropriate follow-up is occurring. If the supervisor or program manager feels that follow-up has been inadequate, the supervisor or program manager shall consult with City Legal.

## **8.15 Restrooms in Parks**

### **8.15.1 Purpose**

To establish a policy for permanent restroom placement within parks, including locations, hours of operation, maintenance, and standards for portable restrooms.

### **8.15.2 Guidelines**

Placement of permanent restrooms in parks:

- Permanent restrooms will be considered in areas where the park is designed for organized activity.
- Intended use will be considered when evaluating the placement of permanent restrooms in parks.
- Intended use, available area, and utilities will be considered when evaluating the placement of permanent restrooms in Destination Parks. A Destination Park is a special use park such as a museum, golf course, sports complex, etc.
- Permanent restrooms will not be placed in pocket parks or neighborhood parks.

### **8.15.3 Hours of Operation**

Permanent restrooms will be open in accordance with the established park curfew.

Permanent restrooms are subject to winterization during the winter and may not be operational during that time. The restrooms will normally be operational starting April 1<sup>st</sup> with a closing date of November 1<sup>st</sup>. The actual dates of operation can change due to weather conditions. Contact the Park and Recreation Department at (918) 596-1444 for updates. The lists of park sites with restrooms include:

- Helmerich Park
- Hunter Park
- Whiteside Park
- Mohawk Park
- Woodward Park
- Carl Smith
- Savage Park
- Mohawk Sports Complex
- Joe Station Dog Park

When there is a scheduled organized activity, such as athletic leagues, or special events, the hours may be adjusted at the discretion of the Park and Recreation Director, or designee. At the following restrooms, a restroom key is available after paying the established key deposit along with a shelter reservation. This entitles you use of the restroom during the hours of your shelter rental.

- Archer Park
- Boeing Park
- Kendall-Whittier Park
- McClure Park
- Starks Park
- Veterans Park
- Williams Park
- Zink Park

#### **8.15.4 Maintenance**

Permanent restrooms will be inspected and stocked based on the annual usage patterns. Cleaning schedules will be as needed on use patterns. The restroom(s) will be cleaned and stocked with paper products prior to your rental.

#### **8.15.5 Standards for Portable Restrooms**

When needed due to organized activities or special events, portable restrooms may be placed on park sites at the discretion of the Park and Recreation Director, or designee.

- Any event scheduled to last two hours or longer and with attendance of 150 people will require portable restrooms. Please refer to chart for the number required.  
(See appendix 10.1.13)
- A park permit will need to be filed for use of a portable restroom
- Portable restrooms may be brought in by a reserving party, at the event organizer's expense; location must be approved by the Park department.
- Vendor name and contact information must be provided to the Park and Recreation Department.
- Portable restrooms must be removed by vendor by the next work day following the scheduled event.
- Portable units must be placed on level turf as to provide access to all event patrons.
- Portable restroom placement will be placed as near to the activity as possible without causing damage to park grounds
- Portable restrooms will be cleaned, stocked and maintained by the vendor based

on the use pattern.

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total number of portable toilets to be provided for the event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

## **8.16 Scattering of Cremated Remains**

### **8.16.1 Purpose**

The Tulsa Park and Recreation Department has established guidelines for the scattering of cremated human remains on Tulsa Park and Recreation Department land consistent with Title 26 TRO, Section 103G. This policy also includes appropriate guidelines for the scattering of cremated remains of animals or pets.

Tulsa Parks allows the scattering of legally cremated human or animal remains under certain limited conditions. A permit must be obtained in advance from the Park and Recreation Department prior to the scattering of any cremated remains.

Permits will only be issued to friends, family members, and other individuals responsible for the scattering of cremated remains of a single person or animal. A nominal processing fee will be charged to secure a permit. Permits will not be issued to mortuaries, crematoriums, funeral directors, or similar entities or individuals that scatter cremated remains as a commercial enterprise. The Park Director or designee may specify additional conditions or restrictions to any permit.

### **8.16.2 Guidelines**

Tulsa Parks will require a written documentation from a mortuary or crematorium identifying the cremated remains as such to receive a permit. The following conditions will apply to any permit issued for the scattering of cremated remains:

1. The scattering of cremated remains is prohibited within 500 feet of; any known archeological or historical site, any residence, park structure, or public use

area, any swimming pool, reservoir, lake, stream, pond, or other bodies of water, any designated nature study area, wetland, marsh, or any other area specifically restricted area.

2. No memorials, plaques, containers, markers, flowers or other ceremonial materials of any kind shall be left on site after the completion of the scattering process. Digging, planting, trimming, mowing, or modifying park features in any way is prohibited.
3. Cremated remains must be sufficiently scattered to not be readily visible by others.
4. A separate Special Events permit must be obtained from the Park Department in addition to the cremated remains permit when the permittee anticipates that 50 or more people will attend the scattering ceremony. The scattering ceremony shall not impact the normal recreational use of the park.
5. The permittee shall have the permit in his/her possession when scattering cremated remains and shall show the permit to any Park staff member upon request.
6. Permits to scatter cremated remains shall not entitle the permittee to any special access rights. All regular posted park hours and use regulations shall apply. Park fees will not be waived for ceremonies associated with the scattering of cremated remains.

Tulsa Parks makes no commitment or promise to consider areas where scatterings occur as sacred or memorial sites of any kind. Normal park uses, including public recreation, maintenance and operations activities shall not be responsible for maintaining records of permits, names of the deceased, or locations of scattered remains.

## **8.17 Scholarships**

### **8.17.1 Purpose**

The Tulsa Park and Recreation Department established a scholarship program in an effort to ensure that Tulsa residents are not denied the benefits of public recreation due to the inability to pay. Tulsa Parks believe that every resident should have the opportunity to

take part in public recreational programs and classes, which foster human development, promote health and wellness and increase cultural unity.

#### **8.17.2 Definition**

The scholarship policy establishes the eligibility requirements and determines scholarship criteria, which applies to all Tulsa Park and Recreation Department programs for which a fee is charged.

#### **8.17.3 Eligibility**

Applicants must be City of Tulsa residents. Family members must currently be the recipients of one or more of the following forms of public assistance:

- Aid for Dependent Children (AFDC)
- Food Stamps (have a current card)
- Reduced free lunch program through Tulsa Public Schools
- Members of a family whose income falls below the federal poverty guideline levels
- Foster children on whose behalf state or local government's payments are made.
- Members of the family that can document a financial hardship

Tulsa Park staff will consider all available documentation such as income tax returns, recent pay slips, the hardship of medical expenses and any other form of hardship that can be documented in making eligibility decisions.

Eligibility for scholarships and/or financial aid will be determined by the Park and Recreation Department Staff.

#### **8.17.4 Guidelines**

All scholarship requests will be reviewed and awarded by the Recreation Department staff.

- Scholarships may be awarded for the full amount of the program or for any fraction of the fee. Scholarships will be awarded from available resources.
- Scholarships will be awarded or denied on verifiable information provided by the applicant and the criteria established.
- Scholarships must be applied for at least two weeks prior to the program. The number of scholarships approved could be restricted by the number of participants registered for any program.
- Scholarship assistance will be limited to one program per year per person.
- Scholarship assistance includes only the program fee, not the additional money that may be needed for equipment or materials not included in the program fees.

- Scholarships are granted or denied without regard to race, creed, color, religion, age, or national origin of applicant.

The City of Tulsa Parks & Recreation Department believes that a strong sense of ownership and pride is developed when the scholarship recipient contributes to the cost of their Tulsa Park and Recreation Department program involvement. Therefore, applicants will be required to pay minimum of \$5 for each program/class.

#### **8.17.5 Tulsa Parks Scholarship Application**

*(See appendix 10.1.4)*

#### **8.17.6 Program Participation Liability Waiver**

*(See appendix 10.1.5)*

### **8.18 Skate Parks**

#### **8.18.1 Purpose**

To create a policy, general criteria and guidelines for the development and operation of skateboard parks in Tulsa Parks.

#### **8.18.2 Guidelines**

Skateboard parks should include components that serve a variety of skill levels. Skateboard park sites should be selected where impacts to surrounding neighbors can be minimized.

#### **8.18.3 Site Criteria**

Skateboard park sites should:

- Provide maximum visibility in and through the skateboard park area
- Be located near public transportation
- Have a code of conduct

Ideal skate park locations would include:

- Spectator accommodations (i.e. seating and/or viewing area)
- Drinking fountain
- Bike rack

Tulsa Parks will seek to distribute facilities throughout the City, with the goal of providing at least one skateboard park in each half of the City.



#### **8.18.4 Design and Construction**

- Skateboard park design will be created through a public involvement process consistent with the Department's existing design standards.
- Skateboard park design will be consistent with any applicable Department design standards.
- The Department will use consultants/designers who have experience in the design standards.
- Skateboard parks may be designed and constructed in phases.
- Design and materials selection will consider available products which mitigate ongoing maintenance
- Costs, aid in noise reduction and increase safety.
- Design elements within the park should be spaced so participants can maneuver and recover without interfering with other users or another element.
- Tulsa parks will provide signage as to the specific rules of conduct for each skateboard park. Signage may include hours of use, recommendation for helmets and padding, prohibition of other uses such as in-line skates, presence of supervision, etc.

#### **8.19 Trails**

##### **8.19.1 Purpose**

Establishes policies for appropriate uses of trails in City of Tulsa Parks.

Applicable to:

- Patrons using trails in The City of Tulsa Parks.
- City of Tulsa Parks Department Staff.

##### **8.19.2 Definition:**

- Trail: A pathway designed and maintained primarily for recreational and/or fitness use within a City of Tulsa Park or Destination Trail maintained by the City of Tulsa Parks Department.
- Destination Trail: A trail that is not limited to a trail within one park but connects parks with other parks or traverses for several miles across the City.
- Pedestrian: A person proceeding under his or her own power, on foot, from one place to another.

### **8.19.3 Policy**

1. Trails in City of Tulsa Parks have been designed for, and are primarily maintained, to accommodate pedestrians engaged in recreational and/or fitness-related walking, jogging, running or similar activities; pedestrians shall have the right of way on all City of Tulsa Parks trails.
2. Bicycle riding is permitted on most City of Tulsa Parks trails but cyclist must at all times yield to pedestrian traffic.
3. Horseback riding is not allowed on City of Tulsa Parks trails unless the trail has been specifically designated for such activity.
4. With prior approval from the City of Tulsa Parks Department Director, notices may be posted prohibiting any bicycling or horseback riding on certain trails if these activities cause concern for the safety of pedestrians.
5. The Park Director or designated staff, applying reasoned and consistent judgement, may restrict or prohibit continued use of the trails by any patron who fails to respect the right of way of pedestrians or who is otherwise in violation of City of Tulsa Parks policies.

The use of motorized vehicles or equipment on or alongside City of Tulsa Parks trails is prohibited with the following exceptions:

- Disabled persons who require the use of motorized equipment such as a powered wheelchair or scooter are exempt from the above prohibition.
  - City of Tulsa Parks employees and/or contractors may make use of motorized vehicles and equipment on and alongside trails in accomplishing authorized task. Interference of patrons enjoyment of the trails will be kept to a minimum whenever possible.
6. The Park Director or authorized designees within the Park and Recreation Department shall have discretion to arrange for the posting of such signs as are reasonable and appropriate to communicate approved trail-use policies to patrons.

## **8.20 Volunteers**

### **8.20.1 Purpose**

The Tulsa Park and Recreation Department is committed to providing the highest level of care for our park patrons, while at the same time offering quality facilities and programming to those we serve. Volunteers offer valuable service to department staff.

The Department encourages the involvement of volunteers at all levels. Volunteers can increase and improve the capabilities of staff when trained to participate in activities in a fun, meaningful and rewarding way.

#### **8.20.2 Guidelines**

The purpose of this guideline is to provide overall guidance, structure and direction to staff and volunteers throughout the volunteer process.

#### **8.20.3 Goals and Objectives**

Volunteers do not replace paid staff; rather the volunteer enhances the professional staff's ability to achieve the Department's goals in accordance with its priorities. No volunteers shall be appointed to serve in a position where there is a conflict of interest with an activity or program of the Department, whether personal, philosophical, or financial.

The Department accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Department.

Volunteers agree that the Department may at any time, for whatever reason, decide to no longer accept the volunteer's service to the Department. Likewise, the volunteer may choose to stop their activities at any time. Volunteers are asked that when possible the Department be informed of their decision to allow time for planning for the Volunteer's absence.

Volunteers do not have the authority to give direction to any City employee or City elected or appointed officials.

Volunteers are expected to act on behalf of the Department, in the best interests of the Department and according to the Department's Policies and Procedures.

Each volunteer will be supervised by a City employee.

#### **8.20.4 Use of Volunteers to Replace/City Employees Prohibited**

Volunteer services will not be used in a manner that would result in an existing City employee losing his or her employment with the City.

### **8.20.5 Minors as Volunteers**

Volunteers who have not yet attained the age of 18 years must have written consent of a parent or legal guardian before being assigned to any volunteer services. Students volunteering for service learning credit hours for their school must submit their school name and contact information before being assigned to any volunteer services.

### **8.20.6 Family Members of City Employees**

Family members of city employees and elected and appointed officials of the City may provide services to the Park and Recreation Department as a volunteer. However, no person can be placed within the same division, office or workplace in which a family member is a city employee when the volunteer may be under the control, authority, or supervision of such a family member or when such volunteer assignment may create a conflict of interest.

### **8.20.7 Termination of Volunteer Services**

A person's ability to serve as a volunteer may be terminated by the person or entity authorized to designate the person as a volunteer at any time and for any reason without any showing of cause to the volunteer.

For more information on Volunteering, please refer to the Tulsa Parks Volunteer Handbook.

### **8.20.8 Recognition**

Tulsa Parks recognizes the value of its volunteers. It is important to recognize all volunteers for their acts of service to the department. Volunteers will be acknowledged for their services by a variety of methods, including but not limited to certificates, pins, luncheons, t-shirts, etc.

Volunteer hours will be tracked and maintained by the Recreation Program manager.

## **8.21 Drones**

### **8.21.1 Purpose**

The purpose of this guideline is to regulate the actions of unmanned aircraft (drones) in parks. A permit must be obtained in advance from the Park and Recreation Department prior to flying unmanned aircraft (drones).

### **8.21.2 Guidelines**

All operations of small unmanned aircraft (drones) shall comply with all applicable FAA, federal, state and municipal laws and regulations.

No person shall operate an unmanned aircraft (drone) in park airspace:

- 1) without having the necessary FAA permit;
- 2) directly over any person who is not involved in the operation of the drone, without consent;
- 3) at an altitude higher than 400 feet above ground level;
- 4) outside the visual line of sight of the operator;
- 5) in a manner that interferes with, or fails to give way to, any manned aircraft;
- 6) except for daylight operation hours only;
- 7) for the purpose of conducting surveillance, unless expressly permitted by law;
- 8) whenever weather conditions impair the operator's ability to operate the drone safely;
- 9) while under the influence of alcohol or any intoxicating drug;
- 10) in a reckless or careless manner;
- 11) if the drone weighs over 55 pounds;
- 12) at a speed in excess of 100 mph;
- 13) from a moving aircraft;
- 14) from a moving vehicle;
- 15) if the drone carries hazardous materials;
- 16) unless the drone is properly registered in accordance with applicable regulations.

## **8.22 Laser Tag or Other Similar Amusement Apparatus**

### **8.22.1 Purpose**

The purpose of this guideline is to regulate the use of amusement-type apparatus in Tulsa parks. Tulsa Parks desires to provide a safe parks and recreational opportunities for park visitors. To achieve this goal, Tulsa Parks is charged with ensuring patrons and user groups comply with reasonable standards that promote safety. As such, the following guidelines apply.

### **8.22.2 Guidelines**

The use of any amusement-type apparatus, including Laser Tag, in Tulsa Parks indoor facilities and outdoor parks shall be subject to the following conditions:

- 1) a park rental fee has been paid and a permit for use has been issued;
- 2) the intent to use an amusement apparatus is declared at the time of application of permit;

- 3) use of the park or facility constitutes the agreement to follow all ordinances, rules and policies of Tulsa Parks;
- 4) the owner/rental company of the amusement apparatus shall provide Tulsa Parks with liability insurance in the amount of \$1 million naming the City of Tulsa/Tulsa Parks as additional insured and listed as a certificate holder;
- 5) indoor facilities is defined as a recreation center;
- 6) amusement apparatus shall be set up and removed by trained and qualified representatives of the company;
- 7) amusement apparatus shall not remain in parks or facilities overnight;
- 8) adequate and appropriate adult supervision will be provided at all time to assure that the use is in compliance with safe level of operations;
- 9) use of the amusement apparatus must stay within the scope of the manufacturers recommended use;
- 10) if a generator is needed for the use of the apparatus, the permit holder or rental company must supply the generator. The generator shall be rated as quiet and shall not exceed noise ordinances. The generator shall not be placed indoors. Electrical cords must be properly insulated, grounded and covered as to prevent tripping hazards;
- 11) users of amusement apparatus and the rental company shall be jointly liable for all damages caused by their use of the apparatus in park and/or facilities. Damage to City property (including turf) may result in additional charges to the permit holder and rental company;
- 12) amusement company must have met all State of Oklahoma Department of Labor standards before operation of equipment, including inspections and insurance.

## SECTION IX – SECURITY

### **9.1 General Security Plan**

#### **9.1.1 Purpose**

The Tulsa Park and Recreation Department is committed to a safe environment for visitors, participants, spectators, and employees. A general security plan will protect the City of Tulsa against crimes and intentional torts, protection of property from vandalism and theft, and protection of natural resources.

#### **9.1.2 Guidelines**

The Security Plan covers general security and includes written information in regard to all operations of the organization. There are specific security plans for general use of outdoor areas and facilities, buildings, and for specific group/program activity functions.

The security plan will be reviewed yearly and any changes will be documented.

### **9.2 Handling of Evidentiary Items**

#### **9.2.1 Purpose**

On occasion, while working on or around city property, staff may come across evidentiary items. All Tulsa Park and Recreation Department staff will be educated on how to handle evidentiary materials. Evidentiary items are believed to be criminal in nature and should be handled with extreme care. Examples include meth labs, guns, knives, needles, stolen property and anything else that looks out of place or suspicious.

#### **9.2.2 Definition**

There are three types of evidence likely to be found at or near the crime scene:

1. Direct Evidence - gathered by observation of a witness;
2. Circumstantial Evidence - grouping of facts that tend to prove or disprove a case, but do not directly place the suspect at the scene, committing the crime;
3. Physical Evidence - any tangible object related to the offense. This can be blood, a weapon, drugs or narcotics, stolen property, or a broken window are gathered, documented, analyzed, and maintained.

#### **9.2.3 Procedures**

1. Do not touch or contaminate the area.
2. Call 911 immediately and report it to the police.

3. Secure the area the best you can until police arrive and take over the scene.
4. Notify your immediate supervisor.
5. Assist the police until they are no longer in need of assistance.
6. Write notes on the recollection of the incident.
7. After the facts are gathered, a full and objective written account of the incident should be provided to the Director.

### **9.3 Patron Discipline**

The Tulsa Park and Recreation Department staff is responsible for ensuring that the recreation facilities are used as intended and patron behavior is socially acceptable.

#### **9.3.1 Guidelines**

The first violation of any established rules and regulations will result in a verbal warning being issued to the offender. The on-duty employee will fill out an incident report outlining the circumstances of the violation and forward to the immediate supervisor. The verbal warning will not result in suspension of patron privileges. The severity of the first violation may necessitate bypassing this step. This decision will remain the responsibility of the on-duty employee.

The second violation of any established rules and regulations will result in immediate ejection of the offender for the remainder of the day. If the individual asked to leave is uncooperative, staff should call City Security. The on-duty employee will fill out an incident report outlining the circumstances of the violation and forward to the immediate supervisor for review. The second violation does not have to be related to the first violation, other than it is committed by the same person. The severity of the second violation may necessitate bypassing this step. Staff is instructed not to use physical force under any circumstance, but call City Security.

The third violation of any established rules and regulations will result in immediate ejection of the offender for the remainder of the day. The on-duty employee will fill out an incident report outlining the circumstances of the violation and forward to the immediate supervisor and the Recreation Manager for review. The Recreation Manager will decide on the duration of the suspension from the facility. A reasonable attempt shall be made to contact the individual being suspended with a written copy of the violations and results.



The severity of the third violation may necessitate bypassing this step. This decision will remain the responsibility of the Recreation Manager.

In a situation where the offender is a child, staff will determine the child's name, the names of the parent(s), and a cell number. If such information is given, staff will contact parent(s) to advise them of the situation and request that they pick their child up at once. If more discussion is needed with the parent, a meeting with the Recreation Manager can be arranged.

SECTION X -- APPENDIX

**10.1 APPLICATION AND AGREEMENT FORMS**

**10.1.1 Advertising Application Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Organization/Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Run Period of Advertisement \_\_\_\_\_ Fee \_\_\_\_\_

Description of Ad(s)...include graphics

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parks Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_  
(if necessary)

**Rejected**

Reason Rejected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 10.1.2 Eagle Scout Agreement

I have read and understand the Eagle Scout Award Project Policy, and will do my best to adhere to the Rules and Regulations set forth therein. If I, or my volunteers, do not follow the outlined rules, Tulsa Parks has the right to cease operations, resulting in the unsuccessful completion of my project.

Name of Boy Scout \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Troop Name \_\_\_\_\_ Troop Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 10.1.3 Mural Application

APPLICANT: Complete all sections below that apply to the proposal. Please print legibly.

Application Date \_\_\_\_\_

Mural Installation Street Address \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Mural Artist/Sponsor Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Type of Mural (check all that apply)

Mural painted on exterior building or wall

Mural consisting of tile or other material affixed to exterior building or wall

Proposed Mural Dimensions

Width	Height	Total Area	Depth of Mural from Plane of Wall	Overall Mural Height above Grade
ft.	ft.	sq.ft	in.	ft.

## Responsibility Statement

### Artist Initials Required by Each Statement

- \_\_\_\_\_ The artist must agree to comply with each of the following terms as consideration for issuance of an Original Art Mural permit. Murals should be signed and dated. Painting of the mural shall be supervised by the artist. Community projects must be undertaken under the directions of an experienced artist.
- \_\_\_\_\_ Review of the mural design and location by the Director of Parks
- \_\_\_\_\_ Prior recommendation of mural design, size and location by the Parks and Recreation Department, Park Board and approval by the Arts Commission, before work commences.
- \_\_\_\_\_ Consultation and approval with local business association, neighbors and neighboring businesses within 300 feet of proposed mural.
- \_\_\_\_\_ Letter of support must be submitted by neighbors and businesses.
- \_\_\_\_\_ Color: consistent with the surrounding area.
- \_\_\_\_\_ The Parks and Recreation Department may recommend restricting the size of the mural to ensure that it blends in with the surrounding area.
- \_\_\_\_\_ Materials: durable, graffiti resistant and weather resistant materials.
- \_\_\_\_\_ Workmanship: any support/attachments must be approved by a professional structural engineer; work on site must be supervised and approved by artist.
- \_\_\_\_\_ Themes: consistent with surrounding area. Consideration will be given to themes that are of artistic expression. Themes such as nature, landscapes, or agriculture are encouraged.
- \_\_\_\_\_ Murals shall not serve as an advertisement sign or in violation of City Code.
- \_\_\_\_\_ Mural permit or approval does not warrant or guarantee that after installation, the mural will be preserved or remain intact for the expected life span of the mural. If parties want to preserve the mural, it is their responsibility to reach an agreement regarding maintenance, and preservation with the property/building owner. Approval by the Park Director, Tulsa Parks Park Board, or Arts Commission does not constitute an indication or promise of any conservation or restoration funds from the City of Tulsa.

\_\_\_\_\_ It is the responsibility of the artist to create and maintain the mural. The City of Tulsa requires that the mural will be kept in good repair with periodic maintenance to be performed by the owner/artist as needed. By submitting the application both mural owner and property owner agree that should the mural be defaced and not maintained in good repair, The City of Tulsa has the authority to paint over the mural.

\_\_\_\_\_ If vandalism to the mural occurs, it is the responsibility of the owner/artist to remove the graffiti within 48 hours. If the graffiti is not removed and repaired by the owner/artist, Tulsa Parks can remove the graffiti vandalism using their standard removal techniques/materials.

With my signature below, I attest that each of the above initialed items is true, and I agree to each of these terms.

Mural Owner Name (printed) \_\_\_\_\_

Mural Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Tulsa Parks Representative (printed) \_\_\_\_\_

Tulsa Parks Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **Original Art Mural Application Submittal Requirements**

(All information is Subject to Change)

All Mural Applications Must be Accompanied with the Following Information:

- Completed "Original Art Mural" application form, including signature of property owner and mural art owner
- One 8.5 x 11 inch site plan drawn to scale that identifies:
  - property lines
  - building location and façade on which the mural will be located
  - names of streets that abut site
  - north arrow
- One 8.5 x 11 copy of building elevations, drawn to scale that identifies:
  - location and dimensions of existing and proposed murals
  - height of the mural above grade
  - the building eave/cornice and roof line
- Details about how the mural is affixed to building façade
- Written description of material(s) used for the mural
- Design of Mural

### Written Waiver of Artistic Rights

I, \_\_\_\_\_, artist of the mural painted upon \_\_\_\_\_, located at \_\_\_\_\_ Park, in the City of Tulsa, on behalf of myself and my heir(s), beneficiary(ies), devisee(s), or personal representative(s), hereby expressly waive any and all private or public artistic rights and/or protected interests, statutory or inherent, in the mural, its preservation, and protection against physical defacement, mutilation, alteration and/or destruction.

I hereby expressly grant the City of Tulsa, its employees, contractors, and/or agents, any and all authority to physically repair, alter, or destroy the mural at any time that the Department of Parks and Recreation and/or the City of Tulsa so chooses.

Artist Signature \_\_\_\_\_ Date \_\_\_\_\_



### 10.1.4 Scholarship Application

Please ensure that all information is completed and required documentation is attached. Return completed form to the City of Tulsa Park and Recreation Department: Tulsa Parks, 175 East 2<sup>nd</sup> Street, Tulsa OK 74103

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Phone \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Participants requesting a scholarship:

Name	Relationship	Birth Date	Gender

Please list all other dependents who reside in your home:  
(legal dependents 17yrs & younger or 20yrs & under, if a full-time student)

Name	Relationship	Birth Date	Gender

## Scholarship Income Information

To be considered for a scholarship, the information below needs to be completed. Required documentation must be provided for every line completed and all documentation must be current. If needed, you may be asked to submit additional information to assist in the approval of the scholarship request.

Monthly Gross Income	Applicant	Spouse
Salary/Wages	\$	\$
Pay Cycle (check one for each)	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Bi-Weekly
Child Support	\$	\$
Alimony	\$	\$
Government Assistance (SSI, Disability, etc.)	\$	\$
Food Stamps	\$	\$
Cash Assistance	\$	\$
School Loans/Grants (amount after tuition is paid)	\$	\$
Other Income	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

By signing this application, I certify that all provided information is accurate and complete to the best of my knowledge.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**FOR OFFICE USE ONLY**

Scholarship Approved  Total Amount of Approved Scholarship \$ \_\_\_\_\_

Approve By \_\_\_\_\_ Date \_\_\_\_\_

Date Scholarship Entered into RecPro \_\_\_\_\_

.....

Scholarship Denied  Reason \_\_\_\_\_

Denied By \_\_\_\_\_ Date \_\_\_\_\_

Date Participant Notified \_\_\_\_\_ By (staff) \_\_\_\_\_

**10.1.5 Program Participation Liability Waiver**

I recognize that risk of injury may be involved in participation in the programs offered by the City of Tulsa Park AND Recreation Department. I hereby willingly assume such risk of injury for myself or for the persons for whom I am lawfully responsible and assume full responsibility before, during and after my/their participation in the programs/activity offered by the City of Tulsa Park and Recreation Department.

In consideration of the acceptance of my application and the permission to participate in programs offered by the City of Tulsa Parks and Recreation Department, I, for myself, my heirs, executors, administrators, successors and assigns hereby release, waive, and forever discharge the City of Tulsa, all other organizations, associations and companies associated with any of the programs offered by the City of Tulsa, and their respective agents, employees, officials, servants, contractors, representatives, elected and appointed officials, successors and assigns of and from all claims, demands, damages, costs and actions whatsoever and however caused, arising or to arise by reason of my participation in the programs or activities or any of its associated activities.

I understand and agree to the Terms listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**10.1.6 Reporting Suspected Child Abuse Form**

**Suspected Child Abuse Report**

Child's Name	Male <input type="checkbox"/> Female <input type="checkbox"/>	Age/Date of Birth
Child's Address		
Name of Parent or Guardian	Address	Phone
Where is the child staying if presently not at home?		Phone
Name of DHS Worker to whom oral report was made:	Date of Report:	Date and Time of Suspected Abuse:
Name of Suspected Abuser	Address or Phone Number (if known)	Relationship to Child
Nature and extent of the child's injuries, maltreatment or neglect		
Information concerning any previous injuries, maltreatment or neglect		
List names and ages of siblings, if known		
How did the injuries, maltreatment or neglect become known to the person reporting the suspected abuse?		
What action has been taken to treat, provide shelter or otherwise assist the child?		
Reporting Person's Name	Address	Phone
Reporting Person's Signature	Position	Date

**After completing an oral report with DHS, please complete this report within 24 hours of encountering suspected child abuse.**

**10.1.7 Pre-Implementation Questions**

Alignment with Department mission and values,	Response	Yes/N o
Does the proposed partnership: Support the Department’s mission and priorities? How?		
Assist the Department in achieving the goals of the Master Plan?		
Align with Tulsa Parks policies? Applicable policies-City of Tulsa policies and procedures, energy policy, naming policies, concessions policy, donation policy, fees and charges policy, sponsorship policy, Title 26.		
Align with the joint use agreement with Tulsa Public Schools?		
Benefits to Tulsa Parks and the Public	Response	Yes/N o
Will the proposed partnership: Increase public access to Parks, facilities or programs? <ul style="list-style-type: none"> <li>• Lower user fees</li> <li>• Increase operating hours</li> <li>• Add programs/services</li> </ul>		
Will the proposed partnership: Help meet the needs of the underserved and/or diverse populations; add new user groups? <ul style="list-style-type: none"> <li>• Increase variety of services?</li> <li>• Increase capacity that will expand access by diverse user groups</li> </ul> Will the proposed partnership: Improve the quality of programs/services <ul style="list-style-type: none"> <li>• Physical improvements or added amenities-how maintained?</li> <li>• Increase safety?</li> <li>• Enhance quality of current programs/services</li> </ul>		
Other benefits to the public and /or Department?		
Budget Considerations	Response	Yes/N o
Does the proposed partnership: Provide financial benefit to the department <ul style="list-style-type: none"> <li>• Bring in additional revenue?</li> <li>• Potentially reduces department operating, maintenance or capital costs</li> </ul>		
Compliment efforts made by other departments?		
Align with Capital Improvement Plan?		
Leverage existing resources?		
Potentially increase or decrease the department’s legal liability?		
Community Relations	Response	Yes/N o
Does the proposed partnership: Have the potential for controversy?		
Have the potential of being perceived as		

commercialization of parks without offsetting public benefits?		
Require a public involvement process? If yes, how and by whom? How will public feedback be collected and measured?		
Require a communication plan?		
Have the potential of a negative impact to neighborhood? <ul style="list-style-type: none"> <li>• Increased traffic, noise, and parking?</li> </ul>		
Have the potential to adversely impact parkland or result in significant change or use?		

### 10.1.8 Secret Shopper Form

Interaction #1 - Phone Call

Date:                      Time:

1. Did the staff answer the phone with "Tulsa Park and Recreation Department, this is (their name)" or something very close to it?

YES NO      (Didn't say their name? Please ask for it)

Staff member's name:

2. Was your question answered to your satisfaction? YES      NO      What was your question?

What was their answer?

Rate the following on a scale of 1 = Completely disagree and 5 = Completely Agree

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 3. The staff person was helpful.             | 1 | 2 | 3 | 4 | 5 |
| 4. The staff person was friendly.            | 1 | 2 | 3 | 4 | 5 |
| 5. The staff's voice volume was appropriate. | 1 | 2 | 3 | 4 | 5 |
| 6. The length of the call was appropriate.   | 1 | 2 | 3 | 4 | 5 |

Additional comments:

Interaction #2 – In person

Date:                      Time:



1. Did the staff person(s) greet you quickly (as appropriate for the # of people present)?  
YES NO Explain:

Staff member's name (or description):

2. Was your question answered to your satisfaction? YES NO What was your question?

What was their answer?

Rate the following on a scale of 1 = Completely disagree and 5 = Completely Agree

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. The staff person was helpful.                   | 1 | 2 | 3 | 4 | 5 |
| 2. The staff person was friendly.                  | 1 | 2 | 3 | 4 | 5 |
| 3. Body language and tone of voice were welcoming. | 1 | 2 | 3 | 4 | 5 |
| 4. The staff's voice was easily heard.             | 1 | 2 | 3 | 4 | 5 |
| 5. The length of the interaction was appropriate.  | 1 | 2 | 3 | 4 | 5 |

Additional comments:

From your perspective, please rate the following statements on a scale of 1 = Completely disagree and 5 = Completely Agree

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. The facility as a whole was clean.                                | 1 | 2 | 3 | 4 | 5 |
| 2. The cardio room was organized and clean.                          | 1 | 2 | 3 | 4 | 5 |
| 3. The instructors are motivating.                                   | 1 | 2 | 3 | 4 | 5 |
| 4. Information about promotions is easily seen at the facility.      | 1 | 2 | 3 | 4 | 5 |
| 5. Past and current promotions are interesting/valuable to customer. | 1 | 2 | 3 | 4 | 5 |

Any additional comments and/or suggestions:

Raters Signature Name Printed

**10.1.9 Parks Fee Schedule**

<b>Category</b>	<b>Area/Use</b>	<b>Approved</b>	<b>Min. Rental</b>
<b>Youth &amp; Adult Sports</b>			
<b>Lighted Field</b>	Recognized Adult Sports Organizations	\$12/game	per game
	Recognized Youth Sports Organization	\$10/game	per game
	Reserved Private Rental	\$50	4 hrs per field
	For Profit Tournaments		Need Park Director Approval
<b>Unlighted Field</b>	Recognized Adult Sports Organizations	\$10/game	per game
	Recognized Youth Sports Organization	\$7/game	per game
	Reserved Private Rental	\$45	4 hrs per field
	Reserved Single Use - Maintained Infield (Johnson, Mitchell, and Hilti)	Fee same as lighted field	Single use
<b>Clean-up</b>	Sports Fields	25+ teams: \$100	Varied
		16-24 teams: \$75	Varied
		10-15 teams: \$50	Varied
		3-9 teams: \$25	Varied
<b>Maintenance</b>	Sports Field: Games 1-4	4 fields: \$95	4 game set; Daily
		3 fields: \$75	4 game set; Daily
		2 fields: \$45	4 game set; Daily
		1 field: \$25	4 game set; Daily
<b>Outdoor Gyms</b>	Outdoor Gyms	\$15/hour/court	2 hours

<b>Tennis Courts</b>	Courts	\$15/hour/court	1 hour
<b>Permit Fee</b>	Private Instruction-Annual Fee	\$150/year	1 year
<b>Volleyball</b>	Sand and Regular	\$15/hour/court	2 hours
	Helmerich Sand Courts	\$300/day	Per day
	Sand Volleyball Equipment rental	\$10/court	Per day
<b>Category</b>	<b>Area/Use</b>	<b>Approved</b>	<b>Min. Rental</b>
<b>Youth &amp; Adult Sports (Continued)</b>			
<b>Mohawk Equestrian Area</b>	One-Day or Two-Day Show	One-Day: \$50	Per day
<b>(Horse Arena)</b>		Two-Day: \$75	
		(plus vendor/concession fee	
		\$25/day plus	
		\$50 deposit & litter security deposit)	
	Schooling/Workshop/	\$25/4 hours	4 hours
	Demonstration	(plus vendor/concession fee	
		\$25/day plus	
		\$50 deposit & litter security deposit)	
	Roping Pens	\$10	Per day
	Extra Disking of Arena	\$25	Per event
<b>Pools</b>			
<b>Pool Rental</b>	Whiteside	\$65/hour	2 hours
<b>Pool Admission</b>	All Pools	Free	Ages 3 and under
	General Admission: McClure	\$2/person	Ages 4 and over
	General Admission: Lacy, Reed	\$1/person	Ages 4 and over
	General Admission:	Free	All ages
	Whiteside, Berry		
	Season Pool Pass -	\$180	1 pool season
	Family of 4: McClure		
	Season Pool Pass -	\$80	1 pool season
	Family of 4: Lacy, Reed		
	10-Visit Punch Pass: McClure	\$18	1 pool season

	10-Visit Punch Pass: Lacy	\$8	1 pool season
	Reed		
<b>Shelters and Open Space</b>			
<b>Shelter</b>	Large: Mohawk #2 & #6, Hunter, Helmerich, Turner, Veterans	\$100	4 hours
	Small	\$60	4 hours
<b>Open Space</b>	Large: Mohawk #2, #6 & Polo Field, Veterans	\$200	Per day
	Small	\$100	Per day
<b>Refundable Deposit</b>	Key Deposit - Restroom and Ballfield Gate keys	\$25 Cash	Per rental
<b>Category</b>	<b>Area/Use</b>	<b>Approved</b>	<b>Min. Rental</b>
<b>Special Events</b>			
<b>Major/Special Events</b>	Mohawk, Veterans, and all other parks	\$500 plus 5%all direct costs or as set forth contractually plus litter/security deposit	Varied
	Event for Non-Profit Activities	\$500 daily site use plus litter/security deposit and all direct costs	Varied
	Sports Events - Walks, Runs and Cycling Events	\$75 plus litter/ security deposit	Daily
	Parking Fees - Mohawk	\$2/car	Per day (Weekends & holidays, April-October)
	Parking on Grass - all other designated parks	\$100/acre plus \$250 deposit/day	Daily
<b>Refundable Deposit</b>	Litter/Security Deposit		
	Attendance: 500 and Under	\$250	Per event
	501 - 1000	\$500	Per event
	1001 - 2000	\$1,500	Per event

	2001 - 10,000	\$2,500	Per event
	10,001 - 15,000	\$3,500	Per event
	15,001 - 20,000	\$5,000	Per event
	Over 20,000	\$6,000	Per event
<b>Amenities</b>	Load Center (Electrical)	\$100	Per day
*Non-profit = 25% discount	SO Cord (Electrical Trunk Line)	\$50	Per day
	Mobile Theatre	\$750*	Per day
	Canopy Stage	\$500*	Per day
	Aluminum Bleacher	\$50	Per day
	Trash Barrel	\$3	Per day
	Tent - 20'x20'	\$200	Per day
	Tent - 10'x10'	\$75	Per day
	Picnic Table	\$15	Per day
	Climbing Wall	\$150/hr	4 hr maximum
<b>Permit</b>	Event Application	\$25 applied to rental	Per event
<b>Category</b>	<b>Area/Use</b>	<b>Approved</b>	<b>Min. Rental</b>
<b>Commercial Photography</b>			
<b>Permit</b>	12 month	\$125	1 year
Woodward, Garden Center	6 month	\$65	6 months
	1 week	\$40	1 week
All other parks	Daily, Includes Open Space	\$25	Per Day
<b>Community Center Room Rentals</b>			
<b>Hicks, McClure, Reed, Whiteside</b>	Gymnasium - Full Court	\$40/hr non-profit	2 hour
		\$48/hr for profit	
	Gymnasium - Half Court	\$20/hr non-profit	2 hour
		\$24/hr for profit	
	Large Multi-Purpose Room (1400+ sq ft)	\$30/hr non-profit	2 hour
		\$36/hr for profit	
	Regular Multi-Purpose Room (Under 1400 sq ft)	\$25/hr non-profit	2 hour
		\$30/hr for profit	
	Refundable Cleaning Deposit (Per number of patrons)	\$50: 100 or less	Per reservation
		\$75: 101-200	
		\$100: 201-300	

		\$250: 301 and Up	
Category	Area/Use	Approved	Min. Rental
<b>Community Center Room Rentals (Continued)</b>			
<b>Chamberlain, Lacy</b>	Gymnasium - Full Court	\$24/hr non-profit	2 hour
		\$29/hr for profit	
	Gymnasium - Half Court	\$12/hr non-profit	2 hour
		\$14.50/hr for profit	
	Large Multi-Purpose Room (1400+ sq ft)	\$21/hr non-profit	2 hour
		\$25/hr for profit	
	Regular Multi-Purpose Room	\$17/hr non-profit	2 hour
	(Under 1400 sq ft)	\$20.50/hr for profit	
	Kitchen	\$5/hr in conjunction with another room. Otherwise, \$15/hr non-profit; \$6 and \$18/hr for profit	2 hour
	Refundable Cleaning Deposit (Per number of patrons)	\$50: 100 or less	Per reservation
		\$75: 101-200	
		\$100: 201-300	
		\$250: 301 and Up	
<b>Central</b>	Auditorium	Mon-Thurs: \$125	Per hour
		Fri & Sat: \$200	Per hour
	Kitchen & Atrium	Mon-Thurs: \$100	Per hour
		Fri & Sat: \$125	Per hour
	Vista Deck	Mon-Thurs: \$75	Per hour
		Fri & Sat: \$125	Per hour
	Activity Room 1	Mon-Thurs: \$50	Per hour
		Fri & Sat: \$75	Per hour
	Activity Room 2	Mon-Thurs: \$75	Per hour

		Fri & Sat: \$125	Per hour
	Visual Arts Room	Mon-Thurs: \$50	Per hour
		Fri & Sat: \$75	Per hour
	Non-profit Discount	25% Off	
	Internal Discount	75% Off	
<b>(Special Service Fee)</b>	Staff Costs (During non-operating hours - all centers)	\$25/hr non-profit;	2 hour
		\$30/hr for profit	
<b>Category</b>	<b>Area/Use</b>	<b>Approved</b>	<b>Min. Rental</b>
<b>Community Center Recreation Programs</b>			
<b>Registration Fees</b>	Visual Arts	Free - \$120	Per program period
(User Fees)	Performing Arts	Free - \$120	
	Education	Free - \$90	
	Social	Free - \$50	
	Sports (per individual)	Free - \$50	
	Seniors	Free - \$50	



## 10.1.10 Athletic Field Classifications

### Class A (H.S. Baseball)

90 ft. bases  
60 ft. 6 in. pitching  
127 ft. 4 in. home to 2b  
Pitching height - 10 in.

### Class B

80 ft. bases  
54 ft. pitching  
113 ft. home to 2b  
Pitching height - 10 in.

### Class C (TASA)

65 ft. bases  
50 ft. pitching  
91 ft. 11 in. home to 2b

### Class D (H.S. Softball)

60 ft. bases  
40 ft. pitching  
84 ft. 10 in. home to 2b

### Class E (ETYSA Football)

360 ft. by 160 ft.

**Goals & bleachers needed**

### Class F

70 ft. bases  
49 ft. pitching  
99 ft. home to 2b

### Class G (TGSF)

60 ft. bases  
40 ft. pitching  
84 ft. 10 in home to 2b

### Class H (Tulsa Parks' Flag Football)

40 ft. by 80 ft.

**Bleachers needed**

### Class I (Tulsa Parks T-ball)

50 ft. bases  
25 ft. pitching

### Class J (Tulsa Parks Soccer) Sprg & Fall

50' by 30' 2 fields @ Whiteside

80' by 40' 1 field @ Whiteside

65' by 40' 1 field @ Henthorne

Class K (World Baseball Outreach)

K-K/2

58 ft. bases  
37 ft. pitching  
82 ft. home to 2b

K-3

62 ft. bases  
42 ft. pitching  
87 ft. 8 in. home to 2b

K-4

65 ft. bases  
44 ft. pitching  
92 ft. home

K-5

70 ft. bases  
47 ft. pitching  
99 ft. home to 2b

K-6

70 ft. bases  
50 ft. pitching  
99 ft. home to 2b

**10.1.11 Request for Use of Athletic Field Agreement Form**

We, \_\_\_\_\_,  
NAME OF ORGANIZATION

in consideration of our use of the City of Tulsa Parks' sports fields and facilities for the 2015 season, hereby agrees to the stated above items knowing that non-compliance to the requirements could discontinue allocation of facilities for the season and for the future.

\_\_\_\_\_  
Print Name of Representative Signature of Representative Date

### **10.1.12 Guidelines for Concessions and Agreement Form**

The designated sports group for each facility will be the sole provider of concessions for that site. All revenues from food/drink concession sales will go to the designated sports group. Glass containers are prohibited.

No beer sales during youth events will be permitted. Tulsa Parks permits beer sales for adult programs upon application and approval by the Tulsa Parks Director.

There are three (3) options relative to operating concessions.

1. Provide no concessions.
2. Provide concessions that sell only prepackaged "Non-potentially Hazardous Foods," plus several items mentioned below.
3. Provide concessions that include "Potentially Hazardous Foods."

#### **Option 1:**

Do not offer concessions.

**Option 2 (Prepackaged, Non-potentially Hazardous Foods):** To help in the understanding of Option B, quoted from the Oklahoma State Department of Health, "Rules and Regulations Pertaining to Food Service Establishments," prepackaged items must originate from "a licensed, commercial establishment in which food is processed, manufactured or prepackaged (bottled, canned, carton, bagged, or securely wrapped) for human consumption." The sale of candy bars, chips, prepackaged snacks, etc. is allowed. In addition, coffee, snow cones, and dispensed soft drinks can be served. If organization chooses to sell popcorn, it must be prepackaged and purchased from an approved processor or distributor. Hot dogs, hamburgers or nachos cannot be sold.

**Option 3 (Potentially Hazardous Food):** Potentially Hazardous Food: means any food that consists in whole or in part of milk or milk products, eggs, meats, poultry, fish, shellfish, edible crustacean or other ingredients. If option C is chosen, organization must provide a certificate of insurance with product liability coverage of \$1,000,000 naming the City of Tulsa as co-insured. Option C includes items in Option B. Certificate of insurance is due two weeks before usage of our facilities. The selling of concessions on City facilities will not be allowed until the proper certificate of insurance is at the park office.

SELECT OPTION

A    B    C

Sports Group

---

Sports Group

Representative

---

**10.1.13 Portable Toilet Use Chart**

	<b>Hours of Operation</b>									
<b>Attendance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>1-50</b>	1	1	1	1	2	2	2	2	2	2
<b>50-100</b>	2	2	2	2	3	3	3	3	3	3
<b>100-250</b>	2	2	2	2	2	3	3	3	3	3
<b>250-500</b>	2	4	4	5	6	7	9	9	10	12
<b>500-1,000</b>	4	6	8	8	9	9	11	12	13	13
<b>2,000</b>	5	6	9	12	14	16	18	20	23	25
<b>3,000</b>	6	9	12	16	20	24	26	30	34	38
<b>4,000</b>	8	13	16	22	25	30	35	40	45	50
<b>5,000</b>	12	15	20	25	31	38	44	50	56	63
<b>6,000</b>	12	15	23	30	38	45	53	60	68	75
<b>7,000</b>	12	18	26	35	44	53	61	70	79	88
<b>8,000</b>	12	20	30	40	50	60	70	80	90	100
<b>10,000</b>	15	25	38	50	63	75	88	100	113	125
<b>12,500</b>	18	31	47	63	78	94	109	125	141	156

\* Keep in mind that this is an estimate. One unit provides approximately 200 uses