



**Mandan**  
Parks & Recreation

# **POLICIES & PROCEDURES**

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

## Table of Contents

<b>ADMINISTRATIVE</b> .....	5
<b>BENEFIT LISTING:</b> .....	5
<b>FULL-TIME EMPLOYEE BENEFIT LISTING</b> .....	5
<b>CONFLICT OF INTEREST</b> .....	7
<b>INVOICE AND P-CARD HANDING AND APPROVAL POLICY</b> .....	7
<b>PARKS/MAINTENANCE</b> .....	10
<b>LIQUOR POLICY</b> .....	10
<b>ANIMALS AND PETS POLICY</b> .....	10
<b>COMMERCIAL SALE, EXHIBITION, OR DISTRIBUTION OF GOODS OR SERVICES</b> .....	10
<b>DISPLAY SHELTER PERMITS</b> .....	10
<b>DUMPING, POLLUTION, SANITATION, AND LITTER</b> .....	10
<b>FIRE POLICY</b> .....	11
<b>LOITERING IN DISTRICT BUILDINGS</b> .....	11
<b>PROTECTION OF PROPERTY</b> .....	11
<b>PROTECTION OF ANIMALS</b> .....	11
<b>RESTROOMS, WASHROOMS, AND LOCKER ROOMS</b> .....	11
<b>SLEDDING AND ICE SKATING</b> .....	11
<b>WEAPONS/FIREWORKS POLICY</b> .....	11
<b>PARKING POLICY</b> .....	12
<b>OPERATION POLICY</b> .....	12
<b>LOST, FOUND AND ABANDONED PROPERTY</b> .....	12
<b>TOBACCO FREE</b> .....	13
<b>INFLATABLES</b> .....	13
<b>WOOD CUTTING</b> .....	13
<b>METAL DETECTOR</b> .....	13
<b>ENCROACHMENT</b> .....	13
<b>ATV/SNOWMOBILES/ MOTORCYCLES/ MOTORIZED SCOOTERS</b> .....	13
<b>BICYCLES</b> .....	14
<b>CAMPING</b> .....	14
<b>RENTALS</b> .....	14

**MANDAN PARKS AND RECREATION POLICIES**



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

- FOOD VENDOR PERMIT..... 14**
- RECREATION ..... 15**
  - USER GROUP FEES ..... 15**
  - ADULT SPORTS..... 15**
  - YOUTH PROGRAMS ..... 15**
  - LIGHTNING POLICY ..... 16**
  - CONCESSION POLICY ..... 16**
  - CELL PHONE POLICY..... 16**
  - MAC PROGRAM..... 16**
  - REGISTRATION POLICY ..... 17**
- RAGING RIVERS ..... 18**
  - TICKETS AND SEASON PASSES ..... 18**
  - BIRTHDAY PARTIES..... 18**
  - PARK CLOSURE ..... 18**
  - WATER QUALITY..... 19**
  - DIAPER POLICY ..... 19**
  - FOOD, DRINKS AND COOLERS..... 20**
  - DRESS CODE..... 20**
  - SAFETY ..... 20**
  - PHOTOGRAPHY..... 23**
  - AQUATIC EMPLOYEES ..... 24**
- MARKETING ..... 25**
  - MEDIA ..... 25**
  - PRIVACY POLICY ..... 25**
  - SPONSORSHIPS AND CHARITABLE DONATIONS ..... 26**
  - REGISTRATION POLICY ..... 26**
- GOLF..... 33**
  - GENERAL ..... 33**
  - FEE STRUCTURE ..... 33**
  - HOURS OF OPERATION ..... 33**
  - TEE TIME POLICY..... 33**

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

<b>POLICY GOVERNING PLAY</b> .....	34
<b>DRESS CODE</b> .....	34
<b>GOLF CART RENTAL</b> .....	34
<b>SEASON PASSES</b> .....	35
<b>CLUBHOUSE RENTAL</b> .....	36
<b>EVENT REGISTRATION POLICY</b> .....	38
<b>EVENT REGISTRATION FORM</b> .....	39
<b>GAME DAY</b> .....	40
<b>PRO SHOP MERCHANDISE</b> .....	40
<b>FOOD &amp; BEVERAGE</b> .....	41
<b>WEATHER POLICY</b> .....	41
<b>SEVERE WEATHER RULES</b> .....	41
<b>HIGH SCHOOL, COLLEGIATE, AND YOUTH FACILITY USAGE</b> .....	42
<b>GROUP &amp; THIRD PARTY LESSONS</b> .....	43
<b>PARENT/CHILD GOLFERS</b> .....	43
<b>COMPLIMENTARY GOLF</b> .....	43
<b>DONATIONS</b> .....	44
<b>MEMORIAL DONATIONS</b> .....	44
<i>PURPOSE</i> .....	44
<i>INVESTMENT</i> .....	44
<i>CRITERIA</i> .....	45
<i>APPROVED TREES</i> .....	45
<b>SAFETY, FIRST AID, &amp; INCIDENT REPORTING</b> .....	45
<b>STARION SPORTS COMPLEX</b> .....	48
<b>USER FEES</b> .....	48
<b>MHS ATHLETIC POLICIES</b> .....	48
<b>MHC POLICIES</b> .....	48
<b>DAKOTA STAR GYMNASTICS</b> .....	48
<b>WEATHER POLICIES</b> .....	49
<b>REFUND POLICY</b> .....	49
<b>FACILITY MAINTENANCE PROCEDURES</b> .....	49

**MANDAN PARKS AND RECREATION POLICIES**

*APPROVAL: November 14, 2022*  
*LAST REVIEW: November 2022*



**ALL SEASONS ARENA**..... 52

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

## ADMINISTRATIVE

### BENEFIT LISTING:

#### FULL-TIME EMPLOYEE BENEFIT LISTING

HEALTH INSURANCE: North Dakota Public Health Insurance Trust (NDPHIT)

High Deductible Health Plan (HDHP) through Blue Cross Blue Shield of ND

4 Tiers:

Single

Employee + Spouse

Employee + Child(ren)

Family

Park District covers based upon years of service:

Less than 3 years - 100% of single premium, OR

80% of other tier's premium with 20% paid by employee through payroll deduction

3+ years - 100% of premium (any tier)

Coverage is effective the first day of the month following the date of hire, through the last day of the month following the month of termination.

HEALTH SAVINGS ACCOUNT (HSA): Starion Bank

Park District contributes \$900 for employees with a single plan, \$1300 for all other tiers annually, prorated over 26 pay periods. (The amount contributed is prorated for employment beginning or ending during the calendar year.)

HSA DOLLAR FOR DOLLAR MATCHING CONTRIBUTIONS: Starion Bank

Park District contributes \$1 per \$1 of matching dollars into employee's HSA account, up to a maximum of \$1000 per employee per calendar year. Employee is eligible after six months of employment. Employee contributions must be made through payroll deduction to receive the match.

LIFE INSURANCE: UNUM

Park District provides a \$25,000 Term Life Insurance and Accidental Death and Dismemberment Policy beginning 30 days after the hire date.

After six months of employment, employees are eligible for Supplemental Life, AD&D, Long-Term Disability, and Vision Insurance at their expense through payroll deduction.

DENTAL INSURANCE: Total Dental Administrators

After six months of employment, employees are eligible for dental insurance at their expense through payroll deduction.

AFLAC: Supplemental insurance plans (cancer, accident, critical illness, hospital, disability) are available after six months of employment at employee's expense through payroll deduction.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

PENSION: An eligible employee may enroll immediately upon hire. The minimum amount of contribution is 2% of the employee's gross bi-weekly salary. Mandan Park District's contribution is 8% of the employee's gross bi-weekly salary.

Vesting of employer contributions:

25% vested after 1 year of service

50% vested after 2 years of service

75% vested after 3 years of service

100% vested after 4 years of service

VACATION: Hours accrue as follows, with a maximum carryover balance of 240 hours as of March 31, of each year.

1-3 years	8 hours per month
4-7 years	10 hours per month
8-12 years	12 hours per month
13-18 years	14 hours per month
19-24 years	16 hours per month
25 years and over	18 hours per month

HOLIDAYS: Ten (10) paid holidays throughout the year as declared by the Board.

BONUS DAYS: Sixteen hours (16) annually to be used the Friday after Thanksgiving and Christmas Eve (day off will vary depending on what day Christmas Eve falls on, set out in the Handbook).

SICK LEAVE: Employees receive eight hours (8) per month with unlimited accrual. If an employee retires, terminates or is deceased at age 62-64, payout is one-third of the employee's accumulated sick leave up to 480 hours. If an employee meets the Rule of 85 or retires, terminates or is deceased at age 65, payout is 100% of accumulated sick leave up to 480 hours.

SICK FAMILY: Forty (40) hours per year may be used for illness of a family member as designated by the personnel policy. This privilege is deducted from an employee's sick leave account balance.

FUNERAL LEAVE: Six days (48 hours) per year but not accumulative.

COMP TIME/PTO: The Park District allows comp time to accrue pursuant to the guidelines set out in the Policy Manual and Employee Handbook.

EMPLOYEE ASSISTANCE PROGRAM: Eight (8) confidential sessions per year at no cost to the employee.

EDUCATION ASSISTANCE PROGRAM: Employee is eligible to apply after one (1) year of employment.

FAMILY MEDICAL LEAVE ACT: The Park District follows the requirements of the Family Medical Act of 1993 per the Policy Manual and Employee Handbook.

PROGRAM/FACILITY USE:

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

All Full-time employees, their spouses and dependents (up to age 24 or enrolled in college institution) shall receive free use of the Park Districts facilities and programs ran by the Park District during the term of the full-time employment with the Park District. Programs and facilities operated by user groups or contracted concessions are not subject to free admission. If employees meet the rule of 85 (age + years of service = 85) will receive a lifetime “Gold Cart” for the employee only. The lifetime pass allows for free access to facilities (no programs). Facility access is limited to season passes, free cart rentals, and range balls.

Current in office Park Commissioner, their current spouse and dependents (up to age 24 must be enrolled in college institution) shall receive free use of the Park Districts facilities and programs ran by the Park District during the term of the full-time employment with the Park District. Programs and facilities operated by user groups or contracted concessions are not subject to free admission.

Park Commissioner who are no longer in office and completed 5 years in office will receive lifetime pass for themselves and spouse (no dependents). The lifetime pass allows free access to Park District facilities (no programs). Facility access is limited to season passes, free cart rentals, and range balls.

## CONFLICT OF INTEREST

As an employee, you are expected to act at all times in the Park’s best interest and to exercise sound judgement not clouded by personal interests. You should avoid the appearance as well as the reality of a conflict of interest, both in performing your duties and in your outside activities. A conflict of interest exists if your situation would lead a reasonable person to question whether your motivations are aligned with the Park’s best interests.

## INVOICE AND P-CARD HANDING AND APPROVAL POLICY

The purpose of this policy is to establish a uniform procedure for the handling and approval of all bills/invoices and purchase card receipts that flow thru the Mandan Park District on a monthly basis. The guidelines established in this policy are based on recommendations from the annual audit and regulations and best practice internal control procedures.

*Bills/Invoices (Charges on account): Can we apply these policies to bills, invoices, and p-card purchases without having to list p-cards separately?*

Purchases done by employees that are not managers:

- All invoices of purchases made by employees must be coded to the appropriate accounting code and initialed by their supervising manager. If the invoice is over \$2,500 the invoice must also be initialed by the Director.

Purchases done by managers:

- All invoices must be initialed by the purchasing manager and coded to the appropriate accounting code. If the invoice is over \$2,500, the invoice must also be initialed by the Director.
- Once all bills/invoices are initialed and coded, items must be turned into the accounting department on a weekly basis.

*Purchase Card (P-Card):*



# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

Purchases done by employees that are not managers:

- All receipt/invoices of purchases made by employees must be coded to the appropriate accounting code and initialed by their supervising manager. Receipt/invoice must also be initialed by purchasing employee if that employee coded the receipt/invoice. All receipts/invoices over \$2,500 must also be initialed by the Director.

Purchases done by managers:

- All receipts/invoices must be initialed by the purchasing manager and coded to the appropriate accounting code.
- Once all bills/invoices are initialed and coded, items must be turned into the accounting department on a weekly basis.

### *Purchasing Limits:*

Each department manager must get prior approval by the Director before purchasing, if the dollar limit exceeds the following amounts:

- Recreation Facilities: \$2,500
- Parks: \$2,500
- Golf: \$2,500
- Accounting: \$2,500

### *No Political Purpose:*

Section 16.1-10-02 of the North Dakota Century Code is specifically incorporated into this policy. Said section provides in part that no person may use any property belonging to a political subdivision for any political purpose. "Political purpose" means any activity undertaken in support of or in opposition to the election or nomination of a candidate to public office whether the activity is undertaken by a candidate, political committee, political party, or any other person.

### BID REQUIREMENTS:

Park District will follow NDCC bid requirements on equipment and construction. If departments purchase items exceeding \$10,000 require multiple price quotes to be presented to Director of Park & Recreation for final approval. Vision Fund and General Fund Balance Policy:

1. Vision Fund Update (effective July 19, 2020):
  1. The purpose of the Vision Fund is to designate restricted funds for future long-term repairs to Park District facilities. These funds will be dedicated to a specific facility or project that requires board approval prior to expending these funds. Currently, the following revenue sources will be deposited in the Vision Fund:
    1. Naming rights for Starion's Sports Complex from Starion Financial.
    2. Naming rights for the track from Gangl Hospitality.

All of the field rentals at Veterans Memorial Ballpark at BNC Field per the agreement with the MBC for turf replacement.

## MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

2. General Fund Balance: NDCC 15-15-27 limits year-end carryover fund balances to 75% of the current annual appropriation other than debt retirement. The Park Administrative Portfolio recommends a minimum unrestricted cash balance of 30% of general fund operating expenses as a guideline. In order to deficit spend below 30% it requires a roll call vote of Park Commissioners to expend these dollars.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## PARKS/MAINTENANCE

### LIQUOR POLICY

No person under the influence of alcoholic liquor, any other drug or drugs, intoxicating compound or a combination thereof, shall enter into, be, or remain on District Property.

No glass beverage containers allowed on Park District Property

Any Person who is at least twenty-one (21) years of age may apply for a special permit to bring into, possess, consume, take, use or deliver Alcoholic Liquor on a temporary, short-term basis.

### ANIMALS AND PETS POLICY

All owners or agents of the owner having control of any domesticated dog, cat, or other domesticated animal, shall remove from District Property, or properly dispose of in an appropriate receptacle, any excrement left by such animal.

No Person shall bring a domesticated dog, cat, or any other animal onto or permit any animal to remain on any portion of District Property where the presence of animals is prohibited, except in designated areas.

Dogs for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance.

### COMMERCIAL SALE, EXHIBITION, OR DISTRIBUTION OF GOODS OR SERVICES

No person, unless authorized by the Director of Parks and Recreation and/or his/her designee shall engage in the sale or distribution of goods or services on Park District Property.

### DISPLAY SHELTER PERMITS

Rentals shall produce or display a permit when requested to do so by any authorized person. Such permit is required to engage in an activity on District Property.

### DUMPING, POLLUTION, SANITATION, AND LITTER

No Person shall litter, cast, throw, drop, leave, scatter, place, pile, or otherwise dump, leave, or deposit in any manner any kind of dirt, rubbish, placard, handbill, pamphlet, circular, book, notice, paper of any kind, ashes, garbage, waste material, landscape waste, snow, ice, or other substance, whether liquid or solid, or any other refuse in or upon District Property, including in District dumpsters or roll offs. The paper, glass, cans, garbage and other refuse resulting from picnics or other lawful use of District Property shall be deposited in a receptacle provided by the District for that purpose. No Person shall urinate or defecate on District Property other than in toilets in rest rooms expressly provided for such purposes.

- No glass beverage containers on Park District Property

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## **FIRE POLICY**

Open bonfires are not permitted on District Property.

No Person shall light, maintain, or make use of any fire on District Property, except at such places (grills that are provided) or as the District may designate.

## **LOITERING IN DISTRICT BUILDINGS**

No Person shall loiter or remain in any District building or Facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) prevents the general public from obtaining the administrative or recreational services provided in the building or Facility in a timely manner, after being requested to leave.

## **PROTECTION OF PROPERTY**

No Person shall paint, write on, or in any way mark or deface, or post or otherwise affix, any printed or written words, symbols, materials, or other marks to or upon District Property or anything or object located on District Property. No Person shall mark, carve, bend, cut, paint, deface, break down, destroy, damage, alter, change, sever, uproot, dig, excavate, take or otherwise remove, or attach or suspend any rope, wire, or other material on District Property.

## **PROTECTION OF ANIMALS**

No Person shall hunt, pursue, hurt, molest, wound, kill, trap, catch, poison, abuse, chase, shoot or release or cause to be released, any Wildlife on or upon District Property.

## **RESTROOMS, WASHROOMS, AND LOCKER ROOMS**

Every Person shall cooperate in maintaining rest rooms, washrooms and locker rooms on District Property in a neat and sanitary condition.

No person shall bring or use (i) any still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming or transmitting visual images; or (ii) any cellular telephone, into any restroom, locker room or washroom anywhere on District Property.

## **SLEDDING AND ICE SKATING**

No person shall ice skate, sled, and inner tube, ski, slide, or engage in similar activities on District Property except at such places and at such times as the District may designate for such purposes.

## **WEAPONS/FIREWORKS POLICY**

No person shall bring onto, carry, have in his possession or on or about his person, concealed or otherwise, to use, fire, set off or otherwise cause to explode, discharge or burn, or throw while on District Property or any object whose intended use is as a weapon.

Referencing Century Code Section 62.1-01-3, a political subdivision which has an ordinance that is more restrictive than the statute, such ordinance is declared void. Mandan Park District has the right to post signs prohibiting the carry of open or concealed fire arms in any of our buildings or fenced in facilities with access through a building or at any sporting events at the Starion Sports Complex and baseball fields.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

Mandan Park District cannot restrict either the open or concealed carry of a firearm in the Park District parks or at the golf courses.

## **PARKING POLICY**

No Person shall park any Vehicle or allow any Vehicle to remain parked in any area of District Property beyond the normal closing hour of District Property, except when a different closing hour has been designated by the District for that area. In no event shall any Vehicle except District Vehicles be parked on District Property later than 11:00 p.m., except with the approval of the District, which approval shall automatically be deemed given in connection with activities conducted by the District. Any vehicle left unattended over 48 hours will be removed at owner's expense.

No Person shall park a Vehicle upon any roadway or in any public off-street parking Area on District Property for any of the following purposes:

- To display such vehicle for sale; or,
- To perform maintenance or repair of such Vehicle, except for repairs necessitated by an emergency; or,
- To sell goods or services from such Vehicle.

## **OPERATION POLICY**

District Property shall be open to the public from sunrise in the morning until 11:00pm that same day and District Property shall be closed to the public from 11:00 p.m. each day until sunrise the following day.

The Board may establish other hours during which District Property or any parts thereof shall be closed to the public. The Board may periodically revise these hours.

## **LOST, FOUND AND ABANDONED PROPERTY**

No Person shall abandon property on District Property.

Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any park visitors' safety, orderly management of the park area, or presents a threat to park resources may be impounded or removed by the District at any time. The owner of such property shall be responsible and liable for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.

Any Person finding lost or unattended property on District Property shall report such finding to the District as soon as is practicable. Whenever a District employee or agent finds lost or unattended property on District Property he shall report such finding to his Department Head. The District will attempt to make every reasonable effort to locate the property's owner(s).

Unattended property that has been impounded or property that has been found shall be stored for a minimum period of thirty (30) days. All property not claimed shall be disposed of as the District deems appropriate.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*  
*LAST REVIEW: November 2022*

## **TOBACCO FREE**

Mandan Park District prohibits tobacco products to be used within 20 feet from all MPD shelters, concession areas, buildings, grandstands/bleachers, playgrounds and controlled areas for events. Tobacco free parks policy aligns with Mandan Park District’s mission. The purpose of this policy is offer a healthy environment that promotes the health, well-being, and safety of the community, employees, and visitors. Sale and/or distribution of tobacco products on park district property is strictly prohibited.

## **INFLATABLES**

The users of all Inflatable Devices must inform the Park District when using any item which is designed to be inflated with compressed air to create buoyancy in a hollow chamber that is primary support of the items are responsible for all damages done to park property including and not limited to sprinkler lines and or ground sight. No staking will be allowed on Park District property.

## **WOOD CUTTING**

No person, unless authorized by the Park Director and/or his/her designee shall recklessly cut down, destroy, girdle, or injure a vine, bush, shrub, sapling, and tree. Whoever violates this section shall be liable in treble damages for the injury caused.

## **METAL DETECTOR**

No person shall use a metal detector on any park lands unless authorized by the Park Director and/or his/her designee and then only for the purpose of searching for a specified object that has been lost or in the case of a professional surveyor attempting to locate a metal pin pipe or other metal object used to identify a boundary, property, or turning point.

## **ENCROACHMENT**

No person shall recklessly encroach upon lands owned, leased, and/or operated by the Park District. This shall include but is not limited to mowing, gardening, composting, constructing temporary or permanent sheds, fences or structures or recreational equipment on park property.

## **ATV/SNOWMOBILES/ MOTORCYCLES/ MOTORIZED SCOOTERS**

All-Terrain or All-Purpose Vehicles (ATV or APV) , Snowmobiles, Motorcycles and Motorized Self Propelled Scooters

No person shall operate a snowmobile or other self-propelled vehicle steered by skis, runners, or caterpillar treads which is designated to travel in snow or on ice-covered surfaces upon any Park District property and/ or trails.

All-Terrain Vehicles, Motorcycles, Motorized Self Propelled Scooters: No Person shall drive, ride, or otherwise operate said vehicles on Park District property and/ or trails.

Park operations are exempt.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## BICYCLES

Bicycles shall not, at any time, in any place, be indiscriminately parked on District Property in such manner as to interfere with pedestrian or vehicular traffic, or with Persons getting into or out of Vehicles.

No bicyclist shall fail to obey all traffic signs and signals within the park.

## CAMPING

Only in designated areas shall a person place, tent, shelter, or any other type of temporary or permanent housing or camping equipment on District Property, or otherwise camp in any manner on District Property.

## RENTALS

The authorized use of any portable bleachers/picnic tables are at the discretion of the Mandan Park District.

General Public

Indoor Shelter             \$100

Outdoor Shelter-       \$25

Mandan School Rentals:

Indoor Shelter - \$25.00                             Monday – Thursday

Outdoor Shelter -                             FREE                     Monday – Thursday

All Shelters -                             Regular Price       Friday – Saturday

## FOOD VENDOR PERMIT

The following rules and requirements shall apply to all mobile food vending:

1. Permits are good per event and can be renewed upon Park staff approval.
2. Hours of operation are between 6:00 am and 9:00 pm.
3. Operations shall not obstruct the visibility of motorists, nor obstruct parking lot circulation or block access to a public street, bike path, or sidewalk.
4. Mobile food vending operations shall obey all parking and traffic laws.
5. Approved permit must be kept with the mobile food vending operation, and provided to Park staff and Law Enforcement when requested.
6. Signs must be permanently affixed or painted on the vehicle or structure engaged in the mobile food vending operation. No other signage is permitted.
7. Operators shall be responsible for the storage and daily removal of all trash, refuse, and litter. Such material generated from the mobile food vending operation shall not be deposited in park trash cans, nor bagged and left in the park.
8. Mobile food vending vehicles shall be removed at the end of each business day.
9. No sale or distribution of alcohol is allowed.
10. All beverages must be purchased through Park District exclusive beverage contract.
11. The application must be turned into [info@mandanparks.com](mailto:info@mandanparks.com) one week prior to the event. Approved
12. Custer Health will be notified of any approved permits.
13. The Park District staff will approve specific vending location.

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

## RECREATION

### USER GROUP FEES

1. Mandan Softball Association - \$125.00 per team
2. Mandan Soccer Club - \$, \$7.00 per player
3. Dacotah Centennial Park State Soccer Tournament - \$150 per game
4. Mandan Hockey Club – per SSC Facility Use Agreement
5. Mandan High School Ice Time – per SSC Facility Use Agreement
6. Starion Sports Complex Track or Football Field - \$100.00 an hour or \$500.00 a day
7. Non Mandan Baseball Programs Field Rental - \$150 per practice and \$350 per game
8. McQuades Softball Tournament - \$5.00 per team
9. Softball Tournaments
  - Mandan Softball Association – No Charge
  - Outside groups - \$25.00 per team if maintenance is provided and free of charge if no maintenance is provided.
10. Horse & Saddle – \$500.00
11. Special Olympics – No Charge
12. State High School Baseball Tournament - \$150.00 per game

### ADULT SPORTS

*Registration* – The registration process is done online and all fees are paid online or at the front desk. We have a no check policy for players but we accept checks from sponsors.

*Refund Policy* – The park district will refund any players that do not want to participate in the program prior to the program starting. If the program has started we will not refund any money to the participant. We will however let players take other players spots on rosters due to certain circumstances.

*Cancellation Policy* – For the most part we will try and make a decision to cancel a program by 4:00pm for a program that starts around 6:00pm. Any cancellation will be posted on our website

*Roster Policy* – All money must be paid before program starts. Every player must have read and checked the toggle waiver prior to playing in any organized activity.

*Adult leagues*-The park district has the right to move any team to another division as we see fit for the program. The park district also has the right to decline any team that does not fit in the divisions offered based on skill level.

### YOUTH PROGRAMS

*Volunteer coaches* – Each coach is required to fill out a background check and fill out a drug and alcohol form.

*Refund policy* – Participants will receive a full refund if they withdraw from the program before it starts. If the program starts there will be no-refund given. If for some reason there is an injury at the beginning of the season we will give the parents a credit to use.



# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

*Cancellation policy* – We try and announce the cancellation at least an hour before the program starts. In some circumstances it does not allow. We always want to try and not cancel if at all possible. Sometimes parents will have to show up if the program is cancelled at the last minute.

*Low income Registration policy* - Families that cannot afford to have their children participate in our programs can request a fee waiver with the Manager can request a discount for the program. Waivers will be evaluated case by case.

*Swimming Lessons* – Swimming lessons are offered for patrons ages 4-14.

## LIGHTNING POLICY

Mandan Park District has iStrike lightning detection systems at the Baseball/Softball complex, Dacotah Centennial Park, Prairie West, Mandan Municipal and Raging Rivers. If lightning is within 10 miles of the location, a red light comes on the iStrike system. If lightning is within 8 miles of the location, the iStrike system sounds an alarm. All patrons seek shelter for a minimum of 30 minutes. When it is all clear, the iStrike system emits two short alerts and activity may resume at that time. If groups utilizing park district property do not follow Lighting Policy they assume all risk in their event.

## CONCESSION POLICY

The concession stands will be open as long as there are events at the youth complex, memorial ballpark or at the Mandan Softball Complex.

## CELL PHONE POLICY

There is no blanket policy for cell phones. We try to not allow staff to use cell phones when they are coaching or teaching. If they have some down time they are able to use it for a minimal amount of time. We expect our supervisors to have their cell phones with them at most times so we can be in contact with them.

## MAC PROGRAM

Withdrawal from the program: If a family withdraws from the program before the school year is over, they will be responsible for the current month's bill and will forfeit their deposit.

Nonpayment of your child's MAC tuition will result in suspension in the program unless other arrangements have been made with the manager. Failure to pay the MAC tuition by the 5th of the month will result in your account being turned over to a collection agency.

Termination of Services: The MAC program works to meet the needs of each child enrolled in our program. We make every effort to communicate with the parent if there are concerns. The MAC program reserves the right to terminate enrollment of a child for one or more of the following reasons:

1. Extra demands on staff time
2. Behavior detrimental emotionally or physically to the others in the program
3. Child cannot adjust to the program's environment

These are some but not limited to reasons that the program may not be suitable for all children

## MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

A parent fails to meet their obligations as set forth by the MAC program, including limited to the following reasons:

- Nonpayment of fees
- Failure to comply with the procedures for arrival and departure of the program
- Physical or verbal abuse of children or staff by the parent
- Disrespect for policies and procedures of the MAC program

*Late Charge:* Families will be charged \$5.00 for every 5 minutes past 6:00pm that the parent is late. Our staff have other jobs and families to get to once they are done at 6:00 p.m.

*Medication:* Medication will only be administered to a child when written permission and instruction from their parent/guardian is obtained. Prescription medications will be administered only to the child named on the original prescription label provided that it is a current prescription. Label dosage will be followed.

*Accidents & Injuries:* Please keep in mind that we encourage kids to take healthy risks. The occasional bump and bruise incurred along the way are a part of the experience. All MAC site supervisors and most MAC staff are First Aid and CPR certified. A first aid kit is with them wherever they go. Parents or an emergency contact will be notified if your child is seriously injured. Kids with serious injuries requiring emergency medical attention will be transported by Metro Ambulance to the nearest hospital unless otherwise specified by medical personnel. Medical expenses incurred will be the responsibility of the parent or guardian.

*Special Needs:* The MAC Program will make reasonable accommodations for children with special needs so that they may enjoy the benefits of the MAC experience. An assessment will be made to determine the individual needs of the child and a participation plan developed. It is at the program manager's discretion to determine if MAC is the right environment for your child to succeed.

### REGISTRATION POLICY

See page 26.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## RAGING RIVERS

### TICKETS AND SEASON PASSES

Passes, daily or season, are not transferrable. Refunds are not given if a patron is asked to leave the park for violating park rules. Refunds are also not given if a season pass holder gets their pass revoked for repeatedly violating park rules.

Refunds are not given on daily or season passes. If a medical issue keeps the patron from using their season pass, the pass may be transferred to the next season on a case-by-case basis. Proof of medical reasoning must be given.

Upgrades are available for daily ticket customers who purchase a spectator or non-slide pass who decide to utilize the park features.

All patrons of the waterpark must meet the 48 inch height requirement to ride the large tube and speed slides. Patrons will be measured at the time of admission and given the appropriate wristband. Season pass holders must follow these same requirements. Please check heights before purchasing any pass!

*Season passes and re-entry:* Season pass holders must present their passes to gain entrance to the park. Guests who leave the park and plan to return must leave their wristband on to gain re-entry. Transferring season passes or wristbands is a violation of Raging River's policies and is strictly prohibited.

*Smoking, Smokeless Tobacco, vaping and e-cigarettes:* Raging Rivers Waterpark is a tobacco-free environment. Smoking, including e-cigarettes and vaping is limited to the smoking area in the parking lot, away from children.

### BIRTHDAY PARTIES

Birthday Parties may be booked in house or on the Raging Rivers website. Parties are required to cancel at least 48 hours in advance to receive a refund. Parties that are not able to use the park due to weather closures or other unforeseen park closures will receive a refund in full on the next business day.

### PARK CLOSURE

*Weather* - For the safety of our patrons, we have established rules for closing parts of or the entire waterpark.

#### *Air Temperature*

- If air temp. is less than 70° at 10am, Raging Rivers will not open at 12pm
- We will attempt to reopen when air temp allows (our weather information resource is the KFVR)

#### *Inclement Weather*

## MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

- If there is any type of official weather warning (ex. Thunderstorm, Tornado, etc.), all guests will be required to leave the water and follow safety directions of RRWP Staff
- If there is lightning/thunder in the immediate vicinity, the Istrike system will alert, and all guests will be required to leave the water and follow safety directions of RRWP Staff. Guests will be allowed back in the park if there has been no lightning and thunder strike for a period of 30 minutes. If the wait reaches one hour, we will close.
- We make every attempt to reopen the waterpark

*Wind* - If winds exceed 25 mph, slide towers will close until winds subside to under 20 MPH for a period of 30 minutes

*Poor Attendance* - If less than 50 guests at the park, Raging Rivers may close at the discretion of park management.

### *Re-opening*

- If Raging Rivers must be closed early in the day because of weather conditions, we will attempt to open once weather conditions allow.
- Twilight admission rates will apply if we re-open after 4pm

## WATER QUALITY

*Water quality equipment* - All water used in our attractions is processed through three different filtration systems, with a pumping capacity above 500 horsepower. We monitor each filtration system, both electronically and manually, with state-of-the-art equipment, to assure uniform high-quality water standards.

*Water quality expertise* - Raging Rivers management and technical team members are certified by the National Swimming Pool Foundation (NSPF) as certified pool operators and aquatic facility operators. This premier organization has set standards for technical training and testing in the pool and spa industry.

*Water quality standards* - Water quality is tested manually every three hours to back up a computerized monitoring system. Our system monitors all pools 24 hours a day and automatically dispenses chemicals, if needed, to meet stringent quality control standards. Despite water quality, Raging Rivers encourages all parents, to begin teaching children not to swallow water at any pool, lake or recreation site, from the first time they enter the water.

## DIAPER POLICY

Diaper-aged children and diaper dependent adults must wear appropriate swim diapers in addition to their swimwear. Swim diapers are available for purchase at guest services.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## FOOD, DRINKS AND COOLERS

Food, beverages, coolers and grills may not be brought into the park. The only exceptions are for special diets and infant food. Raging Rivers prohibits the use of grills and open flames in and around the property, including parking lots.

## DRESS CODE

Proper swimming attire for Raging Rivers Waterpark must be worn. Proper swimming attire is defined as one-or-two piece swim suits without abrasive buttons, rivets, zippers or snaps. Provocative, thong or thong-like bathing suits are prohibited. Guests wearing street clothing (i.e. shorts, jeans, etc.) will not be allowed in any pools or on any slides at Raging Rivers Waterpark. Guests wearing glasses are encouraged to wear an eyeglass strap. We sell them in the Guest Services office. Appropriate swim attire rules are enforced. Failure to comply with any part of the dress code may result in ejection from the park without a refund.

## LOST AND FOUND

Raging Rivers assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended. All unclaimed items from Raging Rivers will be held until September 30<sup>th</sup> of that year. The unclaimed items will be destroyed, discarded, donated, or taken to the Mandan Police Department after each Raging Rivers Season.

## SAFETY

*Language* - Guests using profanity or abusive language, symbols or gestures may be ejected from the park without refund.

*Alcoholic beverages* - Alcoholic beverages are not sold in the park, and are not allowed on park property.

*Behavior* - Line jumping, profanity, breaking park rules, and unruly behavior are offensive to park guests and may be cause for ejection without refund. Guests are not permitted to save places in line, bypass others in line, or exit the line and return to the same place for any reason. Guests exiting a line must go to the back of the line if they choose to return.

*Lifeguards/Aquatics* - All guards are certified with an American Red Cross certificate. All guards are regularly audited, and have regular training requirements during their park tenure.

*Reimbursement Certification* - Lifeguards who meet the following requirements will received a full reimbursement of their lifeguard certification up the amount they were charged.

- Work regular shift
- Have good attendance with few to zero call offs (less than two hours before shift starts)
- Find subs for their shifts when needed
- Pick up available shifts or extra shifts when asked

## MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

- Meet the standards set forth by the Mandan Park District and receive no more than a verbal warning
- Eligible for future rehire

Recertification fees will be paid for by staff who take classes through a North Dakota Agency.

*Life jacket policy* - It is recommended that both children under 48" and weak swimmers wear life jackets while in the waterpark. Parents should keep their children within arm's reach at all times while in the water. Approved life jackets are provided free of charge at the first aide office. Note that lifejackets are not permitted down the speed slides.

Raging Rivers Waterpark does not allow any personal floatation devices that have not been approved by the US Coast Guard. All approved floatation devices must carry the US Coast Guard stamp of approval. Inflatables, including such items as rafts, flotation rings, "water wings", and mats, are not allowed on any ride or attraction. Raging Rivers has lifejackets available, free of charge.

*Line-jumping* - Line jumping is strictly prohibited. Guests are not permitted to save places in line or exit the line and return for any reason. Violators will be ejected without a refund.

*Park policy compliance* - Raging Rivers guests are required to comply with all local, state and federal laws, as well as individual park policies, rules, and instructions posted or otherwise listed.

*Pets* - Pets are not allowed, with the exception of working service animals. Please do not leave your pets in your vehicle during your stay at Raging Rivers, as temperatures inside vehicles reach lethal levels in the North Dakota summers. Make other arrangements or leave your pets at home during your visit.

*Prohibited items* - In addition to all items previously mentioned, the following items are not permitted at Raging Rivers Waterpark, at any time:

- Food/coolers (except special diet and infant food)
- Magic markers, spray paint and aerosol cans
- Radios or tape players
- Glass bottles
- Knives
- Spiked clothing or jewelry
- Fireworks and explosives
- Firearms and ammunition
- Chemical weapons, including mace and pepper spray
- Unmanned aerial vehicles (drones)
- Skateboards, unicycles, stilts, pogo sticks, spring-loaded footwear, Segway's and other mobility devices, bicycles, roller skates and other toys or methods of convenience. Wheelchairs and other ADA mobility devices are permitted.

## MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

Amusement parks are crowded places, and the only way to keep our common areas safe is to ensure that people do not have devices which create a heightened risk.

*Ride restrictions* - Safety is our number-one priority. Guests may not be able to enjoy certain rides if the safety restraints will not operate as designed. Guests must be under 300 lbs. to enjoy our single tube or speed slides. Guests must be under 400 lbs. collectively to ride our double tube rides.

*Rider responsibility* - There is an inherent risk in participating in any amusement ride. We expect riders to exercise good judgment and act in a responsible manner. Guests must also obey all oral and written warnings, and properly use all ride safety equipment provided. Guests who do not comply with ride rules may be ejected from the park without refund. Please refer to specific guidelines posted at the entrance of every ride.

*Security at the park* - The park strives to make your experience a happy one, in all respects. Unfortunately, there is no way that we can erase the wicked intent of some people. Therefore, please understand that the park cannot, and does not, guarantee your personal security or that of your personal property (even if placed in a locker), and in no event will the park be held liable for your lost, stolen or damaged possessions. If you need to store your possessions, ask the park about lockers. If you have loose items while wanting to go on a ride, please have a friend or family member hold them or put such possessions in a locker.

It is the unfortunate truth that at any amusement park, or at any place in society, no amount of security can prevent people from acting in a criminal manner if they are intent on so acting. The park can only try to reasonably watch over the premises and the people therein, and respond in a professional manner to any security threat or incident.

If you experience a security issue, please notify park staff; we are here to assist you.

*Non-amusement park activities* – politics, protests, etc.

The park does not allow any non-amusement park activities by guests, including without limitation, political activities, fundraising, organized or group religious practices or rituals, demonstrations, exercise classes, athletic team practices, unauthorized commercial activities, or protests, anywhere on-site, nor anywhere outside the park's perimeter where such activities may interfere with park operations, guest attendance or enjoyment, or traffic flow into/out of/around the park, or which would compromise safety and security. At a minimum, any protests/demonstrations must be outside of the park's property and at least 500 feet away from all park entrances/exits. Anyone violating this rule on or within park property will be subject to immediate removal from park premises.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## PHOTOGRAPHY

*Personal* - Guests are welcome to take pictures of themselves, their friends and family, their group, and the scenery in general, for their own personal use. However, no cameras of any kind (including cell phones) are allowed on any ride or attraction, because such items pose a safety hazard. In addition, no one is permitted to take photographs of others who object, or which violate another's privacy, rights to publicity, or which are harassing, stalking, or threatening. Image taking or recording is strictly prohibited, under all circumstances, in bathrooms, changing rooms, and locker areas; violators may be held for law enforcement, and are subject to arrest and prosecution.

The park may take and use images & video of all guests. The park at all times reserves the right to videotape patrons, and take still images, and to utilize those images and videos for any reason, including marketing, advertising, promotion, on social media, live streaming on the internet, for safety and security, for documentation as evidence in a legal or criminal matter or other investigation, for news reporting, and otherwise in an unrestricted manner for legitimate purposes. All property ownership of such materials, and copyright in and to all such materials, shall belong exclusively to park in perpetuity, without any compensation or other consideration to any guest or other person in, on or around the park property.

*Commercial* - Commercial photography of any kind is strictly prohibited (including without limitation, still or moving images, modeling shots, student films, comedy routines, documentaries, commercials, TV news, major motion picture films, internet soap operas, reality TV, actor demo reels, submission videos for reality TV, footage as part of a school project, documentation of stunts and dangerous activities (whether for commercial use or not), promotional videos, music videos, cable programs, etc.), except where prior, written permission has been obtained from the park's owner in the form of a contract signed by an executive within park's corporate office.

In any event where unauthorized video or images has been uploaded to any social media channel, park shall have the unrestricted and exclusive right and authority to have such materials removed. Any materials which defame the park may result in legal action for damages, and the park shall have absolute right and authority to obtain both temporary and permanent injunctions from the further use or dissemination of such material, in all channels and all mediums of communications, throughout the world, whether now known or hereafter devised, and to obtain all materials and obtain an order for the destruction of all such materials.

*Drones* – Use of drones (in, over, or around the park), whether for photographic purposes or otherwise, is strictly prohibited (unless the user has been granted written, contractual permission for that specific instance from an officer of the park or its parent entity). Violations may subject the user to immediate ejection, confiscation of the drone, and referral of the matter to authorities. Drones are a serious safety hazard to ride operations, park operations (including electrical facilities), and to the park's guests and personnel. Use of drones in, over or around the park, also constitutes an illegal trespass, an invasion of the park's privacy, and a tortious interference to our operations.



## **MANDAN PARKS AND RECREATION POLICIES**



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

### **AQUATIC EMPLOYEES**

*Time clock* - All employees are required to check themselves into and out of their shift each day. Employees may not share their log in credentials or check other employees into or out of shifts. Shift supervisors monitor the time clock entries during each shift.

*Uniforms* - Employees are issued a Raging Rivers uniform t-shirt at the beginning of the season. All staff are expected to wear their shirts during each shift. Employees who fail to wear their shirts will be sent home to come back dressed appropriately. Staff are expected to wear appropriate footwear and shorts or pants depending on their role.

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

## MARKETING

### MEDIA

*Contact Guidelines* - If you believe you have a positive news story about Mandan Parks and Recreation please contact Mandan Park District Director or the Marketing Department.

#### *Talking with the Media*

- A reporter or producer must contact Mandan Park District Director or Manager before filming or reporting.
- A reporter or producer may contact Mandan Parks and Recreation to get information about Mandan Parks and Recreation, an event or incident, new service or product, general information, policy information or a specific community problem or issue.
- Mandan Parks and Recreation will work with the reporter or producer to deliver the correct information to the public.

#### *Photography & Film*

- Media must receive approval to film or take pictures at a facility.
- Media will be approved/denied dependent on if the media is disruptive and quality of the film and photography.
- Mandan Park District understands that the media may show up onsite in crisis situations.
- Mandan Park District can't control the filming and photography of common areas outside its facilities.
- Use of drones in or over the park district property is prohibited unless the user has been granted written, contractual permission for that specific instance and is a certified drone pilot

#### *Overview*

- Mandan Parks and Recreation has the responsibility to be open and responsive to the news media requests.
- The policy exists to assure that the information disclosed from Mandan Parks and Recreation is timely, accurate, comprehensive, authoritative and relevant to the Mandan Park District.
- The media policy applies to all employees of Mandan Park District as well as its Board of Directors.
- The policy covers all external news media including broadcasting, electronic and print.
- The media must increase public awareness and understanding of Mandan Parks and its services that we provide to the community.
- The media must promote a public image of Mandan Parks and the work that is done.

### PRIVACY POLICY

We respect and are committed to protecting your privacy. We may collect personally identifiable information when you visit our site. We also automatically receive and record information on our server

## MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

logs from your browser including your IP address, cookie information and the page(s) you visited. We will not sell your personally identifiable information to anyone.

The data we collect will only be used for the purpose of supplying you with the requested products or services, company marketing purposes or for other reasons for which you have given your consent, except where otherwise provided by law.

*Security Policy* - Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.

### SPONSORSHIPS AND CHARITABLE DONATIONS

Each month Mandan Park District receives many requests for donations and support from a wide variety of organizations and individuals. This policy has been established to address all requests on a case by case basis, based on the assessment criteria contained in this document.

The requests will be carefully assessed to determine if it meets Mandan Park District's objectives and mission. All sponsorship applications that will be evaluated must be submitted on the form provided.

#### *Donation Guidelines*

- All donation requests must be received at least two weeks prior to the pickup date
- We have the right to determine the product you will receive, if any
- Donations will be approved or denied on every 2nd Monday of every month

#### *Mandan Park Districts Rights*

- Mandan Park District has the right to deny any sponsorship form that does not fit with our mission and marketing objectives
- Mandan Park District has the right to offer internal sponsorship opportunities to its employees in life threatening situations
- Mandan Park District has the right to donate material goods or an in-kind donation or resources in exchange for agreed acknowledgement

### REGISTRATION POLICY

Course registration for all youth and adult recreation activities has an opening date and a closing date. Patrons are served on a first come, first served basis until the classes are filled. Late fees are subjective after the closing date.

Pass type membership registration is paid in full or in installment billings. If you pay in installment billings the payment will be taken out of your account every first of the month unless otherwise noted.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

Throughout the registration process you will be asked for some personal information. The emails, phone numbers and addresses collected is used to help distribute schedules, standings, registration reminders, pass renewal reminders or other related material. You will also receive an email containing your proof of payment.

Program registration, shelter rentals and pass registrations are available online at [www.mandanparks.com](http://www.mandanparks.com), over the phone, or at our Park District Office.

Mandan Park District has the right to take photography or videography of patrons in park district programs or facilities to utilize for park district marketing material.

## LOGO USAGE GUIDE



Mandan Parks and Recreation celebrates their 100<sup>th</sup> year of operation in the year 2021, a new logo has been developed to go along with the 100<sup>th</sup> year more modern theme along with keeping elements of Mandan Parks identity.

Like any brand, it is important to make sure the name and logo is represented in a recognizable and consistent manner. Here are a few handy guidelines to help make that happen.

### APPROVED LOGO VERSIONS



#### PRIMARY LOGO

The primary logo is a combination of the logomark and the logotype text "Mandan Parks & Recreation". This is the version to be used for most circumstances.



#### HORIZONTAL LOGO

In certain cases (space and ratio restrictions, mostly), the horizontal logo may be used. This version has the logomark and logotype.

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022



## CLEAR SPACE

To help the logo stand out, the immediate area around it is to remain free and clear of competing elements. This clear space is also the closest that the logo should be placed to the edge of the piece, digital or physical. The clear space should be at least as tall or as wide as the height of the "M". The clear space can be larger, but not smaller, than this measurement.



## SOLO ICON USAGE

The circle logo has been created to be used mostly on social media, space with ratio restriction, apparel and signs. This logo can be used on its own in certain geographical applications.



## MINIMUM SIZE

The guideline is rather straightforward. If the words are no longer legible, the logo is too small. Always make sure that the logo is large enough to be easily read and recognized.

# MANDAN PARKS AND RECREATION POLICIES

APPROVAL: November 14, 2022

LAST REVIEW: November 2022



## STANDARDIZED COLORS

## FULL COLOR



Galano Grotesque  
Galano Grotesque  
**Galano Grotesque**  
**Galano Grotesque**

# MANDAN PARKS AND RECREATION POLICIES

APPROVAL: November 14, 2022

LAST REVIEW: November 2022



## BLACK AND WHITE



## UNACCEPTABLE RENDERINGS

- Do not alter the approved logo colors.
- Do not outline or add a stroke to any of the logo elements.
- Do not add elements to or remove elements of the logo, except as allowed.
- Do not allow anything to intrude into the logo's designated clear space.
- Do not replace the words in the logo with any other typographical (typeface, font, size, weight, width, kerning, etc.) treatment.
- Do not add lighting, shadows or depth effects to the logo
- Do not place the logo over a color or pattern that makes it difficult to read.
- Do not tilt or vertically flip the logo.
- Do not use low-resolution files for any printed projects.
- Do not stretch, pinch, distort or otherwise change the proportions of the logo in any way.
- Do not connect any logo or entity name to the logo.
- Do not rearrange the elements of the logo in any way.

## STATIONERY PACKAGE

Letterhead paper, envelopes and signature lines have been designed to complement and reinforce Mandan Parks and Recreation brand. Documents will be phased out as inventory becomes low. Except for signature line information (name, title, etc.), no changes are to be made to those pieces.

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

**KELLY THOMAS**  
Marketing Specialist



Office: 701-751-6161 | Direct: 701-751-0692 | Mobile: 701-220-1481  
2600 46th Ave. SE, Mandan, ND | [mandanparks.com](http://mandanparks.com)

SIGNATURE LINE

ENVELOPE



2600 46th Ave. SE | Mandan, ND 58554



# MANDAN PARKS AND RECREATION POLICIES

APPROVAL: November 14, 2022

LAST REVIEW: November 2022



## LETTERHEAD



2600 46<sup>TH</sup> Ave. SE | Mandan, ND 58554 | 701.751.6161 | [mandanparks.com](http://mandanparks.com)

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## GOLF

### GENERAL

The purpose of the Mandan Park District Golf Course Policy section is to establish procedures and operating guidelines for the Mandan Park District Golf Courses (Prairie West Golf Club & Mandan Municipal Golf Course). This document provides pertinent information for efficient and productive management of Golf Operations while providing golf opportunities that improve the quality of life for the citizens of Mandan and its visitors.

All activities and manners pertaining to the operation of Mandan Park District golf courses shall be under the direction of the Mandan Parks and Recreation Director, Golf Operations Manager, Golf Professional, and the Mandan Park Board (Henceforth referred to as “Golf Course Management”).

### FEE STRUCTURE

The fee structure for Mandan Park District Golf Courses and Practice Facilities will be examined and set on an annual basis. The fee structure is determined by the Golf Operations Manager, Golf Professional and Parks and Recreation Director with required approval by the Mandan Park Board. Fee structure includes: green fees, cart rental, trail use, practice balls, season passes, club rental, clubhouse rental, and any other golf related fee.

### HOURS OF OPERATION

Prairie West Golf Club will be open as early in the season as weather and course conditions allow under the direction of the Golf Operations Manager and Golf Superintendent, and will remain open until conditions dictate closing in the fall. Mandan Municipal Golf Course will open for the season after Prairie West Golf Club, and will close in early October.

Daily Hours of Operation will be set at the discretion of Golf Course Management. Hours of Operation are set in accordance to daylight and weather conditions.

### TEE TIME POLICY

1. Tee times may be reserved ONLINE up to 7 days in advance. Tee time may be reserved over the phone or in person up to 3 days in advance. This policy pertains to season pass holders and daily fee players. Seasonal restrictions may apply in the spring or fall for how many days tee times may be reserved in advance.
2. Single players may not reserve a tee time but may be combined with another party. Staff will attempt to fit single players on if the tee sheet allows.
3. Anyone booking over 3 consecutive tee times must have approval from the Golf Professional or appropriate staff.
4. Advanced reservations may be restricted on certain dates due to events, weather, or other factors.
5. Cancellation of tee times should be made at least 6 hours prior to the tee time. Every effort to alert golf staff of a cancelled tee time should be made.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## POLICY GOVERNING PLAY

1. Players are required to use reasonable care and caution to protect themselves and others from danger of being struck by a golf ball.
2. Players are solely responsible for property damages and injuries caused by errant golf shots.
3. Players must check in with the Clubhouse prior to beginning their round.
4. No more than 5 players may be allowed to play in a single group.
5. Every player must have their own golf clubs and equipment.
6. Slow players must allow faster players to play through.
7. Children under the age of 12 are not allowed on the golf course unless under the direct supervision of an adult or previously approved by Golf Course Management.
8. Basic golf course etiquette must be adhered to at all times. Players are responsible for and required to fix ball marks and divots, rake sand traps, dispose of trash appropriately, keep golf carts in designated areas and away from tees and greens, and refrain from foul language or aggressive behavior.

## DRESS CODE

1. Appropriate golf attire must be worn at all times. Enforcement of appropriate golf attire will be at the discretion of Golf Course Management.
2. Shoes and shirt must be worn at all times.
3. Soft golf spikes only.
4. Shoes worn on the golf course must be appropriate and not cause damage to turf.
5. Offensive apparel or clothing with foul language is prohibited.

## GOLF CART RENTAL

1. The Mandan Park District provides golf carts for customers to rent for a determined fee.
2. Golf carts are to be used for playing the game of golf. They may also be used under the supervision of Golf Course Management for marshalling of play, event organizers, or other approved activities. Any use of golf carts outside of these approved manners is prohibited.
3. Players must have a valid Driver's License in order to rent a golf cart.
4. Staff has the right to refuse rental to a player without a valid driver's license, or one who is reasonably deemed by Golf Course Management as likely to cause damage or injury through use of a golf cart.
5. No more than 2 people may occupy a golf cart at any given time.
6. If a golf cart is damaged by a player during their rental period, the customer is responsible to pay for all repairs to the golf cart.

## PERSONAL GOLF CARTS

1. Personal golf carts are allowed at Prairie West and Mandan Municipal Golf Courses if approved by Golf Course Management.
2. A daily trail fee or season trail fee (as determined annually by Golf Course Management) must be purchased in order to utilize a personal golf cart.
3. A season trail pass sticker will be given to pass holders upon purchase to affix to their personal golf cart if so desired as a way to identify a personal cart having an annual trail pass.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## NON-TRADITIONAL GOLF CARTS/TRANSPORTATION

1. Non-Traditional golf carts/transportation (example: golf scooter, golf boards, golf cycles, etc.) must receive proper approval from Golf Course Management before use on Mandan Park District Golf Courses.
2. Approval is subject to Golf Course Managements discretion relating to the potential damage caused to the golf course and/or risk to the individual or other patrons.
3. If a “non-traditional” method of golf course transportation is approved for personal use and deemed to be safe for the golf course and other patrons, a fee will not be charged to the individual utilizing the transportation.
4. The Mandan Park District is not liable for injury or accident risk associated with patrons utilizing an approved “non-traditional” golf cart or transportation method.

## SEASON PASSES

1. Season Pass holders shall conform to the same playing policy as general play.
2. Purchase of a season pass provides the opportunity for golfers to reduce their cost of greens fees and cart rental fees. Season Pass holders are not granted any other special use privileges at Mandan Park District Golf Courses.
3. Persons wishing to purchase Junior or Senior Season Passes must be able to provide current and valid identification verifying age.
4. Half season passes may be offered on or after July 4<sup>th</sup> at the discretion of Golf Course Management under the approval of the Parks and Recreation Director.
5. Season Passes may be purchased online beginning at a time determined by Golf Course Management.

## CORPORATE PASSES

Corporate passes are available for purchase for use at either or both of Prairie West Golf Club and Mandan Municipal Golf Courses. Corporate passes may be purchased if the following guidelines are met and approval is given by Golf Course Management. A Corporate Pass contract for the season must be signed and validated.

Requirements:

- Corporate Passes are available only to legitimate business organizations which will be required to submit a Corporate Pass Application and be approved by the Mandan Park District’s Golf Staff
- Potential Pass holder must have current ND Tax ID
- Appropriate documentation must be provided and the Annual Fee must be paid by a company check or company credit card
- The Annual Corporate Fee is nonrefundable
- All Corporate Passes are annual passes based on one calendar year during which the golf season starts and ends. These are subject to renewal by the Mandan Park District. Season tickets must be used in the same golf year. There is no carry-over of any unused daily passes.
- Prices and terms of Membership are subject to change seasonally.

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

- Individuals utilizing Corporate Pass must present the Corporate Daily pass the day of play.
- For Corporate Pass holders wishing to utilize more Corporate Daily Passes must purchase another Corporate Pass.

## Corporate Pass Benefits:

- Corporate Pass holders are entitled to golf at either the Prairie West Golf Club or the Mandan Municipal Golf Course, subject to course and tee time availability within the golf season of Corporate Pass purchase.
- Your business logo will be added to all Corporate Passes.
- Corporate Pass holders must pay standard golf cart rental fees.

## Corporate Pass Price Structure:

1. There will be 150 daily passes issued to the Corporate Membership.
2. The daily passes can be used at any time for daily golf. This excludes events or other specials during the season.
3. Price will be \$4,500.

By Signing you will adhere to all rules and regulations of the Mandan Park District Golf Courses and the limitations of the Corporate Season Golf Pass.

Corporate Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ Pass Numbers \_\_\_\_\_

## CLUBHOUSE RENTAL

The Prairie West Golf Clubhouse Lounge is available for event rental. Lounge rental is available only during the golf offseason, unless otherwise approved by Golf Course Management. Lounge rental is subject to schedule availability and must be approved by Golf Course Management. Snow removal will not occur on holidays observed by the Mandan Park District. The following Lounge Rental Agreement must be submitted one week prior to date of rental.

### Prairie West Lounge Rental Agreement

Date of Rental: \_\_\_\_\_ Time Period of Rental: \_\_\_\_\_

Name(s)/Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Catered food: \_\_\_\_\_

## MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

Room rental fee: *(please check one)*

1. \$200.00

Payment: *(payment option of credit or invoice – deposit is required)*

1. Invoice:
2. Credit Card
3. Deposit of: \_\_\_\_\_

*(In case of any damage the renter will be billed as necessary)*

Room rental is for the day in the off season and at night during the golf season. A walk through will be given to show the renter door locks, clean up supplies, kitchen appliances and general information. Prairie West will provide tables, chairs, TV, and restroom facilities. There will be limited cooking utensils available.

Renter agrees that decorations shall not be attached to the walls, ceilings and windows by nails, scotch tape, staples or tacks. Arrangements will be made in advance and clarified below.

Clean up of the lounge will be at the end of the rental time. Renter shall adhere to the following instructions for cleaning.

- A. Table trash, cups, plates, plastic ware, cake, food, decorations, etc. will be gathered and placed in the trash receptacles and bagged.
- B. Trash bags are to be put outside in the dumpster at the end of the parking lot.
- C. Floor will be vacuumed.
- D. Kitchen area will be left as it is found. All borrowed utensils will be washed and put away. Sinks wiped out and towels hung to dry on rack.

Lounge area is expected to be left in the same condition at the end of the event that it was at the start of the event. Any damages will be charged to the renter.

The Mandan Park District will not be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following a rental.

I agree to the following terms and conditions:

X \_\_\_\_\_

*Renters Signature*

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## EVENT REGISTRATION POLICY

Events or Tournaments are defined as any or not limited to, organizations or organized group, which requires a block of tee times that are reserved in advance. The Mandan Park District recognizes that a balance must be maintained between tee times used for events and those that are open for public play. Public players must also recognize that golf events are a critical function of the golf courses.

It is the philosophy of the Mandan Park District not to hold weekend tournaments before 12:00 pm and to try to have public tee times available every day. Each event will be evaluated on a case by case basis. The Mandan Park District and the golf course management (Golf Operations Manager, Golf Professional, Parks & Recreation Director, Golf Superintendent, and golf portfolio holder of the Park Board) have established the following policies for all tournaments. These policies have been established to allow better organization of events, to set rules to maximize the pleasure of the tournament player and the golfing public, and to protect the Mandan Park District Golf Courses from financial or physical loss.

1. An "Event Reservation Form" (see below) must be filled out and submitted to Golf Course Management at least one month prior to the event. Events will not be scheduled without a completed form. Golf Course Management must confirm, deny, or submit modifications to the request within two weeks of receiving the event registration form. Golf Course Management may schedule events on short notice at their discretion and with proper approval from the Parks and Recreation Director.
2. The Event Chairman should submit a complete list of participants, hole contests, golf cart requirements, and any other pertinent information at least 3 days prior to the event.
3. The event should be completed in the allotted time taking into consideration event size and style, and as agreed upon by Golf Course Management and the Event Chairman. The goal time for completion of an 18 hole event is between 4 and 5.5 hours. The Event Chairman with assistance from Golf Course Management will be responsible for the appropriate pace of play during an event.
4. All refreshments will be purchased through the pro shop. Beverages that are given away for free must be approved by Golf Operation Manager. Both city golf courses have a liquor license and are subject to city liquor laws.
5. The Event Chairman will coordinate with the management for the expedient and efficient installation and removal of any extra equipment (vehicles, trailers, coolers, etc.). The Mandan Park District and management are not responsible for damage done to equipment brought in to the tournament.
6. Regular green fees shall be charged for each player unless otherwise approved by Golf Course Management or Parks & Recreation Director. Season tickets will not be valid for events/tournaments unless the management determines otherwise. A written request must be presented in advance for any special rate reductions.
7. Refunds of fees made necessary by some act of nature (rain, lightning or snow, or other conditions deemed harmful to players or the golf course) canceling the event, will be made to the Event Chairman only. The amount may be prorated depending upon the degree that the event

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

was completed at the time of cancellation. Make up days may or may not be available due to schedule constraints.

8. Play of the event and movement of the players will be in accordance with USGA rules, local golf course rules and the accepted rules of etiquette. Any golfer or group of golfers may be removed from the course for violations of the rules. Intoxication, obnoxious behavior, damaging property, slow play, and lack of consideration for others are all examples of types of behavior, which will not be tolerated. Management and course rangers are the sole judges of behavior requiring removal. Fees will be forfeited to the course in the event of such removal.

## EVENT REGISTRATION FORM

To be filled out and submitted to the Tournament Committee for Approval

### Mandan Parks and Recreation Golf Event Agreement Form

Name of Event \_\_\_\_\_ Name of Organization \_\_\_\_\_

Today's Date \_\_\_\_\_ Date for the Event \_\_\_\_\_ Contact Person \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_

#### Tournament Rates

- Prairie West - 18 Holes with Cart (Price dependent on seasonal rate)
- Prairie West 9 Holes with Cart (Price dependent on seasonal rate)
- Mandan Municipal - 18 Holes with Cart (Price dependent on seasonal rate)
- Mandan Municipal - 9 Holes with Cart (Price dependent on seasonal rate)
- Other

\_\_\_\_\_

Tee Time Start/shotgun start \_\_\_\_\_ a.m. / p.m. Number of players \_\_\_\_\_

(The number of players in the event will determine if tee times, shotgun or soft shotgun starts will be used. Players must be verified at least 3 business days in advance of event.) (Maximum 144 players)

Tournament format: \_\_\_\_\_

Included in your event: Green Fees – Carts - Pull Carts - Practice Balls – Beer – Pop - Food/snacks - Pro Shop Merchandise - Gift Certificates - Hole Contests - Event Scoring – Lounge use – Grill Use (Please circle all that apply)

Carts will be needed for players \_\_\_\_\_

Carts to be used by event (no more than 3 preferred) \_\_\_\_\_ Total Carts \_\_\_\_\_



# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

Food catered \_\_\_\_\_ Caterer \_\_\_\_\_ Lounge/Grille \_\_\_\_\_

Please note the following: All Beverages MUST Be Purchased from the Hosting Golf Course. (Arrangements must be made in advance on donations, give a ways and special beverages.) Beverage cart/coolers/ice will be provided on the course upon request. (Beverage carts will only be used for large events and all beverage carts will be driven by Golf Course Staff) Liability will be solely the responsibility of the event organization. \_\_\_\_\_ Initial.

Tabbed beverages \_\_\_\_\_ Drink Tickets used \_\_\_\_\_ Multiple Billings \_\_\_\_\_

Additional Information \_\_\_\_\_

(It is important to notify the golf course 3 business days in advance of the event on any changes and/or additions)

- Tournament meeting between golf staff and event organizer must take place one week before event.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Prairie West Golf Course 751-6171  
Mandan Municipal Golf Course 751-6172  
2709 Longspur Trail  
Mandan, ND 58554

## GAME DAY

A golf "Game Day" is held on a specified day (typically Wednesday) from May-September at Prairie West Golf Club. This "Game Day" is to be an open play day for any season pass holder or daily fee player. Players may pay an additional charge to participate in the "Game Day" activities, which may include stroke play, hole contests, etc. as determined by Golf Course Management. "Game Day" prizes will be tracked and tallied throughout the season by Golf Course Management. Weekly and season long awards will be determined off scoring and distributed by Golf Course Management in the form credit on the players profile account in customer database/tee time software. Golf Course Management reserves the right to determine award allotment, prize eligibility, redeemable merchandise/services, and expiration date of awards.

## PRO SHOP MERCHANDISE

As contracted through the Mandan Park District, the Pro Shop merchandise and services at Prairie West Golf Club and Mandan Municipal Golf Course are the property of the Golf Professional for the duration of their contract. Pricing, product availability, and available services are dictated by the Golf Professional under the terms of an agreed upon contract.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## FOOD & BEVERAGE

Food and beverage at Mandan Park District Golf Courses is available and distributed through an agreement between the Mandan Park District and contracted Golf Professional. Availability is subject to vendor access, daily schedule, and other outside factors. Food pricing is set at the discretion of the Golf Professional.

1. When agreed upon and properly documented through the Event Registration Policy Form, events may utilize outside food catering services. All beverages must be purchased from the Mandan Park District Golf Courses unless a special exemption was agreed upon and documented while following guidelines and local laws & regulations.
2. Events may utilize kitchen space or grilling equipment at Mandan Park District Golf Courses if agreed upon and properly documented through the Event Registration Policy Form.

## WEATHER POLICY

If a round of golf is not completed due to inclement weather or other circumstances beyond control a golfer will be offered a rain check.

The rain check will be prorated against the total dollars paid for your greens fees and cart. The rain check value will be determined by how many holes were completed and will be for a dollar value, NOT a number of holes.

- Example: Golfer pays \$55.00 for greens fees with cart. (When divided by 18, each hole has a value of \$3.06) If the golfer completes 8 holes before being forced to leave the course, he/she is eligible for a rain check valued at \$30.60 (the value of 10 holes, based on the price golfer paid for greens fees and cart).
- All rain checks expire on the last day of year issued.
- At Prairie West and Mandan Municipal rain checks may be redeemed for only golf and or carts.
- If a rain check is lost it cannot be replaced.
- A golfer must produce the original sales receipt to be eligible for a rain check.

## SEVERE WEATHER RULES

The Mandan Park District has weather surveillance systems and an inclement weather policy for the Prairie West and Mandan Municipal golf courses. Information will be sent to the golf course staff when lightning is detected at 20 miles. A beacon light will flash when lightning is detected within 12 miles The range of this announcement may or may not reach out to the far ends of the course. An audible horn will sound when the incoming storm is detected to be 15 miles away and golfers should take cover or come in to clubhouse. An audible all clear horn will sound when there is no lightning detected within 8 miles for a duration of 30 minutes. There is no way to accurately predict the weather and at no time is the golf course responsible for the decisions of the public golfer. The courses are under no obligation to retrieve/remove or warn anyone from the golf course. Both courses are “play at your own risk”.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## HIGH SCHOOL, COLLEGIATE, AND YOUTH FACILITY USAGE

*Cross Country* - All Cross Country events should be run at Mandan Municipal Golf Course. Mandan High School may host (1) cross country meet annually at Mandan Municipal Golf Course. The event should be scheduled and approved at least 6 months in advance. Regional or State Meets must have approval from Golf Course Management and the Mandan Park District prior to being scheduled by Mandan High School. Such events shall be scheduled and approved at least one year in advance. Staff involved with running the cross country meets will mark the course under the direction of Golf Course Management to keep the race confined to approved areas and to limit spectator access to sensitive areas.

Tee times and practice facility usage at Prairie West Golf Club and Mandan Municipal Golf Course for local school teams must be scheduled in advance and approved by Golf Course Management. No more than 3 consecutive tee times for school teams will be allowed unless otherwise permitted by Golf Course Management. Practice Facility usage will be scheduled on a rotating basis and should be constrained to one team per day (another team may be on the course while one is using the practice facility if properly scheduled with Golf Course Management). An adequate number of coaches must be present at all times to monitor student/player activity.

Events should be scheduled in advance and in accordance with the Event Registration Policy. If Regional or State Meets are requested to be held at Prairie West Golf Course, Golf Course Management must be notified at least 6 months prior to the event. Scheduling and approval is at the discretion of Golf Course Management.

School usage for events and daily practice will be charged at a fee schedule in agreement with area courses and schools and approved by Golf Course Management under the direction of the Parks and Recreation Director.

Mandan Municipal Golf Course shall be the primary facility for Junior High and lower level school golf. The Prairie West practice facility may be utilized at times for this level with prior approval by Golf Course Management.

High School teams may utilize Prairie West Golf Club as well as Mandan Municipal Golf Course when appropriately scheduled with Golf Course Management.

Collegiate teams may utilize Prairie West Golf Club with fee payment and appropriate approval from Golf Course Management. Any events shall be scheduled at least 6 months in advance and in accordance with Event Registration Policy.

Youth Lessons and organization may utilize Prairie West Golf Club, Mandan Municipal Golf Course, and practice facilities. Lessons and events must be scheduled 3 months in advance and in accordance with the Event Registration Policy. Availability of facility usage will be at the discretion of Golf Course Management.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

Golf clubs, instructional aids, or any other school issued or youth lesson materials may not be stored in the clubhouse of Prairie West Golf Club or Mandan Municipal Golf Course. Items may be stored in the Range Shack at Prairie West Golf Club if approved by Golf Course Management.

In the future, as the construction and grow in of the Youth Practice Facility at Prairie West Golf Club is completed, school and youth lessons will primarily utilize that space.

## GROUP & THIRD PARTY LESSONS

1. Any type of group lessons must be administered or approved by Golf Course Management. A user agreement must be submitted and an appropriate fee structure based on lesson size, frequency, and facility usage as set by Golf Course Management must be paid.
2. Individual instruction by a third party not associated with the Mandan Park District Golf Courses must be approved by Golf Course Management if conducted on a regular basis. A user agreement must be submitted and an appropriate fee structure based on lesson size, frequency, and facility usage as set by Golf Course Management must be paid.

## PARENT/CHILD GOLFERS

Parents are fully responsible for their children and bring them to the course at their own risk. There will be no strollers allowed.

Children without a driver's license are not permitted to drive the golf cart.

Children, if walking, shall stay beside the guardian at all times and in no way is allowed to run around or disrupt other golfers in any way.

Non golfers may accompany playing customers, but do so at their own risk. If utilizing a golf cart, non-golfers are still subject to paying the golf cart fee.

## COMPLIMENTARY GOLF

1. Complimentary greens fees and/or golf cart and practice balls will be provided solely at the discretion of Golf Course Management and the Parks and Recreation Director. The following categories may qualify for complimentary golf and amenities, based on classification as dictated by Mandan Park District Policy:
  - a. Employees of Golf Operations (Clubhouse & Maintenance) for the duration of their employment.
  - b. Full time Mandan Park District employees and their immediate families.
  - c. MPD Gold Card Recipients
  - d. Professional Golfers Association of America members
  - e. Golf Course Superintendent's Association of America members
  - f. Other approved industry professionals at the discretion of Golf Course Management and Parks and Recreation Director

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

2. Requests from Categories D,E,F must be submitted at least one day prior to play and receive approval from Golf Course Management.

## DONATIONS

The Mandan Park District Golf Courses support community activities, fundraisers, and charitable giving in Mandan and surrounding communities. Donations may be requested for golf/cart/range fees. Donations requested for Pro Shop merchandise must be done separately through the Golf Professional.

In order to be considered, donation requests must meet one of the following criteria:

1. User group affiliated with the Mandan Park District
2. Donation that benefits a Mandan/Bismarck/surrounding community resident in need
3. Organization/event that benefits the community at large
4. Mandan fundraising event (walks, races, tournaments, etc.)

A Donation Request Form (found on the Mandan Park District Website) should be filled out and submitted to Golf Course Management or the MPD Marketing Specialist. Donation requests and appropriated amounts will be approved or denied at the discretion of Golf Course Management.

Organizations that are classified as a 501(c)3 (or other qualify non-profit status) may qualify for 50% off the value of a season pass as a donation if approved by Golf Course Management. Daily fee passes may be granted at an agreed upon value, subject to the same conditions.

## MEMORIAL DONATIONS

Memorial donations in the form of the Living Tree Memorial or a Memorial Bench may be presented to the Mandan Park District Golf Courses. Trees and Benches must be approved by Golf Course Management and meet the required criteria. The Mandan Park District Golf Courses have a maximum annual allotment of donated Memorial trees of 3 and Memorial Benches of 1. Approval of Memorial Donations is at the discretion of Golf Course Management.

A Living Tree Memorial Form (found on the Mandan Park District website) shall be submitted upon request. The following defines the Living Tree Memorial Program:

### *PURPOSE*

To allow advocates and friends of Mandan the opportunity to honor and or memorialize relatives and or friends with the planting of a tree in a Park District park.

To assist Mandan Park District with the procurement of new trees providing years of shade, beautification and environmental benefits.

### *INVESTMENT*

\$300.00 per tree (amount may differ if larger size tree is requested)

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

Each dedication will be acknowledged on the Living Tree Donor Wall located at the Prairie West Golf Course.

## *CRITERIA*

The Mandan Park District shall identify parks/golf courses and other locations where trees may be planted. Consideration will be made to accommodate location requests from the donor.

Trees shall be planted and maintained by the Mandan Park District or designated agent. Maintenance of trees shall be in accordance with standard procedure on tree maintenance.

Trees shall be planted at the appropriate planting season – May/June or September/October.

The donor may assist the Mandan Park District with the selection of the tree, however, the final decision shall be the Mandan Park District's.

Memorial markers may not be placed at the base or on the tree.

Trees vandalized or destroyed by natural causes may be replaced by the Mandan Park District on an as-can basis. Replacement trees will not be the same size as the tree's most current size.

## *APPROVED TREES*

The Mandan Park District will provide a list of options for approved tree species based on the location of planting.

## **SAFETY, FIRST AID, & INCIDENT REPORTING**

1. Light duty first aid kits only are present at each golf course.
2. AED Units are present at each golf course clubhouse.
3. If injury or accident occurs, whether to an employee, customer, or volunteer, an incident report is to be filled out and presented to Golf Course Management within 24 hours. Golf Course Management should be notified immediately of any incident, accident, or injury. Incident Report Forms are located in the clubhouse of both golf courses.

## **LOITERING IN DISTRICT BUILDINGS**

No Person shall loiter or remain in any District building or Facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) prevents the general public from obtaining the administrative or recreational services provided in the building or Facility in a timely manner, after being requested to leave.

## **WEAPONS/FIREWORKS POLICY**

No person shall bring onto, carry, have in his possession or on or about his person, concealed or otherwise, to use, fire, set off or otherwise cause to explode, discharge or burn, or throw while on District Property or any object whose intended use is as a weapon.

## **MANDAN PARKS AND RECREATION POLICIES**



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

Referencing Century Code Section 62.1-01-3, a political subdivision which has an ordinance that is more restrictive than the statute, such ordinance is declared void. Mandan Park District has the right to post signs prohibiting the carry of open or concealed fire arms in any of our buildings or fenced in facilities with access through a building or at any sporting events at the Starion Sports Complex and baseball fields.

Mandan Park District cannot restrict either the open or concealed carry of a firearm in the Park District parks or at the golf courses.

### **PARKING POLICY**

No Person shall park any Vehicle or allow any Vehicle to remain parked in any area of District Property beyond the normal closing hour of District Property, except when a different closing hour has been designated by the District for that area. In no event shall any Vehicle except District Vehicles be parked on District Property later than 11:00 p.m., except with the approval of the District, which approval shall automatically be deemed given in connection with activities conducted by the District. Any vehicle left unattended over 48 hours will be removed at owner's expense.

No Person shall park a Vehicle upon any roadway or in any public off-street parking Area on District Property for any of the following purposes:

- To display such vehicle for sale; or,
- To perform maintenance or repair of such Vehicle, except for repairs necessitated by an emergency; or,
- To sell goods or services from such Vehicle.

### **LOST, FOUND AND ABANDONED PROPERTY**

No Person shall abandon property on District Property.

Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any park visitors' safety, orderly management of the park area, or presents a threat to park resources may be impounded or removed by the District at any time. The owner of such property shall be responsible and liable for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.

Any Person finding lost or unattended property on District Property shall report such finding to the District as soon as is practicable. Whenever a District employee or agent finds lost or unattended property on District Property he shall report such finding to his Department Head. The District will attempt to make every reasonable effort to locate the property's owner(s).

### **TOBACCO FREE**

Mandan Park District prohibits tobacco products to be used within 20 feet from all MPD shelters, concession areas, buildings, and playgrounds. Tobacco free parks policy aligns with Mandan Park District's

## **MANDAN PARKS AND RECREATION POLICIES**



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

mission. The purpose of this policy is offer a healthy environment that promotes the health, well-being, and safety of the community, employees, and visitors.

### **WOOD CUTTING**

No person, unless authorized by the Park Director and/or his/her designee shall recklessly cut down, destroy, girdle, or injure a vine, bush, shrub, sapling, and tree. Whoever violates this section shall be liable in treble damages for the injury caused. Golf Course Management may approve designated removal of felled trees if requested and appropriate paperwork completed.

### **ATV/SNOWMOBILES**

All-Terrain or All-Purpose Vehicles (ATV or APV) and Snowmobiles

No person shall operate a snowmobile or other self-propelled vehicle steered by skis, runners, or caterpillar treads which is designated to travel in snow or on ice-covered surfaces upon any park lands.

All-Terrain Vehicles: No Person shall drive, ride, or otherwise operate an all-terrain Vehicle on District Property.

Park operations are exempt.



# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## STARION SPORTS COMPLEX

### USER FEES

MHC Ice Rental – \$100.00// \$100,000 ice agreement

UMARY Ice Rental - \$110.00/, or

MHS Ice Rental - \$110.00/

Public Ice Rental - \$110.00/

Public Skate Fees - \$5.00 admission, \$15.00 for a family of 4, \$5.00 per set of skate rental

Turf and Track rental - \$100 per hour or a max of \$500 per day

Locker Room Rental - \$100 per hour or a max of \$500 per day

Community Room Rental - \$25.00 per hour

Gymnastics Lease – 2020-2024 – Per Gymnastics User Agreement

### MHS ATHLETIC POLICIES

Mandan Public School will operate all of their athletic events at the complex. They will staff and supervise each of their own events.

Mandan Public Schools will clean the locker room building from August 1 – October 31 and from March 1 – May 31.

MPS will schedule all practices and games with the facility manager of the complex. MPS will also notify the facility manager or supervisor when they will be coming on site for any type of work or activity.

### MHC POLICIES

Mandan Hockey Club will operate all of their hockey practices and games at all times during the year. The park district has provided the Mandan hockey club with adequate storage space to operate their programs.

MHC will be allowed to use the community room at no cost for only tournaments that they will be running throughout the year and their board meetings. Any other type of events they will need to rent the community room for \$25.00 per hour.

### DAKOTA STAR GYMNASTICS

Dakota Star Gymnastics will lease the gymnastics area from the park district for a monthly fee. They will also clean their own area 12 months out of the year. They will be allowed to use the community at no cost for their meets and board meetings if the room is available. Outside of their meets and board meetings they will need to rent the room for \$25.00 per hour.

# MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

## WEATHER POLICIES

The Starion Sports Complex will follow the weather closing policy of the Mandan Park District. It will be under the discretion of the Park District Director or Facility Manager if the Sports Complex will be closed due to any type of bad weather.

### *Evacuation Policy:*

Evacuation Plans: For Snow Storms, Flooding, Tornado, Ammonia Leak

1. All employees gather at the main lobby to communicate the severity and give direction.
2. Call emergency contact list
3. In case of a tornado everyone is directed to the locker rooms.

### *In Case of Emergency:*

1. At each event announce the emergency exits.
2. Offsite location for evacuations for both indoor and outdoor events would be Eagles Park located at 100 14th St. NE.

### *Fire:*

1. CALL 911
2. Address situation and evacuate everyone in the building.
3. If evacuating, everyone meets at the west parking lot.
4. Full-time employees check all areas prior to leaving the building.
5. Have fire drill periodically throughout the year.
6. Fire extinguisher training for staff.

## REFUND POLICY

The Starion Sports Complex will not give any cash refunds for any cancellation of ice time or turf and track rental. The Starion Sports Complex will offer a credit if we are notified in advance of the cancellation at the Facility Manager discretion.

## FACILITY MAINTENANCE PROCEDURES

### *Complex Morning Procedures*

- Check compressor systems and record for later use, also check oil in compressors.
- Do a walkthrough of building to check the building for cleanliness, turn lights on when needed.
- 2-3 times a week edge and do ice maintenance (cross cutting, figure 8s, board packing)
- Check sharpness of ice resurfacer blades, if needed to be changed make a note to do within 2 days to limit ice thickness increasing, make note of date when blades are changed
- Check daily cleaning list to see what was not done night before, do the tasks that are unmarked to complete the daily cleaning lists
- Check supplies in all storage areas to make sure we have enough supplies for weekends

## MANDAN PARKS AND RECREATION POLICIES



*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*

- Fridays make sure all dry mops and towels are collected and put in hamper for Dust-Tex to collect and swap out for new and clean ones
- Thursdays and Fridays make sure MVP comes to fill propane tanks so there is plenty for the busy weekends
- Make daily locker room schedules
- When you have down time, clean the arena glass and get puck marks off glass and walls in the arenas before it gets out of hand
- Check both ice resurfacers for leaks
- Check both ice resurfacers for empty propane tanks. Make sure both tanks have propane to avoid running out during an ice resurface
- Grease ice resurfacer weekly
- Make sure Toolcat has attachments ready for snow, light snow use sweeper, heavy use snow buckets
- Make sure the snow plow on pickup is ready for use over weekend, fill with gas when needed
- If snowing out, make sure front entrance is shoveled and cleared before first event
- Clear parking lot before first event if snowing out
- Do a daily sweep outside for loose trash in grass areas and parking lot
- Do weekly walkthrough of air units and check filters, change when needed

### *Complex Afternoon / Evening Procedures*

- Check compressor systems and record for later use at beginning/middle/end of your shift
- Make sure ice maintenance is done, if not make sure ice gets resurfaced before first event
- Double check both ice resurfacers propane tanks for empty tanks, replace if needed
- Set nets out and make sure practice/game lights are on before first event
- Make sure locker rooms are clean and locked before Mandan Hockey Club events, they need to check out locker room keys from skate room for safesport reasons/liability
- Prep ice resurfacer for first scheduled flood. Make sure propanes are full and water valves are closed prior to filling the ice resurfacer
- Check and be sure of the ice schedules, be sure you note the times you need to resurface the ice
- Be visible to the public for any questions or concerns they may have about the facility
- After each flood, do a walkthrough of building with broom and dustpan. Check for cleanliness and spills throughout building. Mop any liquid spills ASAP to avoid leaving stains in the flooring.
- Make sure entrance to building is shoveled and cleared properly often when snowing
- During last event, go through the daily cleaning checklist of tasks that should be done. Check and sign off on items you do so morning staff knows what to finish up following morning.
- After last ice resurface shut down the zam room by emptying hot and cold water tanks, and shut off propane on both ice resurfacers
- Do walkthrough of building and make sure exterior doors are locked and arena lights, locker room lights, upstairs hall lights, zam room and shop lights are all off before leaving the building
- Check compressor system one last time before leaving
- Set security alarm before leaving

## MANDAN PARKS AND RECREATION POLICIES

*APPROVAL: November 14, 2022*

*LAST REVIEW: November 2022*



- Lock exterior gate to the shop when closing and leaving for the night

# MANDAN PARKS AND RECREATION POLICIES



APPROVAL: November 14, 2022

LAST REVIEW: November 2022

## ALL SEASONS ARENA

1. All users must sign an agreement outside of the park district or school district.

Rates for rented areas:

\_\_\_\_\_ @ \$100.00/hour or \_\_\_\_\_ @ \$500.00/day for full gymnasium  
\_\_\_\_\_ @ \$25.00/hour or \_\_\_\_\_ @ \$200.00/day for wood court (court 1)  
\_\_\_\_\_ @ \$25.00/hour or \_\_\_\_\_ @ \$200.00/day for middle court (court 2)  
\_\_\_\_\_ @ \$25.00/hour or \_\_\_\_\_ @ \$200.00/day for west court (court 3)  
\_\_\_\_\_ @ \$25.00/hour or \_\_\_\_\_ @ \$200.00/day for batting cages  
\_\_\_\_\_ @ \$25.00/day for concessions area

2. Insurance

a. RENTER agrees to acquire and maintain during all times it is using the Facility liability insurance in an amount not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage, including premises/operations, products/completed operations, and personal & advertising injury. RENTER also agrees to provide fire damage insurance in the amount of \$500,000 and medical payments in the amount of \$5,000. All insurance shall be provided by a carrier which is satisfactory to the DISTRICT.

b. The DISTRICT must be named as an additional insured.

c. RENTER must provide a certificate of insurance reflecting all of the above requirements prior to use of the Facility.

3. Mandan Park District has 1st priority scheduling after 6:00pm Monday – Friday. On weekends we have 1st priority in scheduling the facility.

The Mandan School District has 1st priority from the hours of 8am-6pm Monday – Friday. The school district can also request time outside of those hours if available.

All other users can schedule in time if available.