

**OCONEE COUNTY
PARKS AND RECREATION DEPARTMENT**

**POLICIES AND PROCEDURES
FOR USER GROUPS**



2014

**OCONEE COUNTY
PARKS AND RECREATION DEPARTMENT
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OCONEE COUNTY PARKS AND RECREATION DEPARTMENT

POLICIES AND PROCEDURES FOR USER GROUPS OPERATING ON OCONEE COUNTY PROPERTY

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OCONEE COUNTY PARKS AND RECREATION DEPARTMENT

POLICIES AND PROCEDURES FOR USER GROUPS OPERATING ON OCONEE COUNTY PROPERTY

I. PURPOSE

The purpose of this policy is to outline the procedures by which an individual and/or group/league/association/organization may request facilities and/or services from Oconee County Parks and Recreation Department (OCPRD). All applicants under this policy shall agree to comply with any and all minimum qualification requirements described prior to approval of request for facility usage. Information requested on the application form must be filled out completely and additional information requested must be included. Established policies ensure equitable standards between individuals, groups, organizations and user groups requesting facility usage are upheld. In addition, policies allow OCPRD to maximize usage of community resources through organized scheduling of facility usage.

User Groups must provide a signature in acknowledgement of the required policy compliance for usage of Oconee County facilities. Adherence to policies outlined is a required condition for facility usage. Noncompliance with any of the requirements may result in revocation of the Facility Use Agreement and loss of privileges to utilize Oconee County facilities.

II. TYPES OF USER GROUPS

A. Single-Level User Group

Individual or single entity/team that requests rental of facility for a single event on an occasional basis.

B. Multi-Level User Group

Group, association, organization, affiliation or league that requests rental of facility on a regular basis for an extended period of time.

III. REQUIREMENTS OF USER GROUPS

A. Single-Level User – Minimum Qualifications Required

1. Comprehensive General Liability Insurance

- a. Must provide proof of a comprehensive general liability insurance coverage package in the amount of \$1,000,000.
- b. The Certificate of Insurance must list Oconee County Board of Commissioners as additional insured. If Board of Education facilities are used, then Oconee County Board of Commissioners and the Oconee County Board of Education must be named as additional insured.
- c. The "Certificate of Insurance" is due to OCPRD prior to the facility rental.

- d. All sub-contractors and vendors must provide OCPRD a comprehensive general liability insurance coverage package in the amount of \$1,000,000.

2. Not for Profit Status

- a. Must provide proof of “Not for Profit” Organizational Status as defined by the Internal Revenue code.
- b. Must incorporate and register with the Secretary of State’s Office as a not for profit organization/501c3.
- c. The following websites provides information on filing procedures for nonprofit corporations: www.sos.state.ga.us and www.irs.gov.
- d. User Groups without not for profit status must provide proof of their intent to use facility for a non-profit, charitable, family gathering or similar event.
- e. Any other requests not complying with guidelines outlined, must be approved by the OCPRD Director.

3. Facility Use Agreement

- a. Must complete a “Request for Use of Facilities” form.
- b. All “Request for Use of Facilities” forms require a minimum two-week notice.
- c. Payment is due when “Request for Use of Facilities” form is approved by OCPRD. Facility will not be reserved until completed form is approved and payment is received.
- d. Facility Rental fees are based on the Board of Commissioners approved fee structure. Field lights are an additional cost. Activities that require additional staff are subject to additional costs.
- e. Out-of-county User Groups will be assessed a surcharge of \$15 per hour per field/facility or \$50 per day per field/facility.

B. Multi-Level User Group – Minimum Qualifications Required

1. Comprehensive General Liability Insurance

- a. Must provide proof of a comprehensive general liability insurance coverage package in the amount of \$1,000,000.
- b. The “Certificate of Insurance” is due to OCPRD prior to the facility rental and must be submitted annually.
- c. The Certificate of Insurance must list Oconee County Board of Commissioners as additional insured. If Board of Education facilities are used, then Oconee County Board of Commissioners and the Oconee County Board of Education must be named as additional insured.

2. Not for Profit Status

- a. Must provide proof of “Not for Profit” Organizational Status as defined by the Internal Revenue code.
- b. Must incorporate and register with the Secretary of State’s Office as a not for profit organization/501c3.
- c. The following websites provides information on filing procedures for nonprofit corporations: www.sos.state.ga.us and www.irs.gov.
- d. Proof of not for profit status must be submitted annually.

3. Facility Use Agreement

- a. Must complete a "Request for Use of Facilities" form. Request must be executed and signed by the President of the User Group.
- b. "Request for Use of Facilities" forms require a minimum thirty (30) day notice.
- c. Payment is due upon approval of "Request for Use of Facilities". Payment must be paid two (2) weeks prior to usage.
- d. Agreements without payment will not reserve facility.
- e. Facility Rental fees are based on the Board of Commissioners approved fee structure. Field lights are an additional cost. Activities that require additional staff are subject to additional costs.
- f. Agreement must specifically identify facilities to be used by the User Group and the terms and conditions of said use.
- g. User Groups must reapply on a seasonal and/or annual basis. Updated information will be required each season.

4. Oconee County Requirement

- a. User Group must be an Oconee County based group/organization/affiliation.
- b. Participants must be 100% Oconee County residents.
If questioned, proof of residency may be required of all participants.
- c. Members of the Board of Directors must be 100% Oconee County citizens.
- d. *Any out-of-county exceptions must be approved by the OCPRD Director. OCPRD reserves the right to assess an out-of-county fee.*

5. Board of Directors/Charter/Bylaws

- a. The Board of Directors shall be the governing body of each User Group organization, consistent with the Charter and Bylaws of the group, and authorized to conduct the affairs of the organization.
- b. Lists of names, addresses, and phone numbers of newly elected Board of Directors members must be forwarded to the appropriate OCPRD representative within thirty (30) days after the election.
- c. A copy of the Bylaws must be provided to the appropriate OCPRD representative prior to the issuance of a Facility Use Agreement. Bylaws must be resubmitted annually.
- d. The OCPRD representative shall serve as an ex-officio member of the User Group organization.
- e. OCPRD strongly recommends an official designee by the Board of Directors be present at all games and tournament activity.

6. User Group Annual Meeting

- a. All User Groups must have at least one (1) annual membership meeting per year at a time and place fixed by the President of the group.
- b. The annual meeting must be appropriately publicized. Efforts must be made for all members to be notified of this annual meeting and records maintained of this notification.
- c. The OCPRD representative must be notified of the date and time of the annual meeting at least fourteen (14) days prior to the scheduled meeting.

- d. The agenda of this meeting shall include the election of the Board of Directors and any other business as deemed necessary by the group.
- e. Meeting minutes must be maintained and approved by the Board of Directors.

7. Financial Reports

- a. Official Code of Georgia Annotated Section 14-3-111 states that all corporate minutes and books of accounts be held open for inspection by any member of the group at any reasonable time.
- b. The group must provide upon request a written annual financial statement, which shall be subject to audit.
- c. Oconee County and Oconee County Parks and Recreation Department assume no responsibility for the financial welfare or outstanding debts of the User Group.

8. Master Schedule for Practices and Games/Events

- a. Dates for try-outs, practices and league games at OCPRD facilities must be submitted in writing to the appropriate OCPRD representative thirty (30) days in advance of dates requested for approval.
- b. User Group will supply the OCPRD representative a copy of the master practice schedule one (1) week prior to the start of practices and a copy of the master game schedule one (1) week prior to the start of any games.
- c. User Group must provide any schedule revisions to the OCPRD representative in writing one (1) week prior to the schedule change date.
- d. Upon review of these schedules, should the OCPRD representative determine that excessive time is allotted for practices; the OCPRD representative shall be able to give the field time to other approved groups in need of facility usage.
- e. Requests for use of OCPRD facilities for tournaments must be made in writing to the OCPRD representative at least two (2) weeks prior to the User Group bidding/scheduling a tournament.
 - i. The written request should include tournament dates, times and specific facilities.
 - ii. If the User Group is awarded the tournament, dates, times and specific facilities must be confirmed with the OCPRD representative.
 - iii. Tournaments are subject to additional facility/field use fees.
- f. Unscheduled field time will revert back to OCPRD to schedule.

9. Coach Requirements

- a. OCPRD requires all User Groups to conduct Criminal History Checks on coaches, instructors and any other persons directly working with program participants prior to each season. User Group should establish policies and procedures for eligibility based on results to ensure the safety and wellbeing of participants. By entering into this agreement, User Group acknowledges this requirement and agrees to fully comply.
- b. OCPRD mandates each User Group to have all sports coaches attend training and achieve certification by a nationally recognized sports coaches association.
 - i. OCPRD utilizes and endorses the National Youth Sports Coaches Association (NYSCA) coach training.

- ii. NYSCA provides coaches with \$1,000,000 excess liability insurance policy as well as access to online training material.
- c. User Groups are strongly encouraged to require all coaches to complete training on Concussions. Free online training is available at www.cdc.gov/concussion/headsup/online_training.html.
- d. User Groups are also urged to inform coaches that they are mandated by law to report any suspected child abuse. Free online training is available at www.prosolutionstraining.com/store/csi_store.cfm/ses_/details.cfm,list,x,x,x,0112/.

10. Fees and Charges

- a. All revenues received by the User Group shall and will be used in accordance with state non-profit rules and regulations and shall be used solely for the operation of the User Group program.
- b. All registration fees should be fair and equitable to all participants.

11. Registration

- a. In accordance with House Bill 284 Return to Play Act, parents must be provided with an information sheet to all youth athletes' parents or legal guardians which informs them of the nature and risk of concussion and head injury. In addition, User Groups are strongly encouraged to establish and implement a concussion management and return to play policy.
- b. Registration will be open to all persons that meet the age requirement set forth in the specific User Group Bylaws.
- c. User Groups will adhere to the registration schedules (dates, times, and locations) that will be established each year at their annual meeting.
- d. Only parents actually on site and assisting in registration should be allowed to register their children early.
- e. User Groups agree no otherwise qualified individual with a disability shall, solely by reason of her/his disability, be excluded from participation in, be denied benefits of or be subjected to discrimination.
- f. User Groups agree no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.
- g. The User Group should make efforts to see that the program serves all eligible persons. Scholarships should be made available for families who need financial assistance. Requirements for scholarship eligibility are at the discretion of the User Group.

12. Participation Reports

- a. All User Groups are required to submit a participation summary to the OCPRD.
- b. The report must include the number of participants by age and sex as well as the amount of fees charged for the activity.
- c. Report must also state number of scholarships awarded and scholarship fee charged.

13. **Safety**

- a. User Groups are responsible for operating their programs in a safe environment.
- b. All equipment should be inspected prior to usage to determine if the equipment meets national safety standards.
- c. Regular inspections shall be conducted to determine if the condition of the equipment and/or environment meets safety standards.
- d. All fields should be inspected before each use to ensure a safe playing area.
- e. The User Group is responsible for immediately notifying the OCPRD representative of any unsafe conditions and/or damages.
- f. OCPRD reserves the right for any OCPRD staff to close any facility/field for the safety of participants or conditions of the facility/field. Once User Groups are informed of facility/field being closed, any use by the User Group will result in charges being billed to the User Group for damages and repair, and may result in termination of the Facility Use Agreement.
- g. User Groups conducting youth activities in Oconee County facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the participants arrive until every participant has left the area.
- h. Adherence to Oconee County Health and Fire Codes shall be the responsibility of the User Group.

14. **Weather Conditions**

- a. Weather conditions should be determined and monitored to ensure conditions are safe and suitable for play.
- b. User Group league officials are responsible for ensuring participants play under safe weather conditions. Furthermore, it is required that league officials stress with great importance to all coaches, managers, team business managers, etc., potential life threatening situations created by inclement weather conditions (I.e., thunder, lightning, tornadoes, etc.) and ensure immediate evacuation to a covered, safe location.
- c. If area of facility usage is under a thunderstorm warning, tornado warning or other severe weather conditions, then play and field usage must be suspended and/or cancelled immediately with persons moving to a covered, safe location.
- d. At the first signs of thunder or lightning, activity should be suspended and/or cancelled immediately with persons moving to a covered, safe location.
 - i. If no sound or thunder and no flash of lightning have been observed for 30-minutes, then outdoor may be resumed.
(Exception: weather forecast displays thunderstorm activity in the area).
 - ii. Each time additional lightning is observed or thunder is heard, the minimum 30-minute waiting period should be reset.
 - iii. Lightning detectors used should indicate lightning is more than 10 miles away to resume activity.

15. **User Groups Maintenance and Operation Responsibilities**

- a. User Groups are responsible for collecting litter daily from fields and dugouts.
- b. User Groups are responsible for providing all sports equipment and uniforms.
- c. User Groups are responsible for all necessary personnel to administer the program.

- d. If OCPRD has a beverage contract with a designated vendor, only drink products purchased from the local distribution center of the designated vendor may be used.
- e. Propane gas tanks may not be stored on OCPRD property.

16. Damages and Vandalism

- a. Damages directly associated with misuse and/or abuse of park equipment and/or property by User Groups will be the responsibility of the User Group. Necessary repairs and/or replacement equipment will be provided by Oconee County and the User Group will be billed for all expenses. Failure to pay for damages may result in termination of the Facility Use Agreement.
- b. All score consoles must be checked out through OCPRD Staff under the following guidelines:
 - i. Score consoles that are damaged, lost or distorted must be immediately reported to the OCPRD representative.
 - ii. User Group will be responsible for the cost of repairs to or purchase of any damaged or lost score consoles.
 - iii. Score console operators must be at least 16 years of age or older.
 - iv. OCPRD reserves the right to suspend use of score consoles during inclement weather.

17. Safety Situations/Incident Reports

- a. Safety situations should be reported by the User Group President to OCPRD staff immediately.
- b. Any Incident and/or Accident Reports should be completed at time of incident and turned into OCPRD staff.
- c. OCPRD staff on site can provide proper Incident and/or Accident Report form to be completed.

18. Marketing and Promotions

- a. User Group shall not solicit participation, contributions, services or goods on Oconee County property.
- b. User Group may not distribute program information to Oconee County program participants or park patrons.
- c. User Group is responsible for all marketing and expenses related to the promotion of their program. User Groups may purchase an ad in the OCPRD Quarterly Activity Guide; however, the ad and payment must be provided by the OCPRD deadline.
- d. User Group must state on all advertisements, "this program is conducted in cooperation with Oconee County Parks and Recreation Department."

19. Advertising and Signage

- a. Any signage requests must be approved by OCPRD. In addition, placement of signage is at the discretion of OCPRD.
- b. Fees may be associated with any and all posted signs, payable to Oconee County Parks and Recreation Department.
- c. User Groups are responsible for adherence to all Oconee County advertising, signage and park rules/ordinances. Oconee County Sign Regulations may be found in the Oconee County Unified Development Code.

- d. Permitted advertising and/or signage must be removed within two (2) weeks of the season/event completion.
- e. Any signage not removed within two (2) weeks may be discarded.

20. Donations and Admissions

- a. User Groups may ask for donations during activities but cannot deny entrance to the park or spectator areas that are not isolated from general park usage.
- b. User Groups may charge admission fees for sporting events provided the location of the event can be isolated. (I.e., the public would have no need to enter the area unless viewing the sport event.)
- c. If admission fees will be charged for an event, the OCPRD representative must be notified two (2) weeks prior to the event to approve all set-up arrangements. This information will be used internally to verify the validity of admissions to Oconee County parks to the public.
- d. OCPRD reserves the right to receive \$1 per admission fee charged as listed in departmental fees for ticket share.

21. Fund Raising

- a. User Groups must make requests in writing to hold fund raising activities on OCPRD property.
- b. Requests must be made to the OCPRD representative a minimum of two (2) weeks in advance of proposed fund raising activities.
- c. The OCPRD representative will determine if the proposed activities are appropriate.
- d. Requests must be pre-approved by OCPRD to hold fund raising activities on county property.

22. Public Address Systems

- a. Usage of a public address (PA) system is only permitted for opening day and tournament activities.
- b. Usage of a PA system is only permitted between the hours of 8:00 a.m. and 9:00 p.m.
- c. Use of a PA system should not include any in depth play by play calling or non-activity music.
- d. Any other use of PA systems is expressly prohibited without advance approval of the OCPRD representative. Requests should be made with two (2) weeks advance notice in writing to the OCPRD representative.
- e. OCPRD is not responsible for supplying a PA system.

23. Use of Community Building and Pavilions

- a. User Groups must follow current OCPRD's rental policy to reserve other park facilities.
- b. Requests must be made a minimum of 2 weeks in advance.
- c. Facilities include picnic pavilions, meeting rooms, etc.

24. Keys

- a. Keys to park facilities will not be issued to any User Group.
- b. Park staff will be on site to handle all unlocking and securing of facilities, as well as field light operation.

25. Facility Improvements

- a. User Groups shall submit in writing to the OCPRD Director any and all requests for permission to address any facility improvements or alterations including, but not limited to, moving, changing, adding to, constructing, painting, or detaching any part of any facility.
- b. A copy of the request shall also be sent to the OCPRD representative.
- c. Consideration and approval or denial of all written requests will come from the Department Director.
- d. All plans for improvements or alterations must meet all Federal, State, and local Building codes and is subject to the approval of the Oconee County Building Inspections and Code Enforcement Department. Work may proceed only after approval process is complete.
- e. OCPRD and Oconee County Building Inspections and Code Enforcement Department, if applicable, will monitor all improvement or alteration work.
- f. Any improvements, alterations and/or construction in/on Oconee County facilities becomes the property of Oconee County, thus is subject to public use.
- g. If a User Group fails to follow these procedures Oconee County reserves the right to:
 - i. Dismantle and remove the unapproved alterations and/or,
 - ii. Revoke the use of facilities.

User Group Funding Facility Improvement Request

If a User Group is willing to fund a request, the following guidelines must be followed:

- a. Projects must be approved by the OCPRD and the Board of Commissioners.
- b. Cost estimate per State purchasing guidelines must be submitted.
- c. Funding for approved project must be provided to Oconee County in advance.
- d. Oconee County will be in control of the funding and the project supervision.
- e. After approval of the requests, work may proceed.

Oconee County Funding Facility Improvement Request

If a User Group seeks Oconee County to fund their request for a facility improvement, the following guidelines must be followed:

- a. Any special requests in which Oconee County will be asked to provide funding must be received prior to December 1 of each year.
- b. These requests will be reviewed and if approved, funds will be requested in future year(s) budgets.
- c. If the Oconee County Board of Commissioners approve the requested funds in the OCPRD budget, then department may initiate work on the project in the approved budget year.

26. Memorials and/or Dedications

- a. Memorials and/or Dedications related to the parks and/or park facilities must be requested through OCPRD and approved by the Board of Commissioners.

- b. No permanent memorials may be placed on any Oconee County property without permission from the OCPRD Director and approval from the Board of Commissioners.

27. Adherence to Policies

- a. User Groups are responsible for adherence to all Oconee County ordinances.
- b. User Groups must comply with all OCPRD rules and policies.
- c. User Groups must follow OCPRD's Code of Conduct.
- d. Failure to adhere to any of the ordinances, rules, policies and/or Code of Conduct may result in immediate and/or future loss of facility usage privilege.

IV. PARK FACILITIES

A. Bogart Sports Complex

- 1. 6-Lighted Baseball Fields
- 2. Batting Cages
- 3. Paved Walking Path
- 4. 1-Picnic Shelter

B. Herman C. Michael Park

- 1. 3-Lighted Softball Fields
- 2. 1-Lighted Multi-use Field
- 3. 1-Indoor Basketball/2-Indoor Volleyball Courts
- 4. 2-Lighted Outdoor Basketball Courts
- 5. 4-Lighted Tennis Courts
- 6. Paved Walking Path
- 7. 1-Picnic Shelter

C. Oconee Veterans Park

- 1. 4-Lighted Soccer/Football Fields
- 2. Batting Cages (completion date TBD)
- 3. 4-Lighted Youth Baseball/Softball Fields
- 4. 3-Lighted Multipurpose Fields (completion date TBD)
- 5. 2-Indoor Basketball Courts/2-Indoor Volleyball Courts
- 6. 8-Lighted Tennis Courts
- 7. Paved Walking Path
- 8. 1-Picnic Shelter

D. Oconee County Middle School

- 1. Softball Field
- 2. Micro Soccer Field

V. DEPARTMENT FACILITY USAGE POLICIES

A. Priority of Facility Usage

1. OCPRD programs have priority usage of all park facilities and fields.
2. Second priority is provided to the Oconee County Board of Education.
3. Third priority of usage is given to qualified User Groups with an existing agreement.
4. Fourth priority is based on first come, first serve availability to qualified User Groups.
5. Lastly, facilities are available to the public on a first come, first serve basis.
6. User Groups with current agreements with OCPRD will have right of first refusal on continual usage of facilities as outlined in the agreement unless Oconee County, for cause, revokes this right.
7. Any facility released by a User Group will be available on a first come, first serve basis in accordance with the priority of facility usage.
8. OCPRD reserves the right to determine usage of fields when not utilized as determined by User Group's submitted schedule.
9. Fields are not available for organized practices and/or games without the required OCPRD forms completed and policies adhered to completely.
10. Fields are not available for private instruction and/or lessons.

B. Inclement Weather Conditions

1. In case of inclement weather, OCPRD fields and/or facilities may be closed.
2. Cancellation of facility reservations on days with inclement weather will be the decision of the OCPRD staff.
3. Reservations cancelled due to inclement weather will be rescheduled or refunded.

C. Facility and/or Field Cancellations

1. Facility reservations may be cancelled by the OCPRD if the facility is deemed unsafe, determined to be unsuitable and/or conditions pose a risk of damaging facility/field.
2. Unsuitable field conditions caused by inclement weather will result in field closures and reservations will be cancelled, regardless of the weather during the scheduled reservation time. (I.e., heavy rainfall prior to but not during a field reservation time may still result in the cancellation of the reservation).
3. Reservations cancelled by OCPRD will be rescheduled or refunded. Exception: No refund will be issued to User Groups that are required to leave based on non-compliance with departmental Code of Conduct and/or park policies.

D. Facility Preparedness

1. OCPRD will provide a prepared playing surface for reservations that are made with a two (2) week notice and comply with the policies outlined in this agreement.
2. OCPRD will open available restroom facilities during hours that the facility is reserved.
3. OCPRD will provide field repair within a reasonable timeframe after reserved usage of athletic fields is completed.
4. Exception: OCPRD may not be able to provide field preparedness and/or repair at the Oconee County Middle School field.

OCONEE COUNTY PARKS AND RECREATION DEPARTMENT

POLICIES AND PROCEDURES FOR USER GROUPS OPERATING ON OCONEE COUNTY PROPERTY

I. REQUIREMENTS OF OCONEE COUNTY PARKS AND RECREATION DEPARTMENT

A. Maintenance of County Parks Facilities

1. OCPRD will provide support and preventive maintenance on facilities such as the following:

Concession stand	Lighting system
Press box	Backstops
Dugouts	Bleachers
Restrooms	Storage areas
Meeting/office space	Parking lots
Irrigation systems	Fencing

2. OCPRD will maintain the playing fields and passive areas on a regular scheduled basis.
3. OCPRD will pay all utility bills associated with qualified User Group's operation.
4. OCPRD is responsible for electrical and plumbing work repairs.
5. User Group should notify the OCPRD representative when repairs and/or maintenance are needed.

B. Permit to Close Facility and/or Field

1. OCPRD reserves the right to cancel any scheduled activity at county facilities when it determines that such use would endanger the safety of the participants and/or damage the field/facility.
2. OCPRD reserves the right to close facilities and/or fields for necessary maintenance operations.

C. Usage Fee

1. OCPRD reserves the right to charge a user fee for the use of county park facilities.
2. Facility Rental fees are based on the Board of Commissioners approved fee structure. Field lights are an additional cost. Activities that require additional staff are subject to additional costs.

D. Concession Operations

1. All concession operations are managed through OCPRD.
2. User Groups are not permitted to operate concession sales at Oconee County facilities, unless provided prior approval.

E. Marketing and Promotions

1. O CPRD has no responsibility regarding the marketing and promotions of User Group program.
2. O CPRD does not permit User Group to distribute program information to Oconee County program participants or park patrons.
3. O CPRD will provide information to the public regarding the point of contact for the User Group.
4. O CPRD will list User Group contact information on the O CPRD website under Oconee User Groups.
5. O CPRD will permit User Groups to purchase an ad in the O CPRD Quarterly Activity Guide.

F. Security

1. O CPRD staff is responsible for securing park facilities.
2. Facilities secured include, but are not limited to, the following:
 - a. All buildings closed and locked.
 - b. All lights and scoreboards turned off.
 - c. All necessary gates closed and locked.

G. Parks and Recreation Representative's Role as it Relates to User Groups

1. The O CPRD representative is responsible for ensuring that all User Groups comply with the policies and procedures outlined in this document.
2. The O CPRD representative will attend board meetings of the User Group as an ex-officio member serving in an advisory capacity during these meetings.
3. The O CPRD representative will relay all communications from the User Group to the Department Director and vice-versa.

H. Consequence of Non-Compliance with Policies and Procedures

In order to assure that each User Group follows the policies and procedures contained in this document, the following is a list of consequences should User Groups not comply with one or more requirement of this document:

First Offense - Verbal Warning/Written letter from O CPRD representative with a timeline established for meeting requirement(s).

Second Offense – Written Warning from the O CPRD Director with a timeline established for meeting requirement(s).

Third Offense – Facility Use Agreement for the User Group will be revoked for a specified length of time from one year or more dependent on the offense.

OCONEE COUNTY PARKS AND RECREATION DEPARTMENT

POLICIES AND PROCEDURES CHECKLIST

USER GROUP _____

PRESIDENT OF USER GROUP _____

1. Copy of Liability Insurance Policy - \$1,000,000 _____
2. Proof of Not For Profit status _____
3. Facility Use Agreement complete _____
4. Oconee County Based Organization (100% Oconee) _____
5. Current Charter/Bylaws _____
6. Current Roster of Board Members/Officers _____
7. Date of Annual Meeting _____
8. Financial Reports provided _____
9. Master Schedule:
 - a. Evaluations _____
 - b. Practices _____
 - c. Games _____
 - d. Tournaments _____
10. Fees Charged provided _____
11. Coach Certifications _____
12. Criminal History Checks – completed for all volunteers, instructors, etc. _____
13. Participation Report - roster of all program participants by age and gender _____
14. Number of Scholarship Participants _____
15. Opening Day Activities Request _____
16. Fund Raiser Approval (Selling candy, wrapping paper, etc.) _____
17. Advertisements/Signage (Does not include team banners displayed while playing) _____
18. Other Items – Please List: _____

OCONEE COUNTY PARKS AND RECREATION DEPARTMENT

POLICIES AND PROCEDURES FOR USER GROUPS OPERATING ON OCONEE COUNTY PROPERTY

SIGNATURE OF AGREEMENT

I _____ have read and understand the Policies and Procedures for User Groups and agree to all the conditions in the agreement, to include any statements in the addendum. In addition, I accept responsibility for my group's compliance with the contents of the agreement.

User Group President

User Group President Signature

Date

Oconee County Parks and Recreation Department
Director

Oconee County Parks and Recreation Department
Director Signature

Date

OCONEE COUNTY PARKS AND RECREATION DEPARTMENT

ADDENDUM to Policies and Procedures for User Groups User Group –

The Addendum to Policies and Procedures for User Groups shall be an integral part of the rental use agreement between Oconee County Parks and Recreation Department and the User Group.

The User Group hereby agrees to the following:

-
-
-
-
-
-
-
-
-

User Group President

User Group President Signature

Date

Oconee County Parks and Recreation Department
Director

Oconee County Parks and Recreation Department
Director Signature

Date