

VILLAGE OF FOX CROSSING PARK COMMISSION AND PARKS & RECREATION DEPARTMENT PHILOSOPHY AND RELATED POLICIES

Statement of Purpose

The Park Commission guides and directs the operations of the Parks and Recreation Department. The Commission's overall responsibility is to ensure that the citizens of Fox Crossing receive an optimal level of park and recreation service within the budgetary parameters established by the Village of Fox Crossing Board of Trustees.

The following policies shall not be considered all inclusive, as additional policies and regulations can be found in the Village of Fox Crossing Municipal Code.

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1 Structure

Park Commission

The Village of Fox Crossing Board of Trustees appoints a seven-member Park Commission consisting of Fox Crossing residents. Each member is appointed to serve a three (3) year term. A Chairperson, who is elected each June by Commission members, is responsible for overseeing the Park Commission meetings. The Park Commission meetings are held the second Wednesday of each month. In addition, a second meeting of the month, to be held on the fourth Wednesday, may be called if deemed necessary by the Director of Parks and Recreation and approved by the Park Commission Chairperson. The Park Commission meetings take place at the Fox Crossing Municipal Complex. Meetings are scheduled to begin at 6:00PM unless otherwise noted on the agenda. At least two days prior to the meeting, agendas are posted on the Fox Crossing website (www.foxcrossingwi.gov), on the bulletin boards of the Municipal Complex, and on the front entrance window at the Community Center. Public attendance and participation is encouraged.

Department Staff

The Fox Crossing Parks and Recreation Department is led by the Director of Parks and Recreation. Full-time/permanent staff members include the Park Foreman, Recreation Supervisor, Administrative Assistant and four (4) Park Maintenance Workers. The staff also consists of recreation program instructors, seasonal park laborers, and a Community Center custodian.

2 Park System

Village of Fox Crossing ordinances have given the Park Commission control and authority over the Village of Fox Crossing's extensive park system. The Commission recognizes that an exemplary park system enhances the quality of life and is an asset to the community. Therefore, the Commission strongly advocates for the development and maintenance of a safe, high-quality park system which can be utilized and enjoyed by everyone.

Park Use

The Commission believes in the development of a park system, which will be utilized by everyone in the community regardless of age, race, gender identity, ethnic background, religion, sexual orientation, or ability.

The entire park system, as well as each individual park, will be planned, maintained, and developed with this belief in mind. The Commission opposes any action which may discourage or prevent any population of the community from utilizing Village parks or open spaces.

A Comprehensive Outdoor Recreation Plan has been adopted as an important element of the Village's overall Community Master Plan. This plan is intended to provide the Commission with guidance regarding future improvement and expansion of the Village's park system.

The Commission recognizes that trends change and that it is important to continually evaluate the park system to positively affect our residents.

Park Safety

The Commission is concerned with the personal safety of each park user and is devoted to the development and maintenance of safe park environments. When possible, the Commission follows all regulations, guidelines and recommendations as established by national and state governing bodies.

Park Quality

The Commission believes it is important that the Village provide the community with high-quality parks, open spaces and trails. The Commission recognizes that sub-standard environments receive limited use and are of little benefit to the community. To promote use, the Commission is dedicated to providing the highest quality parks possible within budgetary parameters.

2.1 Park Naming Policy

The purpose of the policy is to maintain standard procedures and guidelines for the naming of public parklands and facilities owned and/or operated by the Fox Crossing Park Commission and under the jurisdiction of the Parks and Recreation Department. This policy may not be consistent with existing names of Village areas and facilities. This policy is a basis for future decisions.

The naming of sites shall be the function of the Park Commission. Through the Commission, diversity, balance and creativity will be sought during the adoption of names. All requests for the proposed naming of public parklands and facilities must be approved by the Park Commission.

Objectives

- Provide name identification for individual parks, park areas, or park facilities.
- Provide criteria for citizen input into the process of naming parks, park areas, or facilities.
- Ensure that the naming of parks, park areas, or facilities is controlled by the Fox Crossing Park Commission through advice from Parks and Recreation Department staff.

Qualifying Names

Names submitted for consideration should provide some form of individual identity in relation to the following:

- The geographic location of the facility. This includes descriptive names.
- An outstanding feature of the facility.
- An adjoining subdivision, street, school, or natural feature.
- A commonly recognized historical event, group, organization, or individual (living or deceased).
- An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).
- Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual - this is to be fully substantiated by the person making the recommendation.
- An individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, current public officials should not be considered as a candidate for naming.

Naming Process – Existing Un-named Facilities

- Working in cooperation with the Parks and Recreation Department, individuals, groups and organizations interested in proposing a name for an existing un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks and Recreation for consideration by the Park Commission.
- A written description of qualifications for the name being considered must be submitted at this time. This should include: location of the facility, any outstanding features of the site, detailed biographical information on any individual being recommended for naming, and a narrative explaining justification for the naming of the facility.
- The Park Commission will seek input on a name request at their regular monthly meeting.
- The Park Commission will act upon each request within 60 days of the request.

Naming Process – New Facilities

- A temporary name will be designated by Parks and Recreation Department staff for identification during acquisition and/or development of the park area or facility.
- Working in cooperation with the Parks and Recreation Department, individuals, groups and organizations interested in proposing a name for a new un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks and Recreation for consideration by the Park Commission.
- A written description of qualifications for the name being considered must be submitted and include: location of the facility, any outstanding features of the site, detailed biographical information on any individual being recommended for naming, and a narrative explaining justification for the naming of the facility.
- The Park Commission will seek input on a name request at their regular monthly meeting.
- The Park Commission will act upon each request within 60 days of the request.

This policy will allow for the public naming of parklands and facilities such as a “naming contest” to be held through various means with prior approval of the Park Commission.

The renaming of parks and facilities will be strongly discouraged. Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park, but must also be accompanied by a petition from the park or facility users, as well as the residents in the surrounding area.

- Only parks and facilities named for geographic location, outstanding feature, or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
- Parks and facilities named after individuals shall never be changed unless it is found that because of the individual's character, the continued use of their name would not be in the best interest of the community.

2.2 Signs, Plaques and Markers

The Director of Parks and Recreation, or designee, must approve any signs, plaques, or markers. They must be designed to blend with and complement the existing Parks and Recreation Department signs, plaques, and markers.

2.3 Athletic Field Temporary Sign Policy

The Park Commission understands that athletic organizations have a need to recognize donors and sponsors. In order to protect the aesthetic value of the park system, the Commission would like to regulate the manner in which temporary signage placement is allowed. Organizations shall seek approval from the Director of Parks and Recreation on an annual basis before placing any signage, either permanent or temporary, on park property. An agreement is to be signed in advance and conditions will detail sign size, placement timeframe, and placement location.

Temporary Sign Regulations

- Signs/banners shall be considered temporary in nature, made of vinyl, and be easily removable.
- Signs/banners shall be posted to an athletic field fence, on temporary standards, or on temporary posts. The athletic association will be responsible for contacting Diggers Hotline if necessary.
- Signs/banners left up after the agreed upon timeframe will be removed and disposed of by Parks and Recreation staff.
- Any sponsorship or advertising materials may not contain the following content:
 - Promotion of the sale or consumption of alcoholic beverages and tobacco products.
 - Promotion of gambling or illegal drugs.
 - Promotion of the sale or use of firearms and/or other weapons.
 - Depiction or characterizations which suggest nudity, profanity, obscenity or lewdness.
 - Commentary or advocacy of a social, religious or political nature.

2.4 Pets

The Park Commission understands the important role pets play in the lives of their owners; however, dogs and cats are not allowed in Fox Crossing parks. An exception has been made to allow leashed dogs and cats on designated pedestrian trails, as well as trails that run throughout and around a park. A leash is required to be no greater than six (6) feet in length and held by its owner at all times. Pet owners are required to pick up any waste left by their pet. Failure to remove waste can result in a citation ranging between \$174 and \$213 depending on the frequency of the offense.

2.5 Donation/Memorial Program

The Park Commission recognizes the importance of working with donors to beautify and enhance the park system. A program has been established to allow individuals the opportunity to work with the Parks and Recreation Department to donate trees and amenities (benches, picnic tables, etc.).

Guidelines

- Except when otherwise noted, all donations are self-supported by the donor, including any subsequent repair and replacement costs. Complete funding for the donation must be processed before any materials are ordered and installed.
- The Parks and Recreation Department reserves the right to remove or relocate donated/memorial amenities due to new construction, a hazardous environment, or damaged materials.
- The Parks and Recreation Department will endeavor to maintain and protect donated amenities in accordance with the highest maintenance standards; however, it is possible that damages may occur due to natural causes, theft, or vandalism. To the extent possible, the Parks and Recreation Department will make necessary repairs to the amenity at the department's discretion and within available budget resources. In cases where repair or replacement costs exceed routine maintenance, the donor may be asked to contribute to or fully cover associated expenses. If the item is not repairable, the donor will be contacted and provided the right of first refusal with the opportunity to renew the donated item. If the original donor opts not to repair/replace the damaged amenity, the Parks and Recreation Department may remove it, making the location available for new donations. Amenity donations and dedications shall have a useful life of 15 years.

- The Parks and Recreation Department will provide maintenance (pruning, mulch, etc.) for the life of a donated/memorial tree. Further, the Parks and Recreation Department does not guarantee tree survivability. If a donated/memorial tree dies or is damaged within the first five (5) years of its planted life, the Parks and Recreation Department will cover the cost to replace the tree one (1) time. After the initial replacement, the Parks and Recreation Department will give the donor the option to replace the tree at cost to the donor.
- Recognition plaques and engraved bench slats are symbolic and do not entitle the donor to ownership of the tree and/or amenity. The Parks and Recreation Department will replace any vandalized or damaged plaque one (1) time. Plaque dedications and bench slats shall have a useful life of 15 years. Any further replacement costs must be incurred by the donor.
- Memorial benches and trees are park amenities. Memorial items, such as photos, flowers, flags, banners or other items are not permitted on or around the bench or tree. Staff members will remove and discard any mementos and keepsakes left behind at these areas.

3 Recreation Programs

The Parks and Recreation Department is responsible for developing and implementing a well-rounded recreation program which meets the needs of the citizens of the Village of Fox Crossing. The Park Commission believes that quality recreation programs and activities can enhance the physical, mental, and emotional well-being of participants, and positively impact the overall quality of life the community. The Department's overall recreation program is continually evaluated and improved to meet the needs of the community. Program evaluations will be randomly distributed following the completion of various programs and the results will be tabulated and shared with the Commission members. Comments or suggestions on existing programs or new program ideas are always encouraged.

The Main Goal: Participation

During the planning and implementation of recreation activities, emphasis will be placed on participation. The Commission believes in providing recreation programs that allow as many individuals as possible to participate. The Commission opposes action that will discourage participation in any activity on the basis of age, race, gender identity, ethnic background, religion, sexual orientation, or ability.

Youth Recreation Programs

The Commission believes that youth recreation activities are an investment in the future of a community and should be the cornerstone of any community recreation program. An effective youth program can increase a child's overall happiness and wellness, serve as a constructive outlet for energy, and positively impact a child's mental, physical, emotional, and social development.

The Commission recognizes the high level of interest children have in recreation activities and the impact that youth programs have on their participants. The Commission is dedicated to providing a variety of properly administered youth activities.

Adult Recreation Programs

The Commission believes that adults should be an essential element of the Village's community recreation programs. Recreation activities provide adults with an opportunity to escape the pressures of everyday life, socialize with peers, and remain physically active while participating in an activity they enjoy.

3.1 Recreation Program Registration Fees

The Village of Fox Crossing charges participant fees for recreation programs to augment taxpayer support. The Park Commission directs the establishment of program fees at a reasonable rate, which will offset program costs and encourage program registration. At no time will any child be denied participation due to inability to pay. (Please see Financial Assistance Policy)

Resident Program Fees

Program fees are established at a rate to recover 100% of the overall direct program costs. The exception to this will be specific summer programs in which a complete cost recovery is not possible due to staffing levels, and special events which will recover, at minimum, 90% of direct program costs.

Contractual programs will recover 100% of all direct program costs. Contracted programs should have at least an 80% / 20% split in terms of program fees going back to the contractor. The Village shall receive at least 20% of the program fee to cover administrative work and facility use. The contracted agency will receive, at most, 80% of the resident rate registration fee.

A Community Center User Fee of 10% shall be applied to the existing program fees for all programs held in the Community Center to cover indirect programming costs of operating the facility.

Direct cost of a program includes: part-time/seasonal staff, supplies, equipment, services, and transportation.

Indirect cost of a program: administrative, clerical or custodial support, utilities, or capital improvements.

Non-resident Program Fees

Non-resident program fees will be 25% higher than established resident rates. Special events and certain programs at the discretion of the Parks and Recreation Director will not include a non-resident program fee.

Village of Fox Crossing Employee Program Fees

Individuals actively employed by the Village of Fox Crossing will be eligible for resident program fees, regardless of their residency status. This shall apply to the employee, spouse/legal partner, and minor children. At such time that a non-resident employee terminates their employment with the Village of Fox Crossing, program fees will be set at the non-resident rate.

3.2 Financial Assistance

The Park Commission strongly believes that all youth, ages 17 and under, regardless of their residency, should have the opportunity to participate in Village-sponsored recreation programs. Therefore, the Commission has established a Financial Assistance Program. Persons who feel they are unable to afford the cost of a youth activity may apply for a reduction of the program fee.

Qualifying for Financial Assistance

Proof of financial need must be demonstrated to qualify for Financial Assistance.

Procedures

Those seeking Financial Assistance must complete the Financial Assistance Application and return it to the Parks and Recreation Office. The Parks and Recreation Director (or designee) will review completed applications and submit recommendations to the Park Commission for final approval.

Guidelines

- Applications should be turned into the Parks and Recreation Office a minimum of three (3) weeks before the start of the desired program.
- The Financial Assistance application is good for six months. Individuals will need to reapply for assistance each semi-annual programming season (Spring-Summer/Fall-Winter).
- Individuals are responsible for updating the Department of changes in financial standing.
- All information must be true and accurate. At any time, if information is found to be false, Financial Assistance shall be denied. All information is confidential.
- All Financial Assistance is awarded on the basis of need and availability of funds. Applicants may be asked to pay a percentage of the program fee.
- Eligibility will be determined on a case-by-case basis. The Park Commission reserves the right to approve full or partial funding or deny the applicant's request.
- Assistance may not be considered or granted for contractual programs that the Department has with outside agencies.
- Financial Assistance may only be granted to each qualifying individual for one program per session (winter, spring, summer, and fall).

3.3 Round Up For Recreation

The Park Commission strongly believes that all area youth, ages 17 and under, should have the opportunity to participate in Village-sponsored recreation programs. Monies raised from persons who have "Rounded Up" their registration fees will be utilized to help fund Financial Assistance requests.

A separate Special Revenue Fund has been established to account for the funds secured through this initiative. The fund balance will be reviewed on a case-by-case basis.

3.4 Recreation Program Refund Policy

The Fox Crossing Park Commission recognizes that circumstances arise causing an individual who is registered for a program to withdraw from the program and request a refund of payment.

The intent of this policy is to make possible the refunding of registration fees and charges based upon circumstances beyond the control of a program participant. The Commission further recognizes that certain administrative costs are inherent in processing registrations and refunds, and an attempt should be made to recover costs incurred by the Department.

A full refund is available if the Fox Crossing Parks and Recreation Department makes changes to the original program schedule and registrants can no longer participate.

All program transfers/cancellations must be done via phone or in person during regular business hours. There are no guarantees to communications sent via email.

Guidelines

- A refund less a 20% service charge, not to exceed \$5, will be granted if a refund request is received at least seven (7) days prior to the start of a program. The service charge applies to each cancelled class.
- Before a program begins, a 100% refund can be granted if there is a medical condition that prohibits an individual's ability to participate in the program. Proof from an attending physician is required.
- After a program has started, a refund for a medical condition that prohibits an individual's ability to participate in a program, will be subject to a pro-rated program charge. Proof from an attending physician is required.
- Refunds cannot be granted for trips requiring advanced reservations and payments, and certain special events that require the advanced purchasing of supplies, tickets, etc.
- The Director of Parks and Recreation must approve all refunds.

3.5 Non-Discrimination

The Fox Crossing Parks and Recreation Department will not exclude any person from participating in a program or activity on the basis of race, gender identity, color, national origin, sex, age, sexual orientation, or ability. Please contact the Department if you need specific accommodations in order to participate.

3.6 Program Information

Twice annually, an Activity and Resource Guide will be published. Information on upcoming programs will also be communicated via email marketing and on social media pages. When appropriate, flyers will be distributed to local elementary schools. Program and special event information will also be posted on the Village website.

3.7 Medical/Health Insurance

Participants must recognize that all activities of a physical nature involve risk. By registering for a program/activity of this nature, there is assumed risk by the participant. The Fox Crossing Parks and Recreation Department does not carry medical insurance and assumes no liability for personal injuries of persons participating in, or attending Village sponsored programs. A participant's personal policy must cover any incurred medical-related costs.

3.8 Age Requirements

The age/grade requirements for each program are listed with the class description and information. Participants will not be allowed to "move up" to a program if they have not reached the required age or grade. Individualized programs may be organized by experience or skill level.

3.9 Program Registrations

Program registration information will be announced in the bi-annual brochures. A Fall/Winter Activity and Resource Guide will be distributed in early August. A Spring/Summer Activity and Resource Guide will be distributed in February. Registration will be accepted on a first-come, first-served basis, and can be done in-person, via the mail, or online. Participants under the age of 18 must have a parent or legal guardian sign the registration form. Resident registration shall take place in advance of opening registration up to non-residents. Registration deadlines will occur one (1) week prior to the beginning of the programs, unless specified.

3.10 Program Participation

No individual is allowed to participate if he/she does not appear on an official class roster. Proper registration must be completed before participants are allowed to attend a program. Instructors are not allowed to add/delete participants from a roster without permission from the Director of Parks and Recreation or Recreation Supervisor.

The Parks and Recreation Department does not carry medical or accident insurance for program participants. Individuals should carry their own personal health insurance to be certain that they are properly covered.

3.11 Participant Code of Conduct

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make all recreation programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and leagues as deemed necessary by staff. Participants shall:

- Show respect to all participants and staff.
- Refrain from using foul language.
- Refrain from causing emotional, verbal or physical harm to other participants and staff.
- Show respect while using equipment, supplies, and facilities.

Should a participant, regardless of age or program, fail to adhere to conduct guidelines, the Parks and Recreation Department may remove the participant from the program. The participant, if removed, shall forfeit the entire program fee.

3.12 Photo Policy

Staff may, on occasion, photograph participants enrolled in programs, classes, events, or enjoying park facilities. The photos are for Parks and Recreation publications, flyers, and brochures. At the time of program registration, participants authorize Fox Crossing Parks and Recreation staff to photograph participants and to use the photos to promote the programs and services in printed materials or on the web without further notice. Names will not be published in marketing pieces. If individuals do not authorize this, participants are asked to please contact the Parks and Recreation Department directly to inform the office of this preference.

4 Facility Rentals

Village of Fox Crossing ordinances have given the Park Commission control and authority over the use of rental facilities, defined as Park Pavilions and the Community Center. The Park Commission believes that to make the most efficient use of the parks and the Community Center, the community shall be given the opportunity to rent facilities for their gatherings.

4.1 Park Pavilion Rentals

The Parks and Recreation Department shall operate and maintain Park Pavilions for rent seasonally beginning the first week in May and ending the first week in October. Pavilion rentals are governed by Village of Fox Crossing Ordinances and shall be evaluated on a yearly basis.

4.2 Community Center Rentals

The Parks and Recreation Department shall operate and maintain the Community Center for rent on a year-round basis, with the exception of holidays designated by the Director of Parks and Recreation. Community Center rentals are governed by Village of Fox Crossing Ordinances and shall be evaluated on a yearly basis.

4.3 Facility Reservations

Park Pavilion and Community Center rentals shall be issued on a first-come, first-served basis, no earlier than 12 months, and no later than three business days (*ex. reservations for a Saturday rental must be made by the close of business on Tuesday*), prior to the rental date unless prior authorization is given from the Director of Parks and Recreation. A \$60 reservation/damage deposit and reservation form is required before a reservation can be made. The deposit will be charged to all groups renting the facility for keys, equipment, damage, and/or clean-up costs, and will be refunded after the facility and/or equipment has been inspected by the Parks and Recreation staff and is found in good condition with policies followed. The deposit will be refunded in the form of a check 10-14 business days following the event. Reservations and payments must be made in person or via mail and cannot be accepted over the phone or via email. An exception is made for non-profit groups who are not required to place a deposit. These groups may submit their reservation form electronically.

Facility Cancellations

The Park Commission recognizes that circumstances arise causing renters to cancel a reservation. Any cancellation of reservations must be done two (2) full weeks in advance by notifying the Parks and Recreation Office via phone or in person during regular business hours. There are no guarantees to communications sent via email. Each cancellation is subject to a \$10 Administrative Surcharge. Failure to notify the office in a timely manner will result in forfeiture of the full reservation/damage deposit.

4.4 Facility Rental Rates

The Village of Fox Crossing charges fees for facility rentals to offset operating costs. The Park Commission directs the establishment of rental fees at a reasonable rate, which will encourage facility use.

Non-resident Rental Rates

Non-resident program fees will be 25% higher than established resident rates.

Non-profit Rental Rates

Non-profit organizations will be charged half of the regular resident rate facility fee for rentals Monday-Thursday. To qualify for the non-profit rental rate, organizations must provide valid documentation verifying their non-profit status. Rentals under the non-profit rate are held at the renter's own risk; department staff will not be available on-call or carry the department pager during the rental period. The full resident rate facility fees shall be charged Friday-Sunday. Organizations choosing to rent Park Pavilion kitchen facilities or additional amenities will be charged full price, regardless of the day. The reservation/damage deposit shall be waived for non-profit organizations. Any additional damage or cleanup will be charged to the organization.

Village of Fox Crossing Employee Rental Fees

Individuals actively employed by the Village of Fox Crossing will be eligible to rent a facility at the resident rental rate, regardless of their residency status. The facility reservation must be made in the employee's name. At such time that a non-resident employee terminates their employment with the Village of Fox Crossing, facility rental rates will be set at the non-resident level.

Late Reservation Fee

The Park Commission understands that circumstances arise causing renters to request a last-minute reservation. Any requests for a facility reservation that is received five (5) business days or less from the desired rental date will be subject to a \$10 Late Reservation Fee.

5 Athletic Field Reservations

The Park Commission recognizes that an exemplary park system enhances the quality of life and is an asset to the community. The use of athletic facilities managed by the Parks and Recreation Department is available to individuals, groups, and organizations for exclusive use for practice, league play, and tournaments.

Athletic facility requests shall be issued on a first-come, first-served basis. An Athletic Field Reservation Form must be completed at least 24 hours in advance of the desired date. Once approved, the approval issued is only for the use of the specified playing field and should not be construed as sole permission for use of the entire park. Any pavilion rentals will be done separately and be subject to the appropriate fees.

In cases where an athletic club/organization has an agreement in place with the Park Commission, the designated organization will have preferential use of the desired facility. Athletic clubs/organizations will be asked to provide a Certificate of Liability Insurance prior to using park fields and facilities.