



**PARKS COMMISSION  
Heman Park Community Center  
975 Pennsylvania**

**Tuesday, October 17, 2023  
6:30 p.m.**

**AGENDA**

**A. MEETING CALLED TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. APPROVAL OF MINUTES**

- 1) August 15, 2023
- 2) September 19, 2023 - Pending

**E. CITIZEN PARTICIPATION**

**F. DEPARTMENT REPORT**

**G. COUNCIL LIAISON REPORT**

**H. COMMISSION MEMBERS PARK INSPECTIONS REPORT**

**I. UNFINISHED BUSINESS**

- 1) Parks Centennial Update
- 2) Tennis Courts – Rules & Costs – Discussion
- 3) School District – Justin Wilhite – Discussion
- 4) No Smoking in Parks – St. Louis County...smoking of any kind, whether it's tobacco, marijuana or vaping, is not allowed on county property, indoors or outdoors, including parks.

**J. NEW BUSINESS**

- 1) St. Louis City SC – Futures Program
- 2) Management Policies

**K. COMMISSION COMMENTS**

**L. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING OF THE  
PARK COMMISSION  
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI  
TUESDAY, AUGUST 15, 2023**

**Agenda Item A: Call Meeting to Order**

Park Commission President, James Wilke called the meeting to order at 7:00 pm.

**Agenda Item B: Roll Call**

Those in attendance included Commission President James Wilke, Commission Members Su Schmalz, Amy Gascon, and Patrick Fox. Also, in attendance was Director of Public Works, Darin Girdler, Deputy Director of Parks Maintenance Todd Strubhart, and Deputy Director of Recreation Services Lynda Euell-Taylor. Those not in attendance included Commission Members Lisa Hummel and Carl Hoagland; Director of Parks, Recreation and Forestry Darren Dunkle, and Council Liaison Steve McMahon.

**Agenda Item C: Approval of the Agenda**

Commission Member Gascon motioned, and Commission Member Fox seconded to approve the agenda. The motion was approved.

**Agenda Item D: Approval of the Minutes**

Commission Member Gascon motioned, and Commission Member Schmalz seconded to approve the amended minutes. The motion was approved.

**Agenda Item E: Citizen Comments**

- 1.) Pickleball Courts – Suzanne XXXXXXXX asked about the status of pickleball courts. It was stated that city recently added pickleball lines to all four of the tennis courts at Kaufman Park.
- 2.) Mr. Kevin Taylor of 7022 Canton Avenue. Discussion took place between Mr. Taylor and the Commission regarding the time allowed to speak per each topic. Further discussion took place regarding the posting of the meeting. Commission members stated that the meeting was posted on the city website and was posted at the library and at City Hall.

**Agenda Item F: Department Report**

- 1) Mr. Girdler stated that Mr. Dunkle has provided him with a Department Report as well as a Priority List of items to be considered. He further stated that he and Mr. Dunkle spoke on a daily basis and that he was working on getting up to speed.
- 2) Mr. Strubhart reported on the July Storm Debris cleanup. Stated that crews were currently working in Ward two working between Olive and Delmar and then will move to Ward one. After Ward one was completed, staff would make a final sweep. Mr. Strubhart also stated that City Council approved an Emergency Tree Removal Contract to take care of hazardous trees and root balls. Discussion took place regarding the need of additional assistance in the removal the debris. Further discussion took place regarding capacity and if or could an emergency declaration have been declared and what would the criteria be.
- 3) Mr. Strubhart reported that Byrne & Jones has completed the sealing and striping of various parking lots and trails and have painted pickleball lines on the four tennis courts at Kaufman Park. He further stated that the tennis courts at Flynn Park would be repainted in September and that all of the courts would also include pickleball lines.

- 4) Mr. Strubhart reported that the old telephone pole barriers within Heman Park will be removed this winter and that staff has already ordered materials to place new barriers.
- 5) Mr. Strubhart reported that the city has purchased dirt for the erosion repairs that are necessary at Millar Park and will be completed in October due to the fact that all crews are working on the storm debris removal.
- 6) Mr. Strubhart reported that the city has been receiving and stockpiling millings from the street construction projects in the back north parking lot in Heman Park. He further stated that these millings would be used to top off the existing gravel parking lots to make them firm and to create a more stable driving surface.
- 7) Mr. Strubhart reported that all soccer fields have been cut and that the painting will be taking place soon.
- 8) Mr. Girdler reported that FEMA has approved the Scope of Work and \$1.2 million in funding for the Centennial Commons restoration. He further stated that the city is reaching out for outside assistance in putting together work for the restoration. He also stated that FEMA has approved the purchase and placement of movable flood barriers to be used around the building. Mr. Girdler stated that the city would have to strictly follow the FEMA and City purchasing guidelines. Further discussion took place regarding the FEMA work and any other work that may be required.
- 9) Mr. Strubhart reported that staff continued to work on the plans for the restoration of the Jack Buck Field. He stated that due to the fact that the outfield was in a flood way, the field would have to be cut back and turned in to a youth baseball/softball field.
- 10) Mr. Strubhart reported that Mr. Dunkle and Assistant City Manager Rajaye Smith met with the University City School District regarding their possible use of the Millar Park East Baseball Field for practices and games in the Spring of 2024. Mr. Strubhart stated that in order for that to happen staff would need to cut back the infield and add material so that the infield could accommodate that level of play on a temporary basis until a solution is determined for permanent accommodation. Further discussion took place regarding parking.
- 11) Ms. Lynda Euell-Taylor reported that she has been working with various groups on the rental of both soccer and football fields. Further discussion took place regarding field sizes, placement, and age group appropriate using the fields. Mr. Strubhart stated that staff would meet to discuss what could be done to improve upon the use, layouts, etc.
- 12) Mr. Strubhart reported that the Golf Course is doing well and that the Driving Range is currently holding up at the time and the work that had been done and the blend of vegetation is working well.
- 13) Mr. Girdler reported that MSD is currently ending their project on Midland. Discussion took place regarding the possibility of gaining a timeline from MSD to share with the public. Mr. Girdler also reported that MSD is conducting a subsurface exploration for a possible combined sewer overflow tunnel that could run throughout the city. Further discussion took place regarding MSD's responsibility to maintain tunnels and channels. Mr. Girdler stated that he is meeting with MSD on Friday and maintenance of the tunnels is on the agenda. Additional discussion took place regarding future projects, restoration, timelines, etc.

#### **Agenda Item G: Council Report**

- 1) No Report.

## **Agenda Item H: Commission Members Park Inspection Report**

- 1) Kaufman Park (Su Schmalz) – Pickleball lines and parking lot looks good. Fountain at playground doesn't have pressure. Put Smoking in Parks on next agenda.
- 2) Ruth Park Golf Course (Su Schmalz) – Stated that the Jim Woods bench leg was broken and was wondering when it would be repaired. Would be nice to have Marshalls on the course as there is slow play at times.
- 3) Heman Park (Patrick Fox) – Tree Debris piled up in the parking lot.
- 4) Millar Park (James Wilke) – Reported that there are tree limbs down in the park.
- 5) Mooney Park (James Wilke) – Reported his concerns regarding tree limbs hanging over the basketball court.
- 6) Dog Park (Patrick Fox) – Talked about mulching the park after the storm debris pickup.
- 7) Lewis Park (Amy Gascon) – Reported that the trail sealing looks great. At the last meeting reported that the center fountain in the pond was not working. Tree limb hanging down near the playground.

## **Agenda Item I: Unfinished Business**

- 1) Parks Centennial Update – Commission President Wilke reported that the last event will take place on November 11<sup>th</sup> at 11:00 am at the Memorial Fountain at Heman Park. Bike ride will take place in September starting at Centennial Commons.
- 2) Municipal Parks Planning Grant – No action was taken.

## **Agenda Item J: New Business**

- 1) Heman Park Pool – Discussion took place regarding the Back to School Hours during the week. Mr. Strubhart explained that at this time of year staff goes back to school and as such we are unable to keep staff. Mr. Strubhart further stated that next year not only should we be able to have a full season we will have the splash sprayground open. Commission Member Fox stated that with everything that is going on in park system it is monumental that we were even able to open the pool this season. Mr. Fox went on to state that it is disappointing that people are complaining about the pool when staff is doing everything, they can with the resources that they have to keep operations going. Commission Member Schmalz stated that all of the other municipal pools are open to 8:00 pm and so why can't we. Ms. Schmalz further stated that the city should get rid of Midwest Pools so that we can take care of this problem. Ms. Lynda Euell-Taylor stated even though Midwest has had staffing issues, we would have the same issues if we were to run the pool because you are fighting for the same staff. She further stated that due to the fact that we opened later in the season, it was more difficult to find staff.

Commission Member Fox stated that we should work with Midwest Pool on the contract for next year to see if it would be possible to give bonuses or some type of incentives to keep staff later in the year etc. Ms. Euell-Taylor stated that she thought that the contract ran until 2025, but it could be possible to make a Change Order.

- 2) M. Felder Presentation – Mr. Felder made a presentation on the possibility of adding a band shelter at Heman Park (See Attached). Commission President suggested that the project be brought up for discussion during the Park Priorities discussions.

## **Agenda Item K: Commission Comments**

Commission Member Schmalz – Asked about Clayton resident rates and involvement with the golf course and could be added to the next agenda.

Commission Member Fox – Stated that in the past the city has held a doggie dip after the pool has closed and if there is any plan for this year.

Commission Member Fox – Stated that the Heman Park was closed on Sunday to prevent a gathering from happening and it was his understanding that know one from the Parks Staff was aware or authorized the closing of the park as the discussion was made by the Police Department and he commends them for being there when things are needed but you cannot and should not to assume to know what peoples conduct may be in a park and that you cannot and should not decide to close a park without at least getting the input from the Parks Director who's responsibility it is and the Police have enough to worry about. He believes that they were targeting specific group of people and that it disgusted him, and a formal inquiry should be made into this matter.

Discussion took place regarding permits, special event procedures, policies etc. and the Commission should review these items. Work with Communications Manager to get items on the website etc.

### **Agenda Item L: Adjournment**

A motion was made at 8:398 pm to adjourn the meeting. The motion was approved.



## PARKS AGENDA ITEM COVER

**MEETING DATE:** September 19, 2023

**AGENDA ITEM TITLE:** Parks Policies and Procedures

**AGENDA SECTION:** Unfinished Business

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### **BACKGROUND REVIEW:**

Over the years, staff, committees, commissions, and City Council have developed and/or proposed various Policies and Procedures to be used in the guidance of the operations and management of the parks and recreation system, however, not all of these proposed Policies and Procedures were taken through the appropriate process, nor have most of them been officially approved by City Council. As such, they have been mostly used as guides, thus creating confusion among staff and patrons alike and have also caused issues of awareness, compliance, and enforcement.

Staff continues to identify all of the various approved and unapproved Policies and Procedures and continues to work on the development of a more formal documented system of Policies and Procedures. Once these Policies and Procedures have been developed, they will be submitted to the appropriate governing authorities for review, comment, recommendation, and approval.

At the February 2022 Commission Meeting the Commission approved a motion to create a subcommittee to work with staff in the review and updating of the parks policies and procedures. However, that subcommittee never moved forward due to changes in Commission Members.

### **ACTION:**

No action is required as this is a receive and file request. However, there must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission.



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>FEES AND CHARGES</b>	<b>Number: 001</b>
<b>Approved By: CITY COUNCIL</b>	<b>Effective Date: February 15, 2004</b>
<b>Page 1 of 6</b>	

**I. PURPOSE**

Parks and Recreation services are essential for an urban government to provide its residents and visitors. The City’s General Fund contribution for support of department programs and services are limited. Accordingly, the community, as a whole, should support the services and be supplemented by participant fees. In order to continue providing and expanding the quality and quantity of services, fees and charges are necessary.

**II. REVISION HISTORY**

February 15, 2004	Adopted
January 24, 2006	Revised
July 24, 2007	Revised
April 21, 2008	Revised

**III. PERSONS AFFECTED**

All Department staff

**IV. REFERENCES**

Scholarship Policy #002  
Membership Cancellation Policy # 020

**V. POLICY**

- A. **Basis for fees and charges:** In general, those who benefit from the goods or services provided should pay in proportion to the benefits they receive. The fundamental basis for fees and charges decision making is a determination of who benefits from the service. It is recognized that pricing decisions may be influenced by practical considerations such as collections costs, market effects,

legal constraints, or ability to pay. To the extent that participants can afford to pay they can be asked to pay.

- B. **Determining Community Benefit:** In general, if all or substantially all, of the benefits accrue to the community as a whole (a “Public Good”), the community as a whole should pay for the service through taxes. “Public good” is a value determined by U City citizens and established by City Council policy and budgetary appropriations. If all, or substantially all, of the benefits are to an individual or group that is to consume the good or service, not for the benefit of the general public, fees & charges should be paid whether by the individual or group or other means such as donations, scholarships etc. Consideration must be given of the extent that the community desires programs that will attract participants which will benefit the community as well as the individual (i.e. overall community/individual health and/or safety).
- C. **Scholarship Program:** All U City residents, who desire access to programs and services, will have the opportunity to participate. Therefore, a scholarship program should be in effect for those U City residents who do not have the ability to pay either all or part of the established fee or charge. The scholarship policy will establish a program which provides staff the guidelines and procedures to provide reduced fees for those residents who do not have the means to pay in full. The guidelines will be based upon established standards, such as the Federal rules for school free lunch program. The guidelines will respect the privacy of the individual/family and will be applied consistently. There will be certain programs and activities where it is impractical to implement a scholarship program; for example drop in programs like daily open swim.
- D. **Cost to Collect Fee:** The revenue collected from fees and charges must always be greater than the costs of collection of the revenue.
- E. **Social Implications:** It may be desirable to use the fees & charges system to encourage particular behaviors which enhance the recreational experience for all users; e.g., alter demand patterns, encourage reasonable uses of staff time, or alter behaviors which disturb other participants.
- F. **Fee Establishment:** City Council will establish all fees and charges during the adoption of the annual budget. Flexibility is needed to accommodate changing factors which impact the approved budget and fees. The department must respond to market trends in a timely manner. If during the fiscal year the costs or demand for a particular program or service needs to be adjusted staff will modify the fee after consultation with the Park Commission. When a new program is offered staff will follow this policy in establishing the program fee and the Park Commission will be notified at their next meeting.



- G. **Park Usage:** Parks are generally free and open to the public for general park use. Fees for specialized facilities in parks, and additional services beyond the normal park use itself, will be assessed. The use of public recreation areas and facilities by private groups should be considered secondary to general public use or usage by nonprofit recreation or service organizations. Only under unusual circumstances should a private use hamper ongoing Department programs, general park use or recreation facility rental. The community has a right to profit on the use of its facilities when public resources are utilized by profit-motivated individuals, organization, or businesses.
- H. **Special Interest Groups:** Individuals and special interest groups will not receive special or preferential treatment in the waiving or reduction of fees that is inconsistent with established policy. Groups offering desirable parks and recreation services, that if not provided by them would need to be provided by U City, are not considered special interest groups.
- I. **Costs:** When establishing fees and charges, all costs will be considered.

**PROGRAM AND SERVICE COST ALLOCATION:**

1. **Financing Park Facilities:** Costs for the provision (acquisition, development and routine maintenance) of traditional park facilities will not be factored in when determining fees. However, rental facilities will include the cost of maintenance when determining the appropriate fee. Also, (individuals or organizations) desirous of specialized and/or new facilities beyond existing city resources may be required to pay the costs for the acquisition, development, operation, maintenance and program costs associated with the new facility.
2. **Recreation Programs:** Recreation programs; including leisure education, special events, fitness, and athletic programs will, when considered in their entirety, generate 100% of direct, indirect and overhead costs. Some programs may generate less than 100% as long as other programs generate over 100% and make up the overall difference in a fiscal year.
3. **Day Camps:** In general. Day camps will generate enough revenues to cover 100% of direct, indirect and overhead costs.
4. **Community Center:** The Community Center will generate enough revenues to cover 75% of direct, indirect and overhead costs but not any debt service for the development and future capital needs
5. **Aquatics:** Aquatics will generate enough revenues to cover 50% direct, indirect and overhead costs but not any debt service for the development and future capital

needs. Aquatic programs such as swim lessons and aquatic aerobics will generate enough revenues to cover 100% of the direct, indirect and overhead costs.

6. **Centennial Commons:** Centennial Commons will generate enough revenues to cover 75% of direct, indirect and overhead costs but not any debt service for the development and future capital needs
7. **Golf:** Golf will generate enough revenues to cover 100% direct, indirect and overhead costs as well as any debt service for the development and future capital needs.
8. **New Programs:** To encourage participation in new programs a lower fee may be initially established and/or minimum participation requirements may be waived.

### Miscellaneous

- a) **Meeting Community or Neighborhood Needs:** Occasionally, the Director of Parks, Recreation and Forestry may reduce or waive fees and charges for activities/events which benefit the overall community and/or meet specific neighborhood needs. An organizer must be a not-for-profit agency with 501(c)3 status, community or neighborhood organization recognized or affiliated with the City. The Park Commission will be advised when this has occurred.
- b) **Meeting Targeted Needs:** Programs specifically provided for those who are unable to pay will generate enough revenue, through fees, scholarships and other methods, to cover the direct costs.
- c) **Meeting Department or City Needs:** Some programs and services which serve as a marketing tool for the department, or the City as a whole, may be offered free or with reduced fees to the public. When collaborating or co-sponsoring a program or service, the costs attributed to all parties will be factored in when determining fees and charges. An equitable distribution of revenues will be maintained.
- d) **Gifts and Donations:** Corporate and individual sponsorships, gifts and scholarships can be accepted to reduce or offset the costs of a program, service or facility.
- e) **Satisfaction Guarantee:** With the exception of child care programs, sports leagues, open swim or medical conditions, any participant not completely satisfied with a program will receive a full refund. As our customer we are committed to providing you the highest quality of services. If you are not satisfied with the program or service a refund will be provided. Membership Cancellation Policy #020 covers the Centennial Commons memberships. Request for class refund due to medical conditions will be granted only with

documentation from a licensed physician. The individual will incur a \$5.00 class refund service charge or no service charge if refund is credited to their household account. Refunds will prorated based on the number of remaining classes.

- f) **Early Bird Discount:** To encourage customers to register prior to or by the established deadline for class cancellation the department may establish an early bird discount. The fee for the program will be established and published as the “early bird” rate and any registration received after the deadline will be charged a higher fee based upon the overall cost of the program. For example: for a recreation class a \$5 fee could be charged and for a softball league team a \$30 fee would be charged.
  
- g) **Equal Opportunity & Non Discrimination :**The fees and charges policy and implementation will comply with the city’s equal opportunity and non-discrimination policy. The City does not discriminate on the basis of race, color, national origin, gender, religion, sexual orientation, age or disability.
  
- h) **Resident vs. Non-Resident Fees and Charges:** For the establishment of fees and charges, there are circumstances which warrant a non-resident fee or reduction in fees for residents.
  - 1. When demand for recreational services exceeds the resources available, a non-resident fee can be established; for example, picnic and facility rental. When a program or facility can be fully utilized by residents, or there is a need to limit use, a non-resident fee can be established. Special services for residents may be provided including preferential registration times or special discounts such as season swim passes.
  - 2. Scholarships provided for individual or families should be limited to U City residents.
  - 3. When demand for leisure education programs exceeds resources available, with pre-registration required, there can be different fees for non-residents. In general, a 50% increase for non-residents should be charged to non-residents.
  - 4. Programs or services which are in the introductory stage may not differentiate between resident and non-residents in order to build interest in a new activity.
  - 5. Programs that serve the region as a whole, such as a jointly sponsored program with the neighboring communities, should not have a non-resident fee.

6. A drop-in program where it is impractical to require identification should not have non-resident fees.
7. When the costs to administer a different fee system are greater than the revenues produced there should not be non-resident fees.
8. When facility operation and maintenance is subsidized with General Fund tax dollars, a non resident fee can be established.

## **VI. DEFINITIONS**

### Direct

These are costs which if the program or service were not offered, would not be expended.

### Indirect

Costs which support the provision of the program or service such as office support for registration, supervisory and/or administrative staff to plan, supervise and evaluate programs/services, marketing and advertising costs associated with the program/service.

### Overhead

Costs which support the overall department operations which cannot be attributed to any particular program or service the department offers.

## **VII. RESPONSIBILTIES**

All department staff

## **VIII. PROCEDURES**



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Scholarship Policy</b>	<b>Number: 002</b>
<b>Approved By: City Council</b>	<b>Effective Date: January 1, 2005</b>
	<b>Page 1 of 5</b>

**I. PURPOSE**

There may be instances, due to limited income, where residents of the City of University City are unable to participate in Parks, Recreation and Forestry Department programs. A limited scholarship program is available to those that qualify based on income requirements. The following procedures will determine scholarship awards:

**II. REVISION HISTORY**

- April 19, 2004                      Adopted
- July 24, 2007
- March 1, 2009
- May 17, 2010

**III. REFERENCES**

- Fees and Charges Policy
- Federal Free and Reduced Lunch Guidelines
- Affiliated and Non-Affiliated Contractor’s Use of Facilities

**IV. PERSONS AFFECTED**

Residents who meet income requirements

**V. POLICY**

- I. Scholarships may be available to all individuals and families who are residents of the City of University City\* (proof of residency is required). The scholarship award amount will be based on any and all of the income sources listed below: Both individual and family scholarships are granted based on total household income. This applies to all individuals living within a household regardless of relationship.

- a. Monetary compensation for services including wages, salary, commissions for fees\*\*;
- b. Net income from self employment\*\*;
- c. Social Security;
- d. Public assistance or welfare payments;
- e. Alimony or child support payments;
- f. Regular contributions from persons not living in the household\*\*\*;
- g. Other cash income.

\* Youth enrolling in before and after-school are not required to be City of University City residents but need to be enrolled at the University City elementary school where the program is held.

\*\* This amount is calculated as income before deductions for income taxes, employees Social Security taxes, insurance premiums, bonds and other employee deductions.

\*\*\* In applying the guidelines for university/college/post secondary students, the City shall include tuition, room and board, and other related education expenses, paid by the parents, guardian, and/or grant, as a regular contribution from persons not living in the household.

II. Scholarships will be determined on a sliding scale as indicated on Table A. The amount given for a qualifying scholarship will be awarded at the rate of 25%, 50%, or 75% off the programs adopted fee.

III. Scholarships are available for:

- a. Youth before and after school programs, and city operated full day recreation programs;
- b. Scholarships for leisure education classes, lessons and senior social activities will be limited to 2 (two) per person per fiscal quarter (July 1-Sept 30, Oct 1-Dec 31, Jan 1-Mar 31, Apr 1-June 30);
- c. Swimming passes and Centennial Commons memberships.
- d. Affiliated Organization youth sports player fees

IV. Scholarships are not available for:

- a. Adult athletic teams
- b. Non-Affiliated Organization youth sports player fees
- c. Adult public swim sessions

- d. Daily admission for swimming pools and recreation facility
  - e. Recreation facility, community center and park rentals
  - f. Golf greens fees
- V. The benefits of parks, recreation and forestry are provided to all citizens. Any modification requested due to a qualified disability will be assessed on an individual basis in compliance with the American Disabilities Act (ADA). Additional information may be needed to address the request.
- VI. Funding for scholarships is limited. Scholarships are on a first-come, first served basis. If funds are available, the following will occur: A scholarship level is assigned to the family/applicant requesting service. If funds are not available, the family/applicant requesting funding will be placed on a waiting list and the family/applicant will need to pay the full program price until funds are available to allow them to utilize the reduced scholarship rate. Funding is program and time specific.

## **VI. DEFINITIONS**

Not Applicable

## **VII. RESPONSIBILITIES**

Applications will be reviewed by Division Managers and a recommendation prepared for the Director.

## **VIII. PROCEDURES**

Applications for scholarship assistance will be accepted at any time during the year and remain in effect for the current City of University City Fiscal Year, July 1 until June 30. Approval is based on the information submitted on the application. Proof of residency is required (i.e., occupancy permit. Applicant(s) shall be required to substantiate annual income by producing one of the following documents (W2 form, DCFS form, SSI form, Social Security, and/or Unemployment Annual Statement or Federal Income Tax return form). Further, the City of University City reserves the right to request updated financial/qualifying information from applicants at any time throughout the year.

Personal financial information will remain confidential. It is the primary responsibility of the interviewer and department director to maintain a level of privacy about the applicant's financial status.

It will be the judgment of the interviewer to determine scholarships, appeals may be made to the Director of Parks, Recreation and Forestry.

It will take approximately 10 business days to review a scholarship request. Applicants will be notified by mail or telephone of their scholarship status. There are no refunds for payments received prior to scholarship notification.

Table A

**Federal Income Eligibility Guidelines  
Household Size and Annual Income effective July 1, 2008 to June 30, 2009**

<p align="center"><b>ONE</b></p> <p>BELOW 75% \$10,400 50% \$10,401 to \$13,520 25% \$13,521 to \$19,240 0% \$19,241 and ABOVE</p>	<p align="center"><b>TWO</b></p> <p>BELOW 75% \$14,000 50% \$14,001 to \$18,200 25% \$18,201 to \$25,900 0% \$25,901 and ABOVE</p>	<p align="center"><b>THREE</b></p> <p>BELOW 75% \$17,600 50% \$17,601 to \$22,880 25% \$22,881 to \$32,560 0% \$32,561 and ABOVE</p>
<p align="center"><b>FOUR</b></p> <p>BELOW 75% \$21,200 50% \$21,201 to \$27,560 25% \$27,561 to \$39,220 0% \$39,221 and ABOVE</p>	<p align="center"><b>FIVE</b></p> <p>BELOW 75% \$24,800 50% \$24,801 to \$32,240 25% \$32,241 to \$45,800 0% \$45,881 and ABOVE</p>	<p align="center"><b>SIX</b></p> <p>BELOW 75% \$28,400 50% \$28,401 to \$36,920 25% \$36,921 to \$52,540 0% \$52,541 and ABOVE</p>
<p align="center"><b>SEVEN</b></p> <p>BELOW 75% \$32,000 50% \$32,001 to \$41,600 25% \$41,601 to \$59,200 0% \$59,201 and ABOVE</p>	<p align="center"><b>EIGHT</b></p> <p>BELOW 75% \$35,600 50% \$35,601 to \$46,280 25% \$46,281 to \$65,860 0% \$65,861 and ABOVE</p>	<p align="center"><b>Each Additional Family Member add</b></p> <p>BELOW 75% \$3,600 50% \$4,680 25% \$6,660</p>

Based upon the Federal Governments Income Eligibility Guidelines for Poverty, Free Meals and Reduced Priced Meals

Note – Households at 185% of the federal poverty level are eligible for 25% scholarships, those at 130% are eligible for 50% scholarships, and those at 100% or less of the poverty level are eligible for 75% scholarships.





**CITY OF UNIVERSITY CITY  
SCHOLARSHIP APPLICATION**

**Scholarship request for** (check one):

- Youth Recreation Program       Adult Leisure Class       Heman Pool or Centennial Commons membership

**Household Members** (all family members must be indicated on occupancy permit):

(Check box for family member to receive scholarship)

Name	Date of Birth	Social Security Number	Ethnicity
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone: home \_\_\_\_\_ office \_\_\_\_\_ alternative \_\_\_\_\_

**Annual Household Income (see scholarship policy for definitions):**

*(Copy of Occupancy Permit and Household Income documentation must accompany application)*

Monetary compensation for services including wages, salary, commissions for fees	\$ _____
Net Income from self-employment	\$ _____
Social Security	\$ _____
Public Assistance or Welfare Payments	\$ _____
Alimony or Child Support Payments	\$ _____
Regular contributions from persons not living in the household	\$ _____
Other cash income	\$ _____

*By my signature below, I acknowledge that the above income is fully and accurately disclosed. I also understand that the request for documentation is at the sole discretion of the City of University City.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Department Use</b>	
Date Received: _____	Documentation Received:
Reviewed by: _____	W-2 or Federal Tax Return: _____
Percentage Recommended: _____	DCFS Documentation: _____
Directors Approval: _____	SSI: _____
Directors Denial Reason: _____	Annual Unemployment Statement: _____
Date Notice Mailed to Household: _____	



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>FACILITY DAYS OF OPERATION</b>	<b>Number: 003</b>
<b>Approved By:</b>	<b>Effective Date: March 1, 2004</b>
<b>Park Commission</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

To identify official holidays that department facilities are closed for programs and rentals.

**II. REVISION HISTORY**

July 24, 2007

**III. REFERENCES**

**IV. PERSONS AFFECTED**

All departmental staff

**V. POLICY**

- A. All parks are open every day of the year.
- B. The Heman Park Community Center and Centennial Commons are closed for rentals and programs on Thanksgiving and Christmas days.
- C. Ruth Park Golf Course is open everyday except Christmas weather depending. Weather may close the course if it is below 30°, snow, ice, and rain forecasted to last all day. The course opening time may be delayed if there are front conditions on the greens. The course will be closed during the warnings for lightening and tornadoes. Rain checks will not be issued if play has commenced.
- D. Heman Swimming pool may be closed if temperatures are forecasted to be below 65° for the entire day or if raining with a forecast of continued rain. Closing will depend upon the time of day with decisions made for morning afternoon, and evening swim sessions. Depending upon the forecast the pool may reopen during the afternoon session. The pool will be cleared if lightening is witnessed. Rain checks will not be issued.
- E. Parks and facilities may be closed in the interest of public safety upon approval from the Director
- F. If a school closes for weather any city programs in schools will be cancelled

**VI. DEFINITIONS**

None

## **VII. RESPONSIBILITIES**

Division Managers, facility managers and staff

## **VIII. PROCEDURES**

Division Managers and supervisors will schedule staff on the days noted above.

The Golf Maintenance Superintendent, in consultation with the Golf Pro determine if the golf course will be open that day, a delayed start or open for a portion of the day. In addition, the Golf Maintenance Superintendent will determine if and where golf carts are to be allowed on the course.

The Recreation Supervisor over aquatics will determine if the pool will be open that day, a delayed start or open for a portion of the day. The Recreation Supervisor will notify the Superintendent of Recreation.

In the event that Centennial Commons, Community Center, or any park or portion of a park is planned to be closed, on a day normally open, the Director will be consulted prior to any decision.



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>U City Sports Association and Soccer Club</b>	<b>Number: 004</b>
<b>Approved By:</b>	<b>Effective Date: March 1, 2010</b>
<b>Park Commission</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

To explain the relationship between the City of University City and the University City Sports Association and the University City Soccer Club

**II. REVISION HISTORY**

Adopted May 1, 2004  
Revised March 1, 2010

**III. REFERENCES**

Fees and Charges Policy

**IV. PERSONS AFFECTED**

Departmental Staff, Sports Association, and Soccer Club leadership

**V. POLICY**

- A. The Sports Association and Soccer Club provide youth sports for children and are supported by the City of University City in the following manner:
  - i. As affiliate organizations, both will be required to pay the established field reservation fee of \$5 per field and \$7.50 per field for light field reservation requests.
  - ii. The city will schedule fields in an equitable manner and assist in resolving issues between the two organizations. However, it is the responsibility of each organization to control coaches, participants, and spectators.
  - iii. The Soccer Club has first choice of dates and times for games at Heman Park indoor soccer facility. After December 28, any open dates or hours may be used by others. All soccer team practices are to be scheduled by the team and the team pays the established rental fee.
  - iv. The Sports Association has first choice of dates and times for baseball, softball, tee-ball, and machine pitch for games and practices. After April 5, any open dates and hours may be used by others.
  - v. The Sports Association and the Soccer Club have first choice for football and soccer fields. After August 15, any open dates and hours may be used by others.

- vi. The Sports Association and Soccer Club will coordinate and collaborate on the use of outdoor fields used for soccer and football. Every effort will be made to develop a schedule of games and practices that reduce conflicts.
- B. The Sports Association and the Soccer Club have first option at providing concessions at their respective outdoor games. If desired, a permit will be issued by the department outlining the permitted location (s), dates approved for operations, insurance and licensing requirements, and any restrictions. A permit fee of \$250 will be assessed for each sports season. If more than one concession is operated by the organization within the same park or at different parks on the same day, an additional permit will be required.
- C. The Sports Association may store a limited amount of sports equipment in an assigned storage area owned by the city. The key will be issued to the Association President and may not be duplicated without city permission. The City retains the right to change the lock and secure the equipment if it deems it is in the best interest of current and future players.
- D. In an effort to increase resident youth participation, The City will provide its limited scholarship program to affiliate organizations for its sports programs.
  - i. Scholarships may be available to all City of University City resident youth whose family qualifies based on income requirements.
  - ii. If approved, scholarships will be determined on a sliding scale, with the qualifying award rate of 25%, 50% or 75% off the affiliate organization registration fee. Documentation will be presented to parent verifying scholarship award percentage.
  - iii. Percentage amount of scholarship award will be deducted from affiliate organization's field reservation fee total. Parent will pay difference directly to affiliate organization for child's registration fee.

## **VI. DEFINITIONS**

None

## **VII. RESPONSIBILITIES**

Sports Association and Soccer Club director and organizers will plan their sports, communicate their needs to the city, and provide a positive atmosphere for the players. The City of University City will assist as outlined above.

## **VIII. PROCEDURES**

None



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Identification Cards</b>	<b>Number: 005</b>
<b>Approved By: Park Commission</b>	<b>Effective Date: May 1, 2004</b>  <b>Page 1 of 2</b>

**I. PURPOSE**

To clarify the necessity for identification to department facilities and programs by residents and or non-residents

**II. REVISION HISTORY**

May 1, 2004 – Adopted  
July 24, 2007

**III. REFERENCES**

Fees and Charges Policy 001  
Discipline Policy 017

**IV. PERSONS AFFECTED**

Department Staff, residents and non-residents who are specifically allowed an identification card.

**V. POLICY**

- A. Identification cards are issued by the city to prove payment of fees for admittance, admittance to certain programs, and to determine residency.
- B. Residents may receive a general residency photo identification card to receive resident daily rates at the golf course, swimming pool and admission to department functions; such as youth dances.
- C. Residents and non-residents may purchase a swimming pass or a Centennial Commons membership. The department’s automated registration system will establish for each household a database of information and record in the system allowable access to one or more services. Individuals with multiple access features will swipe the card and the system will allow access as long as fees are up to date.
- D. Identification Cards may be revoked for a day, week, month or a year if there is a failure to follow the rules.
- E. For facilities such the natatorium, a list of cardholders with active pool access will be kept on site and referred to by staff in allowing admittance.
- F. Identification cards will not be kept on site by City staff.

- G. Lost identification cards may be re-issued at the established fee.
- H. Identification cards are needed for access to the swimming pools as an annual pass holder, Centennial Commons as an annual member and for those card holders who have purchased limited predetermined access (i.e., a pass good for 10 visits). Without the identification card, no admittance will be allowed unless payment is made for daily admission.
- I. To receive a resident identification card the person or household members will present identification and a University City occupancy permit (if the household is not shown on the computer based system). Photos will be taken and the pass processed, payment received and card(s) issued.
- J. Identification cards are not needed to reserve the Community Center, to register for programs, or to access the public areas of Centennial Commons before the control desk.
- K. Use of an identification card by someone other than card holder to use the card will be denied permission to access the facility or program, the identification card will be kept and access for the cardholder will be:
  - i. Revoked if given willingly
  - ii. Returned to the card holder if it is believed to have been taken by the unauthorized user
- L. Identification cards are not needed to reserve a picnic shelter. However, resident may only rent picnic shelters and proof of residency is required.
- M. University City business primary owner is eligible for an individual resident identification card and the resident rates for any programs and facilities. Any other owners of the sale business and the employees may purchase at a special rate annual access to Centennial Commons and purchase at a special rate daily access to the Heman Pool without having to be accompanied by a resident.

## **VI. DEFINITIONS**

Resident – a person who physically resides in a household with a University City address and is on the city issued occupancy permit. Students residing away from the homes are considered residents until they no longer are a student as long as they remain on the occupancy permit.

Non-Resident – a person who does not physically reside in a household with a University City address and cannot be issued or listed on a city issued occupancy permit.

Business owners and employees – a business with a University City address who pays property taxes to University City

## **VII. RESPONSIBILITIES**

All department staff

## **VIII. PROCEDURES**



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Group Use of Heman Pool</b>	<b>Number: 006</b>
<b>Approved By: Park Commission</b>	<b>Effective Date: May 1, 2004</b>
<b>Page 1 of 2</b>	

**I. PURPOSE**

To provide a process for large groups to use Heman Pool and to allow a discount

**II. REVISION HISTORY**

Revised April 1997

Revised April 2004

Revised April 2006

**III. REFERENCES**

Fees and Charges Policy

**IV. PERSONS AFFECTED**

Organizations who desire to bring large group to the Heman swimming pool

**V. POLICY**

- A. Large groups must reserve in advance to come to the Heman Park Swimming Pool.
- B. Reservations can be made through the Recreation Supervisor over Aquatics
- C. The Recreation Supervisor will provide an equitable distribution of access for all groups and resolve conflicts with groups requesting the same dates
- D. A maximum of 2 days per week per group
- E. Only one large group may be scheduled per day
- F. One supervisor for every 6 children is required and are required to stay in the immediate area with the children
- G. Large group assess is not available on weekends or holidays
- H. Large groups must purchase a city identification card which will allow their group to receive a discount. University organizations members will then be considered residents. Large groups will receive a 50% discount on the daily pool admission
- I. Every effort will be made to reschedule group visitations which are cancelled because of weather

**VI. DEFINITIONS**

Large Group is 10 people or more from a University City organization such as, church or synagogue groups, day care centers, etc.



## **VII. RESPONSIBILITIES**

- A. The Recreation Supervisor over aquatics to process reservations
- B. Heman Pool Manager to greet group, determine the number of people in the group, collect the discounted fee, determine that the supervisor to adult ratio is correct, and monitor supervision while the group is at the pool

## **VIII. PROCEDURES**

- A. Reservations will be taken beginning the first Monday in March.
- B. In May the groups will be assigned the dates for pool visitation.
- C. Groups will be notified by mail of approved dates.
- D. Requests for group visitation received after May 1 will be on a first-come, first-served basis on any date not previously reserved.
- E. The group reservation schedule will be posted and updated as needed in the pool managers office



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Fitness - Teens and Youth</b>	<b>Number: 007</b>
<b>Approved By: Parks Commission</b>	<b>Effective Date: July 26, 2004</b>  <b>Page 1 of 2</b>

**I. PURPOSE**

To provide a process for sport team members, under the age of 16, to utilize the fitness equipment at Centennial Commons. To establish a system where non athletic team youth ages 12 – 15 may use selected fitness equipment under the supervision of an adult. Youth body development can be harmed if the fitness equipment is used incorrectly or overused. Youths may not have the maturity of judgment to be unsupervised in the fitness areas.

**REVISION HISTORY**

April 27, 2004 – Adopted by Park Commission  
 Revised July 26, 2005  
 Revise July 24, 2007

**II. REFERENCES**

**III. PERSONS AFFECTED**

Centennial Commons Staff

**IV. POLICY**

- A. The youth fitness area can be used by those ages 8 and older without adult supervision.
- B. Athletic team members under the age of 16 may utilize the fitness equipment at Centennial Commons under the follow requirements.
  - i. Have a resident I.D. card.
  - ii. Pay the daily admission or be a member of the facility.

- iii. Completed a Youth Fitness orientation class for 14 & 15 year olds or be accompanied by the adult delegate as the responsible party for the group (i.e. coach or athletic trainer.)
- C. Non athletic team member youths 12-13 may use the equipment only when supervised at all times by an adult 18 or older and after completing a parent/child fitness orientation.
  - i. Have a resident I.D. card.
  - ii. Pay the daily admission or be a member of the facility.
  - iii. Completed with at least one parent or guardian a parent/child fitness orientation.
  - iv. Is supervised at all times by an adult 18 years or older when using the fitness equipment.
- D. Times will be designated to prevent overcrowding of the facility as established by the Superintendent of Facilities.

## **V. DEFINITIONS**

Sports team are defined as any team affiliated with the University City High School, the University City Swim Club, Track Club, Sports Association, Soccer Club or other recognized athletic groups.

## **VI. RESPONSIBILITIES**

Assistant Superintendent of Recreation to maintain this policy and assign group dates and times, schedule orientation and monitor use of Centennial Commons fitness areas to assure compliance with the policy.

## **VII. PROCEDURES**



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Lighted Sports Fields</b>	<b>Number: 008</b>
<b>Approved By:</b>	<b>Effective Date: January 1, 2004</b>
<b>Park Commission</b>	<b>Page 1 of 1</b>

**I. PURPOSE**

Control of expenses and authorization for utilization of sports field lights

**II. REVISION HISTORY**

January 1, 2004 – Adopted by Director  
 April 28, 2004 – Approved by Park Commission  
 July 24, 2007

**III. REFERENCES**

Fees and charges policy

**IV. PERSONS AFFECTED**

Department staff

**V. POLICY**

- A. Field lights may only be operated by department staff
- B. All light boxes are to be kept locked and only staff to have the key
- C. Reservations for field lights will be made at Centennial Commons
- D. Fees for use of field lights will be charged as established by the Fees and Charges policy.
- E. Use of field lights by University City School District, the University City Sports Association and the University City Soccer Club are at no charge.

**VI. DEFINITIONS**

None

**VII. RESPONSIBILITIES**

Centennial Commons' staff will schedule and operate the lights at Heman Fields

**VIII. PROCEDURES**



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>SWIMMING POOL RULES AND REGULATIONS</b>	<b>Number: 009</b>
<b>Approved By:</b>	<b>Effective Date: May 1, 2004</b>
<b>Park Commission</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

To establish rules for the health and safety of pool users

**II. REVISION HISTORY**

April 2y, 2004 – Approved by Park Commission

**III. REFERENCES**

These regulations are a combination of University City Parks Department rules and those required by the Department of health

**IV. PERSONS AFFECTED**

**V. POLICY**

**A. General Pool Rules**

- i. Admissions to the pool shall be refused to all patrons having infectious conditions, contagious disease, unhealed abrasions or having his/her body plaster cast and tape or bandages. The Parks Department retains the right to refuse admission.
- ii. All swimmers are required to shower, including rinsing hair, before entering the pool
- iii. No food, drink, gum, or tobacco is allowed in the pool area. Eating and drinking, are only allowed in the concession area. **SMOKING AND ALCHOLIC BEVERAGES ARE NOT ALLOWED IN THE POOL FACILITY.**
- iv. Street shoes are not allowed on the pool deck.
- v. Personal conduct in the pool and bathhouse must be such that the safety of self and others is not jeopardized.
- vi. No rough or boisterous play or running on deck will be allowed
- vii. There will be no socializing with lifeguards while on duty. No one is permitted in the guard chairs, except the lifeguards.
- viii. Persons using abusive language or profanity are subject to ejection
- ix. Swimsuits are required.
- x. Floats, rafts, etc. will be allowed at manager’s discretion

- xi. Hard objects such as frisbees, etc. will NOT BE ALLOWED in the pool.
- xii. Children 12 and under MUST be accompanied by and SUPERVISED by an adult 18 OR OLDER.
- xiii. No diving or flips from the side of the pool
- xiv. **NO DIAPERS are allowed** in the pool. Individuals who would normally wear a diaper and or training pants are **REQUIRED TO WEAR A SWIM DIAPER.** (See front desk for assistance.)

**B. Diving Area Rules**

- i. Swimming across diving area is not permitted
- ii. No diving off the side of the pool or diving board
- iii. Divers will be asked to demonstrate their swimming ability, by swimming one lap of the pool, before being allowed to use the diving area.
- iv. Only one (1) diver may be on the board at a time.
- v. One (1) bounce per dive allowed.
- vi. All divers, after entering the water, are to swim to the ladders for a safe exit from the pool.

**C. Baby Pool Rules**

- i. All children MUST be accompanied and SUPERVISED by an adult 18 OR OLDER.
- ii. No running or rough play allowed in the baby pool
- iii. **NO DIAPERS** allowed in the baby pool. Individuals who would normally wear a diaper and or training pants are **REQUIRED TO WEAR A SWIM DIAPER.** (See front desk for assistance.)
- iv. No foods, drink, gum or tobacco allowed in the baby pool area.
- v. Children 8 or over are NOT allowed in the baby pool area.

**D. Lap Swim**

- i. No swimming in the deep end
- ii. Passes must be shown to guard, or admission paid, before entering the pool
- iii. Please keep swimmers to the right side when swimming laps

The Parks Department reserves the right to modify or add rules when deemed advisable for the protection of the health and safety of its patrons.

All persons who choose to disregard these rules are subject to temporary or permanent ejection.

**VI. DEFINITIONS**

None

**VII. RESPONSIBILITIES**

Pool Manager and pool staff

**VIII. PROCEDURES**

None



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>City Sponsored Programs Free Use of Parks and Recreation Facilities</b>	<b>Number: 010</b>
<b>Approved By:</b>	<b>Effective Date: May 1, 2004</b>
<b>Park Commission</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

To establish when city sponsored programs may have free access to city facilities

**II. REVISION HISTORY**

April 27, 2004 – Approved by Park Commission  
July 24, 2007

**III. REFERENCES**

Fees and charges policy

**IV. PERSONS AFFECTED**

All city departments

**V. POLICY**

- A.** Certain city department organize activities and events for residents such as the police department DARE program, the Library summer reading program and the Recreation Division day camps and special events
- B.** Free access to city operated facilities by these groups is permitted if:
  - i.** Existing programs and services are not eliminated or significantly altered to accommodate the group
  - ii.** Use of the facility is reasonable and does not cause a significant impact on the department budget
  - iii.** Participants are identified and were involved with the city sponsored program
- C.** Free access is not permitted for:
  - i.** Golf Course (except the introductory golf program incorporated in the department’s summer day camps)

- ii. For rental facilities that require building staff to attend, the building attendant's hourly rate and benefits will be charged but the normal rental rate is waived. This does not apply to neighborhood associations and other city sponsored use of the Community Center.
  
- iii. Departmental staff social events. Any citywide event such as the holiday luncheon is permitted.

## **VI. DEFINITIONS**

## **VII. RESPONSIBILITIES**

Superintendent of Recreation

## **VIII. PROCEDURES**

- A. Request will be reviewed by the Superintendent of Recreation and scheduled in the department reservation/registration system.
- B. The Superintendent will coordinate with other department staff to assure that the facility is open, staffed at the appropriate level and any building monitor fees are deposited.





University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Tennis Courts</b>	<b>Number: 011</b>
<b>Approved By:</b>	<b>Effective Date: May 1, 2004</b>
<b>Park Commission</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

To establish utilization of city owned tennis courts to retain access for drop in use

**II. REVISION HISTORY**

April 27, 2004 Approved by Park Commission  
July 24, 2007

**III. REFERENCES**

**IV. PERSONS AFFECTED**

Departmental staff

**V. POLICY**

- A. Tennis courts are used for lessons, leagues, tournaments, and free play.
- B. Department sponsored tennis programs has first priority, University City School District has second priority, free play has third priority and lessons, leagues, tournaments are fourth priority.
- C. When city staff schedules use of city tennis courts for the School District, lessons, leagues and tournaments staff will retain a percentage of the park courts which are available for free play as per the table below:

Park	Total	Available for Free Play
Flynn	5	2
Fogerty	2	1
Heman	8	3
Kaufman	4	2

- D. No rental fees will be charged for free tennis lessons offered to University City residents.
- E. University City School District will not require a tennis court rental fee.
- F. A per court fee for reserving tennis courts for tennis leagues, paid tennis lessons and tournaments will be charged.
- G. Any request (except for City Sponsored programs) for reserving all the tennis courts at a park or parks will be to the Director of Parks, Recreation and Forestry.

## **VI. DEFINITIONS**

None

## **VII. RESPONSIBILITIES**

Director of Parks, Recreation and Forestry will schedule all tennis courts as per this policy.

## **PROCEDURES**



University City  
Parks, Recreation, and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Swimming Pool Capacity</b>	<b>Number: 012</b>
<b>Approved By:</b>	<b>Effective Date: May 1, 2004</b>
<b>Park Commission</b>	<b>Page 1 of 1</b>

**I. PURPOSE**

To have a plan when the swimming pool is at capacity

**II. REVISION HISTORY**

April 27, 2004 – approved by Park Commission

**III. REFERENCES**

**IV. PERSONS AFFECTED**

Swimming Pool Staff

**V. POLICY**

- A. Anytime the swimming pool reaches capacity, no additional patrons may be admitted. For each person that leaves the pool one additional patron can be admitted. Priority for admission will be:
  - i. Residents – pass holders
  - ii. Residents – daily admission
  - iii. Non – Residents – pass holders
  - iv. Non – Residents – daily admission
- B. If a family or group is next in line waiting for admission, individuals or smaller groups will not be allowed to gain access to the pool prior to the larger family or group.
- C. Staff will maintain a count of pool patrons entering the facility via the RecTrac system. As the pool nears capacity, the pool manager will maintain a system to keep track of patrons leaving the pool so that other waiting patrons can be permitted into the pool.

**VI. DEFINITIONS**

None

**VII. RESPONSIBILITIES**

Pool Manager is to maintain the capacity policy

**VIII. PROCEDURES**



**University City  
Parks, Recreation and Forestry**



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Use of the Heman Park Community Center and Centennial Commons Meeting Rooms</b>	<b>Number: 013</b>
<b>Approved By:</b>  <b>City Manager</b>	<b>Effective Date: April 1, 2005</b>  <b>Page 1 of 3</b>

**I. PURPOSE**

To establish a fair and equitable system of determining who, when, and at what cost groups can access the Heman Park Community Center and Centennial Commons meeting rooms.

**II. REVISION HISTORY**

July 24, 2007

**III. REFERENCES**

- Fees and Charges Policy 001
- City Sponsored Programs Free Use of Parks and Recreation Facilities 010
- Lease with MEAAA

**IV. PERSONS AFFECTED**

Groups and organizations desiring access to City Facilities

**V. POLICY**

**A. Heman Park Community Center**

- i. 1<sup>st</sup> priority for use of the Heman Park Community Center shall be city sponsored programs and services including boards and commissions. No fees will be charged. There shall be no limit on facility use.
- ii. University City organizations that have a collaborative affiliation, when the use of the facility is specific to the affiliation no fees will be charged. For example University City in Bloom, University City Sports Association (meetings and registration), University City Soccer Club (meetings and registration), University City Symphony (rehearsals) and recognized neighborhood associations meetings. Facility use is generally limited to once per month except the Symphony which practices weekly..
- iii. Other University City governmental organizations such as the University City School District, Board of Elections, and University City Library etc. No fees will be charged for elections. If Heman Park Community Center is

already planned to be open and staffed, there will be no fee for use of the facility. If Heman Park Community Center would normally be closed and city staff will be needed for the building use (set up, clean up and/or monitoring use), the direct costs for the use shall be assessed. There shall be no limit on facility use.

- iv. University City based agencies which, through use of the facility, are providing or supporting an identified University City government (departmental or Council) program or project (examples: home repair, utility aid and medical). Facility use is free and use is limited to quarterly.
  - v. Private rentals will pay the established rental rates. There shall be no limit on facility use.
  - vi. University City based agencies which, through use of the facility, are not providing or supporting an identified University City governmental need or priority. They will pay the established rental rates. There is no limit on facility use.
- B. Political, religious, fund raising events, that are fee based, will pay the full established rates. Fund raising events for the University School District, University City Sports Association, University City Soccer Club and recognized Neighborhood Associations will pay the custodial costs. The use is limited to once per calendar year per organization.
  - C. All recognized Neighborhood Associations special events (i.e. holiday parties, recognition ceremony/dinner, etc.) will pay the custodial hourly rate. Use is limited to once per calendar year per Neighborhood Association.
  - D. Duplicate bridge and the Square Dance Club will pay ½ non profit rate.
  - E. University City Symphony concerts will be charged the established not-for profit rate.
  - F. Unless an emergency is declared, which requires the use of the facility, the facilities shall be reserved on a first-come, first-served basis.
  - G. Reservations must be made in advance and required rental and security deposits paid prior to approval for use.
  - H. Reservations will be accepted one year in advance. On- going uses (i.e. regular weekly or monthly city meetings) will be reserved one year in advance. Changes for on-going uses will be allowed only if space is available.

#### B. Centennial Commons Meeting Rooms

- i. 1<sup>st</sup> priority for use of Centennial Commons shall be city sponsored recreation programs. No rental fees will be charged. There shall be no limit on facility use.
- ii. City sponsored programs and services including boards and commissions when there is no space available at the Heman Park Community Center or City Hall. No fees will be charged and facility use is limited to once per month. The Park and Arts and Letters Commissions will meet at Centennial Commons.
- iii. University City organizations that have a collaborative affiliation with the Parks and Recreation Department, when the use of the facility is specific to the affiliation<sup>1</sup> (example the University City Sports Association, University City Soccer Club, U City Park Foundation and U City in Bloom). No fees will be charged. Facility use is limited to once per month.

- iv. University City governmental organizations such as the University City School District, elections, University City Library, etc. No fees will be charged for elections. If Centennial Commons is already planned to be open and staffed there will be no fee for use of the facility. If Centennial Commons would normally be closed and city staff will be needed for the building use (set up, clean up and/or monitoring use), the direct costs for the use shall be assessed. There shall be no limit on facility use.
  - v. University City based agencies which, through use of Centennial Commons, are providing or supporting an identified University City government (departmental or Council) program or project (examples: home repair, utility aid and medical). Reservation will be allowed when there is no space available at the Heman Park Community Center or City Hall. Facility use is limited to quarterly.
  - vi. Private rentals will pay the established rental rates. There shall be no limit on facility use.
  - vii. University City based agencies which, through use of the facility, are not providing or supporting an identified University City government (departmental or Council) program or project. Established rental rates shall be charged and no limit on facility use.
- C. Political, religious, fund raising events will pay the full established rates.
  - D. Unless an emergency is declared, which requires the use of the facility, the facilities shall be reserved on a first-come, first-served basis.
  - E. Reservations must be made in advance and required rental and security deposits paid prior to approval for use.
  - F. Reservations will not be accepted until after the recreation program planning deadlines. Upon the program registration deadline or if a program is cancelled, reservations can then be accepted.

<b>Reservation Dates</b>	<b>Reservations Accepted</b>
January 1 – May 30	November 15th
May 31 – August 31	April 1st
September 1 – December 31	July 15th

- G. Access to other facility rooms beyond the control point or the babysitting services are not included.



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>City Employees</b>	<b>Number: 014</b>
<b>Approved By:</b>	<b>Effective Date: March 10, 2005</b>
<b>City Manager</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

To establish a policy on the use of city facilities and fees and charges for City employees use of Parks and Recreation facilities

**II. REVISION HISTORY**

Employee Handbook of 2004  
 May 8, 2006 – clarification on use of Community Center  
 July 24, 2007

**III. REFERENCES**

Employee handbook  
 Fees and Charges as modified by City Council

**IV. PERSONS AFFECTED**

All full-time city employees and part-time city employees of the parks and recreation department

**V. POLICY**

- A. Full time city employees, spouse and families are to be considered residents and eligible for resident fees.
- B. Full-time city employees may play one 9 hole round of golf per week but must pay for use of a pull or motorized cart
- C. Full-time city employees are eligible for free Centennial Commons’ memberships and ½ off membership fees for family members for membership to Centennial Commons, Heman Pool and the Natatorium.
- D. Daily rates for admittance to Centennial Commons or the pools are at the established rates with no discounts.
- E. Part-time employees or contractual swimming pool staff working at the swimming pools may use the pool at no charge before or after their work hours and if the pool is still open to the general public and a life guard is on duty.

- F. Part-time employees or contractual fitness staff working at Centennial Commons may use the facility at no charge before or after their work hours if the facility is open to the general public.
- G. City employees (full or part-time) will not receive free or reduced rates for Cub Care babysitting services, rental of the multi-purpose rooms, board room, or any commodities sold at Centennial Commons.
- H. City employees (full or part-time) will not receive free or reduced rates for any leisure education programs or special events offered by the department.

## **VI. DEFINITIONS**

Full-time employees are any employees of the City of University City who works a regular schedule of 35 or more hours per week and receives benefits.

Part-time employees are any employee of the City of University City who is not considered full-time.

Contractual staff are not considered city employees and will not receive any special consideration beyond those expressly noted in this policy

## **VII. RESPONSIBILITIES**

Reservations, memberships, and facility use shall be approved and monitored by Parks, Recreation and Forestry staff and the Ruth Park Golf Professional. Any concerns regarding this policy shall be referred to the Director of Parks, Recreation and Forestry.

## **VIII. PROCEDURES**

Reservations and memberships will be recorded using Rec Trac which will note all city employees' uses and discounts. The Golf Professional will keep records of free rounds of golf played by city employees.





University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>U City Businesses, Washington University and U City School District – residency for pool passes</b>	<b>Number: 015</b>
<b>Approved By: City Council</b>	<b>Effective Date: May 2004</b>
<b>Page 1 of 1</b>	

**I. PURPOSE**

To encourage use of the swimming pools by U City Businesses, Washington University faculty and staff, and U City School District staff.

**II. REVISION HISTORY**

**III. REFERENCES**

Fees and charges

**IV. PERSONS AFFECTED**

All owners and employees of U City businesses, Washington University Faculty and staff, and U City School District staff.

**V. POLICY**

**A.** The above named persons may purchase season pool passes for Heman Pool and a combo pass for both Heman Pool and the Natatorium *at resident rates*.

Please note: Though a U. City School District employee gets 50% off a CentCom membership, they only get the pool or combo pool passes at the resident rate (no 50% off)

**B.** Proof of employment is required (current employee ID, a recent pay check stub or a letter from the employer)

**VI. DEFINITIONS**

Residency is determined by being listed on the Occupancy Permit from the city. Residency requirements are waived for the above named person.

**VII. RESPONSIBILTIES**

Each spring the department will notify all U City business owners, Washington University Assistant Vice Chancellor and the U City School District Superintendent. Notification will be via mail and/or e-mail based upon the best way for the entity to notify its employees.

Centennial Commons staff will process requests for pass sales and check employment identification.



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Reciprocal Use U City Schools</b>	<b>Number: 016</b>
<b>Approved By:</b> <b>DRAFT</b>	<b>Effective Date:</b>  <b>Page 1 of 2</b>

**I. PURPOSE**

To establish in writing the long held cooperation between the city and the school district.

**II. REVISION HISTORY**

None

**III. REFERENCES**

Policy 013- Use of Heman Park Community Center and Centennial Commons Meeting Rooms

**IV. PERSONS AFFECTED**

City and school staff, students, faculty and residents.

**V. POLICY**

- A. City and school facilities were built and are maintained by tax dollars.
- B. By sharing the use of each entity’s facilities, tax payers save by not having to replicate some facilities.
- C. First priority use for school facilities will be school district programs and services and first priority for city facilities will be city programs and services.
- D. Second priority for school facilities will be city programs and services and second priority for city facilities will be school district programs and services. Private schools with in University City shall receive third priority for use of city facilities ahead of other users.
- E. The city and the school district will not charge fees for the use of each others respective facilities unless the facility would normally be closed, no staff is available to monitor facility, or the proposed use can be accommodated in the organizer’s own facility. Direct expenses may be charged to open, close and monitor a facility opened for the other entity’s use.
- F. Private schools will be charged the established not-for-profit rate for facility use.
- G. University City Sports Association (UCSA) and University City Soccer Club (UCSC) have an affiliate relationship to the City. Reasonable access to school fields shall be coordinated at least two months in advance of the respective sports season. No use fee will be assessed the UCSA or the UCSC unless Policy E is in effect.
- H. Parent Teacher Organizations (PTO) have an affiliate relationship to the Schools. PTO meetings and events shall be scheduled at their respective schools or other school district facility. However, access to city facilities will be approved if no

school site is available. This shall be coordinated at least two months in advance of the requested date of use. No use fee will be assessed the PTO unless policy E is in effect.

- I. Fund raising events sponsored by the School District or a recognized PTO shall be scheduled at their respective schools or other school district facility. However, access to city facilities will be approved if a school site is available. The PTO will pay the custodial cost for use of the Community Center.
- J. The school district may reserve field use with the City and shall be given priority when use is requested at least two months in advance of the respective sports season.
- K. School alumni groups will pay the established rental rates for city facilities.
- L. After school recreation programs and summer day camps serve the youth of the community through organized programming and life time leisure skills development. School facilities will be available to the city for after school recreation clubs and school breaks for day camps. The city will schedule use of the school facilities at least two months in advance.
- M. Other city recreation programs and services may utilize school facilities by requesting use in advance.
- N. Recognized city neighborhood groups may utilize school facilities for meetings only with no fees charged.
- O. Reservations for the respective facilities will be made on the forms provided to each entity.
- P. If it is known that a facility will not be available for the planned use the facility owner will contact the other entity and either reschedule or relocate the program or service. There may be times that a program cannot be rescheduled or relocated.
- Q. Conflicts will be discussed and alternatives pursued between city and school staff. If the conflict cannot be resolved the Superintendent of Schools and the City Manager will make the final decision.
- R. Each entity shall provide insurance when using each other's facilities and shall hold each other harmless.
- S. Any damage caused to the facility by the other entity shall be corrected at that entity's cost.
- T. All utilities shall be the responsibility of the facility owner.
- U. The Natatorium is owned and maintained by the School District. The City programs a limited number of lap swim and open swim hours from September to May. The city provides the life guards during those times at the city's expense. The city is responsible for opening and closing the pool at times when the school district does not have staff on duty.



University City  
Parks, Recreation and Forestry

<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>DISCIPLINE</b>	<b>Number: 017</b>
<b>Approved By:</b>	<b>Effective Date: August 9, 2005</b>
<b>Park Commission</b>	<b>Page 1 of 3</b>

**I. PURPOSE**

Public parks and recreation areas and facilities are for the enjoyment of the people. On occasion the behavior of individuals or groups of individuals diminishes the enjoyment for others. It is necessary to have a formalized disciplinary policy for department staff to administer in a fair and equitable manner.

**II. REVISION HISTORY**

July 30, 2005  
July 24, 2007

**III. REFERENCES**

City Code

**IV. PERSONS AFFECTED**

Park patrons and department staff

**V. POLICY**

- A. Progressive discipline will be administered by staff based upon the severity of the incident, frequency of incidents, and age of the individual.
- B. Severity of the incident may result in one day, three day, one week, one month or one year expulsion of the individual from the facility, park or parks.
- C. Individual behavior modification plans will be developed for staff on a case by case basis for those individuals needing special accommodations under the American Disability Act.
- D. Any expulsion of one week or longer must be documented and a report kept on file at the facility.

- E. A written notice of expulsion must be sent within 24 hours to the home of the individual. If the address or name of the person is unknown the notice will be given to the individual if they appear in the park or at the facility. The notice will provide information regarding appealing the expulsion.
- F. Any expulsion of one week or longer may be appealed to the Director of Parks and Recreation if made within 5 working days of the notice mailing or it being handed to the individual.
- G. For youth, age 15 and under, a parent or guardian should be notified of the suspension.
- H. One day expulsions are meant to teach the individual regarding expected behaviors. Verbal warning should be considered along with instructions that continued behaviors will result in suspension.
  - i. Failure to follow safety rules or facility rules
  - ii. Rudeness or disrespectfulness to staff and persons affected
  - iii. Profanity or obscene gestures
  - iv. Spitting, or other behaviors that are offensive to the general public and are intentionally done to offend others.
  - v. Sneaking someone into the facility or sneaking into the facility.
- I. Three day expulsion is warranted for repeating the behaviors which lead to a prior one day suspension within the preceding 30 day period. Three day suspensions are warranted for the following offences.
  - i. Repeated rough housing, yelling, shouting, pushing and/or shoving behaviors by those 8 years and older when told to cease the behaviors will result in a three day suspension.
  - ii. For children under age 8 the parents will be notified and instructed that continuing behaviors will result in a 3 day suspension.
  - iii. When administering a one day suspension and an individual is disrespectful to staff or argumentative the one day expulsion can be increased to three days.
- J. One week suspension can be administered upon an individual who has repeated the behaviors which lead to a prior three day suspension within the preceding 60 day period. Documentation is required, sent to or given to the individual, and appeal process is established. One week suspensions are warranted for the following offenses.
  - i. Destruction or intentional damaging of city property of less than estimated \$50 value.
  - ii. Unwarranted or imprudent statement or action to an employee or other patron of a sexual, racial, ethnic, or religions nature.
  - iii. Fighting.
  - iv. Intimidation, threats, or coercion towards other individuals or staff.
  - v. Gambling, solicitation for bookmaking or similar offenses of a similar nature.
  - vi. Smoking in the facility.
- K. One month suspension can be administered upon an individual who has repeated the behaviors which lead to a prior one week suspension within the preceding 60

day period. Documentation is required, sent to or given to the individual, and appeal process is established.

- L. One year suspension can be administered upon an individual who has repeated the behaviors which lead to a prior one month suspension within the preceding 60 day period. Documentation is required, sent to or given to the individual, and appeal process is established. One year suspensions are warranted for the following offences.
  - i. Fighting which results in serious injury.
  - ii. Destruction or intentional damaging of city property greater than \$50.
  - iii. Theft of city property or the property of other persons in the park or facility.
  - iv. Bringing in or possession of a weapon in a park or facility.
  - v. Possession or sale of illegal drugs.
  - vi. Sexual harassment
- M. Suspensions for greater than one year may be considered based on the seriousness of the incident(s) and the criminal history of the individual.

## **VI. DEFINITIONS**

A weapon is any object that is intended to cause physical harm i.e. a gun, b-b-gun, explosives, and a knife with a blade longer than 3 inches or any other objects customarily considered a weapon.

## **VII. RESPONSIBILITIES**

Departmental staff will know the policy and administer it in a fair and equitable manner. The Director of Parks, Recreation and Forestry shall serve as the appeal officer. The police department shall enforce the laws and assist the Parks, Recreation and Forestry Department in the implementation of the policy.



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Group Use of Centennial Commons</b>	<b>Number: 018</b>
<b>Approved By: Park Commission</b>	<b>Effective Date: May 1, 2006</b>
<b>Page 1 of 2</b>	

**I. PURPOSE**

To provide a process for large groups to use Centennial Commons and to allow a discount

**II. REVISION HISTORY**

July 24, 2007

**III. REFERENCES**

- Fees and Charges Policy 001
- Group Use of Heman Pool 006
- Residential Group Home Use of Centennial Commons 019

**IV. PERSONS AFFECTED**

Organizations who desire to bring large group to Centennial Commons

**V. POLICY**

- A. Large groups must reserve in advance to come to Centennial Commons.
- B. This policy does not cover the outdoor swimming pool. See Policy 006 for Group Use of Heman Pool.
- C. This policy does not cover birthday parties or sports leagues.
- D. This policy does not cover Residential Group Homes. See Policy 019.
- E. Reservations can be made through the Assistant Recreation Superintendent.
- F. The Assistant Recreation Superintendent will provide an equitable distribution of access for all groups and resolve conflicts with groups requesting the same dates.
- G. Only one large group may be scheduled per day.
- H. One supervisor for every 6 children is required and is required to stay in the immediate area with the children.
- I. Large group assess may not be available on weekends or holidays but is dependent on other programs or activities scheduled at Centennial Commons on the requested date.
- J. Large groups must provide proof that they are a University City organization.
- K. Large groups will receive a 20% discount on the daily admission.

## **VI. DEFINITIONS**

- A. Large Group is 10 people or more from a University City organization such as, church or synagogue groups, day care centers, etc.

## **VII. RESPONSIBILITIES**

- A. The Assistant Recreation Superintendent to process reservations
- B. The supervisor on duty is to greet group, determine the number of people in the group, collect the discounted fee, determine that the supervisor to adult ratio is correct, and monitor supervision while the group is at Centennial Commons.

## **VIII. PROCEDURES**

- A. Reservations will be taken throughout the year.
- B. The group reservation schedule will be posted on the RecTrac calendar.





University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Residential Group Home Use of Centennial Commons</b>	<b>Number: 019</b>
<b>Approved By: Park Commission</b>	<b>Effective Date: May 1, 2006</b>
<b>Page 1 of 2</b>	

**I. PURPOSE**

To provide a process for residential group homes to use Centennial Commons.

**II. REVISION HISTORY**

July 24, 2007

**III. REFERENCES**

- Fees and Charges Policy 001
- Group Use of Heman Pool 006
- Group Use of Centennial Commons 018

**IV. PERSONS AFFECTED**

Organizations who desire to bring residential group home residents to Centennial Commons

**V. POLICY**

- A. This policy includes use of the outdoor swimming pool.
- B. This policy does not cover birthday parties or sports leagues.
- C. Reservations are not required for regular use of the facilities at Centennial Commons.
- D. One supervisor for every 6 youth is required and is required to stay in the immediate area with the youth.
- E. Residential group homes must be in University City.
- F. Residential group homes located in University City must purchase a family membership at the established rate.
- G. This membership will provide for 2 adults membership cards (with no photo). Each youth living in the group home will be issued a photo membership card. When attending Centennial Commons each individual adult and youth will swipe into the RecTrac system. Adults attending but not issued one of the 2 membership cards will need to pay the daily resident fee but no resident or non-resident ID will be required. The ID cards issued can only be used while supervising the youth from the residential group home.

- H. When a youth is no longer living at the residential group home the photo identification card will be returned to the city.
- I. The residential group home must submit, on a monthly basis, a roster of residents in order to maintain their family membership.

## **VI. DEFINITIONS**

Residential group home is a home for youth whom are not related which exists to assist the youth through the provision of housing and social services.

## **VII. RESPONSIBILTIES**

- A. The Superintendent of Recreation will to process the memberships for residential group homes



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Membership Cancellation/Suspension Policy</b>	<b>Number: 020</b>
<b>Approved By:</b>	<b>Effective Date: July 1, 2007</b>
<b>City Council</b>	<b>Page 1 of 3</b>

**I. PURPOSE**

There may be instances, due to a specific circumstance, when a member may be unable to fulfill their contractual obligation of membership at Centennial Commons. A limited and specific member will qualify for cancellation or suspension based on circumstances beyond their control. The purpose of this policy is to discourage members from cancelling or suspending memberships without substantial cause. The following procedures will determine if a contract cancellation or suspension will be granted:

**II. REVISION HISTORY**

May 17, 2010

**III. REFERENCES**

Membership Contracts

**IV. PERSONS AFFECTED**

Centennial Commons' members requesting cancellation or suspension of any type of membership contract (i.e. adult, senior, family, youth)

**V. POLICY**

Any membership may be cancelled within 72 hours (3 days) with no penalties. Requests for membership cancellations after 72 hours will have to be made in writing at least thirty (30) days in advance. The requests will be submitted to the Director of Parks, Recreation and Forestry of the City of University City for approval. Cancellations that are approved are considered as requests to break a contractual agreement and therefore will incur a two month membership fee penalty or 25% of the total membership cost, whichever is greater.

## **VI. DEFINITIONS**

Membership fees that are paid by electronic funds transfer (EFT) will incur a two month membership fee as a penalty if the cancellation is granted within the first year. After one year of EFT payments a member may cancel without penalty with 30 days notice.

Members' monthly payments must be current in order to request a cancellation.

Membership fees that have been paid upfront will incur a 25% penalty if the cancellation is granted. No penalty will be accessed in the case of death.

Cancellation will be granted when the member is deceased. A copy of the death certificate is required within 90 days of the date of the certificate. Individual membership refunds will be made to the family of the deceased. Senior couple membership will be refunded the difference in the membership fee for senior couple and senior individual. Family membership will only be refunded if the membership included only 2 persons and will be refunded the difference in the membership fee for the surviving individual. All cancellations because of death will be prorated based on time left on the membership. The refund will be given to the listed emergency contact. If no emergency contact is listed any family member may make the request.

Requests for membership cancellation due to medical conditions will be granted only with documentation from a licensed physician that the membership cannot be fulfilled due to a medical condition.

Requests for membership suspension due to medical conditions will be granted only with documentation from a licensed physician that the membership cannot be fulfilled for a specified time period due to a medical condition. The member understands they are obligated to continue the membership upon their return and their extension is only for the remaining period of the membership.

Requests for membership cancellation due to military service will be granted only with documentation of a letter of deployment for military service.

Requests for membership cancellation due to relocation will be granted only with documentation for relocation at least 15 miles away from current address.

Requests for membership suspension due to relocation will be granted only with documentation for relocation at least fifteen (15) miles away from current address for a specific time period. The member understands they are obligated to continue the membership upon their return and their extension is only for the remaining period of the membership.

Requests for membership cancellations due to financial hardship will be granted only with evidence of loss of employment.

Requests for membership cancellations or suspensions for any of the above reasons or other special circumstances will be reviewed and the Department Director has the discretion to make exceptions.

For purposes of this policy memberships are non-refundable.

## **VII. RESPONSIBILTIES**

Cancellation and suspension requests will be reviewed, approved or denied by the Department Director.

## **VIII. PROCEDURES**

Members requesting cancellation or suspension of membership contracts must submit their written request at least thirty days prior to the date to be cancelled or suspended. Documentation for cause of cancellation or suspension must be submitted with the request to the Department Director for approval. The Department Director then has the right to request further documentation and deny the request based on the parameters defined in this policy.



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>HEMAN PARK SWIMMING POOL RENTALS POLICY</b>	<b>Number: 021</b>
<b>Approved By:</b>	<b>Effective Date: July 24, 2007</b>
<b>Park Commission</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

To establish procedures for the rental of the Heman Park Swimming Pool for private parties.

**II. REVISION HISTORY**

Policy Adopted

**III. REFERENCES**

None

**IV. PERSONS AFFECTED**

Pool staff

**V. POLICY**

- A. Private pool rental are for University City Residents and Non Residents by the established rates approved by City Council.
- B. All pool rules apply
- C. Private rentals can be reserved for Fridays from 9:30- 11:30 pm, Saturdays from 9:30 pm to 11:30 pm. And Sunday through Thursday from 8:30 – 10:30 pm. There is a two hour time limit and no additional hours may be rented.
- D. There is a refundable damage deposit of \$200. Any damage caused by the private party attendees will be assessed to determine costs of repair or replacement and deleted from the refundable damage deposit.
- E. At the time of reservation, 100% of the rental fee and the entire damage deposit is required.
- F. If the City needs to close the pool before the private use starts, because of safety concerns (i.e. lightening or mechanical problems) the private party will be allowed to reschedule to another open date. If there are no open dates or the renter does not wish to reschedule a full refund will be provided. If the private party has begun and the pool needs to be closed for safety concerns no refund will be provided.
- G. Cancellation may be made up to ten (10) working days before the event with a 20% of the rental fee retained. If cancelled less than ten (10) working days 50% of the fee will be refunded.

- H. If a private party desires to set up/decorate earlier a fee of \$50/hour will be charged. No setup or decorations will interfere with the general public use of the pool.
- I. Private parties must clean up, remove any materials, and trash from the party within ½ hour of the event.
- J. All Private parties for youth (20 years or younger) MUST employ one (1) University City Police Officer. This will be arranged through the Heman Park Swimming Pool staff.

## **VI. DEFINITIONS**

None

## **VII. RESPONSIBILITIES**

The Assistant Recreation Superintendent will process application and communicate with Pool Manager to arrange for lifeguards.

## **VIII. PROCEDURES**



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Golf Rangers and Pro Shop Staff Free Golf Policy</b>	<b>Number: 022</b>
<b>Approved By: Nancy E. MacCartney, Director</b>	<b>Effective Date: July 24, 2008</b>
<b>Page 1 of 2</b>	

**I. PURPOSE**

The policy is put in place to clarify the approved free use of the Ruth Park Golf Course for volunteers and employees at Ruth Park Golf Course.

**II. REVISION HISTORY**

**III. REFERENCES**

**IV. PERSONS AFFECTED**

Full-time and part-time employees and volunteers

**V. POLICY**

- A. Golf rangers volunteer for 7 ½ hour shifts controlling the speed of play, answering golfer’s questions, picking up litter and other miscellaneous duties. They are not compensated in a monetary manner. If the city were to pay them minimum wage (\$6.55/hour) the daily pay would be \$49.13 before taxes. In lieu of monetary compensation they are allowed one 9 hole round of golf per day.
- B. Club house staff that are paid at an hourly rate that varies depending on responsibilities and longevity are allowed 2 9 hole rounds of golf per week.
- C. Tee times cannot be booked more than 24 hours in advance so that preference is made to paying customers.
- D. All guests of the rangers or club house staff must pay the established fees.
- E. This policy is not applicable for play during lessons, or on-course orientation.
- F. All rangers and club house staff have identification cards which are bar coded. Prior to playing a round of golf the card must be swiped into the computerized tee time system. All play can then be tracked by person.
- G. No free rounds can be carried over from month to month.
- H. Use of motorized golf carts will be \$4.50.
- I. Rangers and Club House staff will pay for food, beverage and pro shop merchandise at established rates.



- J. Rangers and club house staff will be provided staff shirts and hats and will wear them while on duty.

## **VI. DEFINITIONS**

## **VII. RESPONSIBILTIES**

The Golf Manager will be responsible for the implementation and control of this policy

## **VIII. PROCEDURES**



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Use of the Heman Park Community Center for Private Youth Events and Activities</b>	<b>Number: 023</b>
<b>Approved By: Park Commission</b>	<b>Effective Date: March 24, 2009</b>
<b>Page 1 of 2</b>	

**I. PURPOSE**

To establish a policy on the rental and use of Heman Park Community Center for private youth events and activities.

**II. REVISION HISTORY**

**III. REFERENCES**

- Use of the Heman Park Community Center and Centennial Commons Meeting Rooms 013

**IV. PERSONS AFFECTED**

Persons desiring access to City Facilities for private youth events and activities.

**V. POLICY**

- A. All private youth (under 21 years old) event and activity rentals are limited to University City residents only.
- B. Only ½ of the Heman Park Community Center will be available for all private youth event and activity rentals. For private youth event and activity rentals, attendance will be limited to the room capacity of 125 individuals.
- C. Security deposit for private youth event and activity rentals is \$500. This deposit is fully refundable as long as the facility and kitchen are restored to their original conditions, and both reservation times and facility policies are adhered to.
- D. Unless an emergency is declared, which requires the use of the facility, the facilities shall be reserved on a first-come, first-served basis.
- E. Reservations must be made three months (90 days) in advance and required rental and security deposits paid prior to approval for use.
- F. All private youth event and activity rentals must employ four (4) off-duty University City Police Officers (this will be arranged by department staff). If four officers cannot be arranged within 45 days prior to the event, renter will be contacted and a full refund issued.

- G. All private youth event and activity rentals must have adequate chaperones (25 years or older) of 1 adult per 15 youth.
- H. Names and signatures of all chaperones are required thirty (30) days prior to the scheduled event. One chaperone is required to check guest at the facility entrance.
- I. No tickets, admission or any other fees may be charged prior to or collected at the facility for private youth event and activity rentals. Violation of this policy will result in the immediate termination of the event, forfeiture of the security deposit and future department facility rentals.
- J. Fighting or any disruptive behavior will not be tolerated. Violation of this policy will result in the immediate termination of the event, forfeiture of the security deposit and future department facility rentals.
- K. All music provided and played during private youth event and activity rentals may not contain any explicit language (“clean version” required), or insight and/or make reference to any gangs, sets, sexual or violent acts, etc.



University City  
Parks, Recreation and Forestry



**MANAGEMENT POLICIES AND PROCEDURES**

**Special Events**

**Number: 024**

**Approved By: Park Commission  
City Council**

**Effective Date: October 27, 2009  
November 16, 2009  
October 12, 2020**

**Page 1 of 4**

**I. PURPOSE**

To better manage the finite resources of the department and to assist organizations on staging successful special events without impacting other park users or risking the public's health and safety.

**II. REVISION HISTORY**

**III. REFERENCES**

**IV. PERSONS AFFECTED**

Park patrons, immediate park neighbors, police, fire, public works, and park department employees.

**V. POLICY**

- A. Events must be planned for and by University City residents and 501c3 non-profit organizations based in University City.
- B. Event requests for fund raisers organized by for-profit businesses are prohibited.
- C. Event organizers must successfully apply and submit a non-refundable \$100 special event review fee to the Parks, Recreation and Forestry Department at least three (3) months prior to their tentatively scheduled date.
- D. Liability insurance, naming the City of University City as an additional insured, including an Endorsement Page.

- E. All fees to be paid for any area of the park which will be closed or inaccessible to the general public (ball fields, picnic shelters at establish rental rates) and any well-defined general open spaces.
- F. A refundable security deposit (any damage or violations of the special event permit which require additional city expenses will be retained by the City) of \$1,000 is due one (1) month prior to scheduled event date
- G. Coordination with University City Public Works Department on any event that will also be held on the public right-of-way
- H. Organizers are responsible for securing any permits (i.e. St Louis County Health Department for food and vendor licenses, portable restrooms; business license from the City of University City; Liquor license from the county and state, etc.).
- I. Approval will be based upon site availability and resources of the City.
- J. All permits, insurances, fees and approvals from other departments/agencies must be submitted one (1) month prior to the event.
- K. If applicable, a confirmation letter from the CEO of the organization is to be the primary recipient of the special event proceeds. This letter must also include the percentage of those proceeds to be received.

## **VI. DEFINITIONS**

For the purpose of this policy, a special event is defined as an activity or series of activities, specific to an identifiable time and place, most often produced in conjunction with community organizations, held on park property, and generally occurring once a year.

A Special Event includes but is not limited to:

- 1) Any activity involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity promoted as a festival, fair, circus, parade, classes, lessons, camps, clinics, walks, runs, rides, trade show open to the public, craft show, public dance, special event, concert or performance.
- 2) The proposed activity or use of a specific park, park area, facility or trail area will not reasonably interfere with or detract from the general public's enjoyment of a specific park, park area, facility or trail area.
- 3) The proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- 4) The proposed activity or use will not entail unusual, extraordinary or burdensome expense, and/or police/maintenance operation by the City.
- 5) The location for the proposed activity or use is in an area deemed suitable by the Director of Parks, Recreation and Forestry.

- 6) The issuance of such permit shall not result in crowded or congested conditions due to the issuance of prior permits for the same day, or due to the anticipated number of attendees for the planned activity or event.
- 7) The proposed activity use and/or equipment are deemed not to be a safety or liability issue.
- 8) Any activity which involves the use of any city services that would not be necessary in the absence of such an event.

## **VII. RESPONSIBILITIES**

Deputy Director of Recreation will be responsible for reviewing and recommending to the Director of Parks, Recreation and Forestry whether a special event should be permitted. Recommendation of the tentative approval shall be given within one (1) month of the completion of the application, submittal of application fee, and proof of not-for-profit status. Recommendation of final approval will be made by the City Manager within two (2) months of receipt of the application if all other policy requirements are completed.

Deputy Director of Recreation, Park Maintenance Superintendent, Director of Parks, Recreation and Forestry, City Department Directors and the City Manager will evaluate the event which will be one of the factors in determining if the event or the organization will receive a permit for future special events.

## **VIII. PROCEDURES**

- 1) Individual/Organization receives or downloads from City website - Special Event documents.
- 2) Applicant turns in application, fee and accompanying documentation a minimum of three (3) months prior to desired event date to the Deputy Director of Recreation Deputy Director of Recreation and Parks Maintenance Supervisor will review the materials and make a recommendation within ten (10) business days to the Director of Parks, Recreation and Forestry on whether a special event permit application meets the requirements. If further information is required, a meeting with the applicant to discuss these items will be established.
- 3) Once all necessary information has been successfully gained by the Parks, Recreation and Forestry Department, application and accompanying documentation will be forwarded to all necessary departments for their review and consideration. If approval is gained, the application and accompanying documentation will be forwarded to the City Manager for tentative approval.
- 4) Once tentative approval has been given, the organizers shall complete all plans and meet with department staff to plan the event and reserve the park areas needed to support the event.

- 5) One (1) month prior to the tentatively scheduled event, the organizer shall submit all required materials, permits, and fees to the Deputy Director of Recreation.
- 6) Staff will review the materials, permits and fees and make a recommendation within five (5) business days to the City Manager on whether a special event permit should be approved or denied.
- 7) Final approval of a permit will not be issued until all materials, permits and fees have been successfully submitted and approved by the City Manager.



University City  
Parks, Recreation and Forestry



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>AFFILIATED AND NON-AFFILIATED CONTRACTOR'S USE OF FACILITIES</b>	<b>Number: 025</b>
<b>Approved By: Park Commission City Council</b>	<b>Effective Date: October 27, 2009 November 16, 2009</b>
<b>Page 1 of 2</b>	

**I. PURPOSE:** to establish guidelines and regulations for outside private instructors and contractor's use of Centennial Commons and other City University City Parks & Recreation facilities.

**II. REVISION HISTORY**

**III. REFERENCES**

**IV. PERSONS AFFECTED:** City employees, current contract instructors, personal trainers

**V. POLICY**

1. No person or business shall sell or offer to show any item for commercial gain in or upon the grounds of Centennial Commons or in City of University Parks & Recreation facilities without permission from the Director of Parks and Recreation, or their representative.
  
2. No person shall utilize any City of University City facility to conduct any private or group instruction or conduct a service for financial gain without first obtaining written permission from the Director of Parks and Recreation, City of University City, or their representative. Permission shall be issued only to applicants meeting the requirements as outlined in item 3 of this policy.
  
3. Upon agreement with the City of University City Department of Parks & Recreation, an outside contractor must follow guidelines that have been established for private contractors for teaching/personal training which are as follows:



- a. All programs and services proposed by an outside contractor must meet the mission of the department: “Creating community through people, parks, and programs”.
- b. Program or service proposed cannot compete with City offered programs and services.
- c. The city reserves the rights to deny any program and/or outside contractor.
- d. City reserves the right to schedule facilities and times of programs and services.
- e. Contractors requirements on chart below:

Type	Insurance	CPR & First Aid	Certifications	Pay	City provided Marketing and Registration	Other
<b>Affiliated</b>						
Personal Trainers	\$1 million	Required	Required	70 % of Gross	Yes	
Program Instructors	None	No	May be required depending on program	Revenue Sharing varies by program	Yes	
Sports Officials	None	No	Preferred	Games officiated, the sport and experience	Not applicable	
<b>Non Affiliated</b>						
Varies	\$2 Million	Required	May be required depending on program	Revenue Sharing or facility rental at City’s discretion	No	City Business License

## VI. DEFINITIONS

- A. Affiliated Contractors- provides a service or program that meets the department mission and has a written contract to provide that program or service, and receives the benefit of City marketing, facility use at no cost and registration is provided by the City.
- B. Affiliated Organizations are those organizations that have a Memorandum of Understanding (U City Sports Association), a long standing lease (Mid East Area on Aging and Weight Watchers), University City School District, Park Foundation, and U City in Bloom.
- C. Non Affiliated contractors or organizations have no contract or relationship with the City of University City.

## VII. RESPONSIBILITIES

- A. The Assistant Superintendent of Recreation will review all requests for affiliated and non affiliated programs and services. All program or services denied or requirement modifications may be appealed to the Superintendent of Recreation.
- B. The Assistant Superintendent of Recreation will review and approve all contracts and maintain a file of all current and expired contracts.



**University City  
Department of Community Development  
Recreation Division**



<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Ruth Park Golf Course Alcohol sales and service procedures.</b>	<b>Number: 026</b>
<b>Appmved By,</b>	<b>Effective Dare,</b>
	<b>Page 1 of 2</b>

**I. PURPOSE**

To clarify all sales of beer to patrons of Ruth Park Golf Course who are of the legal age and when the service maybe refused or denied due to age or the state of being intoxicated.

**II. REVISION HISTORY**

**III. REFERENCES**

**IV. PE.Q:S.QNS AFFECTED**

Patrons of Ruth Park Golf.Course who are of the legal drinking age and wish to purchase and consume alcohol (i.e. beer, etc.) while on the premises of the Ruth Park Golf Course/Driving Range.

**V. POLICY**

- A. All patrons who are the age of 21 and older may purchase beer from Ruth Park Golf Course during the hours the club house and snack bar area are deemed to be open to the public.
- B. Ruth Park Golf Course beer sales before 9:00 am on Sundays are prohibited.
- C. Employees will sell the beer at the current price of \$3.00 per can or \$13.00 per six-pack. These prices are set by management and not to be sold for less than the prices indicated.
- D. Posted signage: "All private coolers are not allowed, except for those provided by the golf shop" and "All food and beverages taken on to the course must be purchased through the clubhouse" will be enforced.
- E. Patrons bringing bottled beer or any type of beverage on the course will be required to immediately return it back to their vehicle. If patron does not comply, the Ruth Park Golf Course management reserves the right to refuse the individual the privilege of playing golf at the facility or remaining on the premises.
- F. Patrons are allowed to bring containers onto the course with drinking water only.

- G. Ordinances have been established prohibiting glass beverage bottles in all University City parks and facilities.
- H. Patron servicing themselves to any alcoholic beverage will be prohibited.
- I. Staff under the age of 21 may stock and/or sell beer, but are prohibited from opening beer for patrons.
- J. The management of Ruth Park Golf Course reserves the right to refuse the sale of beer to anyone under the age of 21 (without proper identification) or who may appear to be intoxicated.
- K. Any alcohol brought onto the premises by a minor will be confiscated and the individual detained until the University City Police Department are notified. The incident will be documented and remain on file at Ruth Park Golf Course.
- L. Staff should be aware of any intoxicated persons; and understand they can and must refuse service to anyone who is visibly intoxicated.
- M. Staff will immediately notify manager when service is refused or if there is a question regarding a patron who should be refused service. If staff suspects and/or the individual appears visibly intoxicated, the University City Police Department will be immediately contacted and the individual will not be allowed to drive. If necessary, the staff member may also arrange alternate transportation for the individual.

## **VI. DEFINITIONS**

- A. Minor, anyone under the age of 21 year of age.
- B. Signs of intoxication may include, but are not limited to the following: slurred speech, liquor on breath, red or glassy eyes, trouble walking, poor balance or no fine motor skills, short attention span or falling down drunk.

## **VII. RESPONSIBILITIES**

The Golf Manager will be responsible for the implementation and control of this policy



University City  
Parks, Recreation

<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
Reservation of Golf Starting Times	Number: 027
Approved By: Lynda Taylor Director	Effective Date: May 15, 2014

**I. PURPOSE**

The policy is put in place to properly record starting times at Ruth Park Golf Course and that starting times are not a loss due to no shows.

**II. REVISION HISTORY**

**III. REFERENCES**

**IV. PERSONS AFFECTED**

All University City Residents and patrons of Ruth Park Golf Course.

**V. POLICY**

- A. Starting times are strongly suggested for weekday and weekend play. Golf Shop will try to accommodate all golfers who may walk on.
- B. Starting times for all golfers can be made 7 days in advance for weekday or weekend play.
- C. Starting times can be made by either calling the golf shop or on-line through the website at [www.ruthparkgolf.com](http://www.ruthparkgolf.com).
- D. Golfers are allowed to reserve 2 starting times or space for 8 players. If that group fails for show with the correct number of players, the golf shop then will be allowed to pair other golfers with their group.
- E. No Show Policy: Golfers who reserve a tee-time and do not honor that time with their presence may be denied future reservation privileges. To cancel a time, please provide a minimum of 24 hours' notice.
- F. Any and all groups who wish to reserve more than 2 starting times may do so by prepaying for those by credit card at the date of play rate.
- G. Confirmation for the number of players must be done so two days prior of the date of play. This may be done by email or phone.
- H. In the event of weather issues or course closer a refund will be issued,

**VI. DEFINITIONS**

**VII. RESPONSIBILITIES**

The Golf Manager will be responsible for the implementation and control of this policy



University City  
Parks, Recreation and Forestry

<b>PARK POLICIES AND PROCEDURES</b>	
<b>Naming of Trails</b>	<b>Number: 028</b>
<b>Approved By:</b> <b>City Council</b>	<b>Effective Date:</b> <b>November 22, 2021</b> <b>Page 1 of 3</b>

**I. PURPOSE**

University City strives to identify names for regional and local access trails that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City’s parks and recreation system.

The act of naming is significant and meaningful. A name can invoke powerful emotions, create images and help to recall history. The naming of a regional or local access trail is intended to be a permanent act, and therefore should be approached in a thoughtful manner. The name of a regional or local access trail should take into consideration the past, present and future history of the land, its use, and our relationship to it.

This policy provides the City of University City a systematic and consistent approach to naming our assets. This policy addresses unnamed regional and local access trails.

**II. DEFINITIONS**

- A. Regional Trails Regional trails that connect University City to adjacent communities or to regionally significant natural features such as rivers and streams.
- B. Local Access Trails trails/paths in parks or contained within a natural area are considered local access trails, not regional trails. The definition is based on length and purpose, rather than on width or material.
- C. Major Donations: a donation of property, goods, or cash generally with no expectation of return. If the gift is contingent upon a special request, it is made subject to a “condition.”

**III. REVISION HISTORY**

## **IV. REFERENCES**

## **V. GUIDING PRINCIPLES**

### Historic Events, People, and Places

History plays an important role in the naming of a regional or local access trail. Historical context can inform a name by honoring the city, its founders, Native American heritage, local landmarks, prominent geographical locations, and natural and geological features.

### Outstanding Individuals

The City has benefited, through its evolution, from the contributions made by many outstanding individuals. Honoring these individuals through naming can remind the public of our past, inspire great actions and motivate us to become better stewards. Individuals honored through naming should have contributed significantly to the betterment of the environment, humanity and/or the City of University City.

### Major Gifts

The City of University City sometimes benefit from the significant generosity of residents, businesses, and foundations. On occasion, the significance of such donations may warrant the acknowledgement of such a gift by naming.

## **VI. PROCEDURES AND GUIDELINES**

### Naming for Historic Events, People, and Places

When a regional or local access trail is associated with or located near events, people, and places of historic, cultural, or social significance, consideration will be given to naming that regional or local access trail after such events, people, and places. In considering such proposals, the relationship of the event, person, or place to the regional or local access trail must be demonstrated through research and documentation.

### Naming for Outstanding Individuals

Naming a regional or local access trail for an outstanding individual is encouraged posthumously and where that person's significance and good reputation have been accepted in the City's, State's and/or Nation's history.

When considering the naming of a regional or local access trail after a person, consideration will be given when:

- The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, the City, State of Missouri, or the

United States.

- The person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community.
- The person risked his or her life to save or protect others.

### Naming for Major Donations

A significant donation made to the City that adds considerable value to the City may be recognized through naming.

The threshold for considering the naming of a regional or local access trail will include one or more of the following:

- Land for the majority of the site was deeded to the city.
- Contribution of a significant portion of the capital construction costs associated with developing the regional or local access trail.
- Creation of or contribution to an endowment for the continued maintenance and/or programming of the regional or local access trail. The contribution will provide resources to support the effort for a minimum of 20 years.

### Other Considerations

- The City reserves the right to determine which amenities fall under this policy-regional or local access trail: names should be consistent with our data management systems.
- Trail segments will be labeled by staff with approval, in a manner that supports the ability of users to navigate safely through the trail system.
- Names that are currently in use will not be considered.
- Names that are discriminatory or derogatory will not be considered.
- We discourage the renaming of an existing asset.
- All graphical representations within our parks system are subject to our design standards.
- The City reserves the right to rename a regional or local access trail if the name is later determined to be inappropriate, incorrect, or offensive.
- Naming regional or local access trails with a company name is not permitted, corporate logos, insignias, brands, or direct advertising text shall not be used.

Requests should contain the following minimum information:

- Name of applicant.
- Proposed name for asset.
- Background/support for proposed name.
- Demonstrated community support for the proposed name.
- Identify interested/impacted stakeholders (who will care about the name?).
- Description/map showing location.
- Include a description/map showing the location of the regional or local access trail.
- If proposing to name a regional or local access trail after an outstanding person, include documentation of that person's contribution to the City's, State's, or Nation's history.

Once the committee has identified a name, the recommendation will be presented to the City Manager in writing by the supporting staff person. A recommendation from the committee must have either the full consensus of the committee or have a 2/3 majority vote in support of the name. The City Manager may solicit feedback from the Parks Commission and/or the public to gain additional information prior to making a recommendation to City Council.

### Research

It is essential that any name, especially names referencing individuals and/or families be thoroughly researched. Some suggestions for learning more about the history of a name include:

- Historic Plat Maps and Sanborn Maps.
- Missouri Archives.
- Google Search for online documents or references.
- Library Search for documents or references (ask a research librarian for assistance).
- US Census Archives.
- National Archives: <http://www.archives.gov/index.html>





**University City  
Parks, Recreation and Forestry**

<b>PARK POLICIES AND PROCEDURES</b>	
<b>Monuments/Dedications/Donations</b>	<b>Number: 029</b>
<b>Approved By: City Council</b>	<b>Effective Date: 5.22.23</b>
	<b>Page 1 of 9</b>

**I. PURPOSE**

Cities play an important role in commemorating people, history, and ideas central to a society’s sense of identity and value. Monuments, dedications, and donations are tangible and easily recognizable forms of commemoration that enrich the City’s physical and social environment.

The City of University City is committed to a clear, objective, fair and robust process for responding to requests from the public to install a diverse range of monuments, dedications, and donations on public property. This policy provides the framework for approving monuments, dedications, and donations to be installed at City of University City parks and recreational facilities. The policy encourages commemoration while ensuring that fair and balanced decisions are made.

**II. PROCEDURE**

The Parks, Recreation and Forestry Department is the approving authority for determining the appropriateness and acceptance of monuments/dedications/donations in Park and Recreation Areas within the University City Park System. This policy is intended to encourage gift giving to the Parks, Recreation and Forestry Department to meet the needs of park users and the University City Park System and provide procedures and guidelines that will help to guide donors to ensure that tributes enhance the public’s experiences in park areas.

1. Individuals or organizations shall submit requests to the Deputy Director of Park Maintenance in written form for approval of tributes (including monuments, donations, donations). Tributes are donations or gifts to commemorate and/or pay tribute to historic events, people, and places. Tributes may support a park program or a specific park improvement.
2. The Deputy Director of Park Maintenance will review written requests for tributes to determine whether the request fits within the guidelines below.

3. Donations are acceptable for tributes such as park amenities (trees, benches, picnic tables, bike racks, etc.) and most playground equipment.
4. Tributes that exceed \$10,000 in initial cost or impact to the approved master plan for a park will be forwarded to the Park Commission for consideration with the City Council's approval.
5. A donor may be required to enter into an agreement regarding long-term maintenance and/or replacement of the tribute at the Director's recommendation and subject to the City Council's approval.

### **III. REVISION HISTORY**

### **IV. REFERENCES**

### **V. GUIDING PRINCIPLES FOR AMENITIES AND TREE DONATION PROGRAMS**

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

1. Tributes shall be in accordance with general park policies and procedures, be consistent with applicable design standards, the historic character of the park or facility, and complement existing or proposed park masterplan elements.
2. A Tribute Inventory will be developed to identify opportunities for tributes in parks within the University City Parks System.
3. Recognition of the tribute is important and will be provided commensurate with the donation. The recognition of tributes shall be identified in a tribute registry for each park, or, for those parks with no tribute registry, at the discretion and recommendation of the Deputy Director of Park Maintenance. Plaques associated with a tribute will be considered for a bench, picnic table or bike rack (see guidelines below), but not on "green" donations (trees), or if a tribute exceeds \$10,000 in value.
4. Plaques may be added to a tribute in accordance with the guideline above as long as the plaque is not a physical obstruction. The cost of the plaque is the responsibility of the donor.

5. Guidelines for plaques include:
  - a) Plaques may be attached to a park amenity such as a bench or the concrete base for a bench.
  - b) Wording on plaques or engraved into park amenities is limited to:
    - i. In Memory of ...
    - ii. In Honor of ...
    - iii. Dedicated to ...
    - iv. Donated by ...
    - v. Commemorating the Anniversary of ...
    - vi. In Recognition of ...
6. All costs, including major maintenance and/or replacement, associated with tributes, memorials and plaques shall be borne by the donor unless otherwise directed by the City Council. The Parks, Recreation and Forestry Department will not bear responsibility for major maintenance and repairs and/or replacement of vandalized, lost, or stolen tributes, memorials, or plaques.
7. The University City Parks, Recreation and Forestry Department retains all rights to relocate a donated item and/or plaque at any time. If a donated item needs to be relocated, the Parks, Recreation and Forestry Department will attempt to contact the donor to discuss alternative locations, however, the Parks, Recreation and Forestry Department will make the final determination.
8. Tributes that are accepted by the Parks, Recreation and Forestry Department will become the property of the City of University City and are subject to the laws, policies and procedures that govern the University City Parks, Recreation and Forestry Department.
9. All tree varieties, species, genomes, etc. will be at the discretion of the Forestry Supervisor based on the City's Acceptable Tree List. Trees and plants that appear on the Missouri Prohibited Invasive Species/Plants list will not be accepted for any location.
10. The University City Parks, Recreation and Forestry Department may decline proposed tributes which include special restrictions, conditions, or covenants, which pose unacceptable budgetary obligations on the University City Parks, Recreation and Forestry Department, or which, in the opinion of the University City Parks, Recreation and Forestry Department, may not be in the best interest of the park system and/or the citizens of University City. Any requests denied by the University City Parks, Recreation and Forestry Department may be appealed to the Parks Commission.

## **VI. GUIDING PRINCIPLES FOR MONUMENTS DONATION PROGRAM**

Individuals, organizations, subdivisions, neighborhoods may donate monuments. All donations shall contribute to the overall park experience and preserve the visual character of the park setting. A donor may request a specific park/property/location, but the Parks, Recreation and Forestry Department will decide the park and exact location within the park. This may be based on an existing design plan for the property, or if no plan exists, where placement is deemed a park or recreational necessity and consistent with overall design standards of the park.

The program is intended to help enhance parks and entryways and to provide a process for improving the aesthetics of parks by adding features like Monuments.

A Monument is defined as any freestanding structure or sign with significant architectural features that is a non-integral or non-required feature, and which communicates the name of a Historic Event, People, or Place. A Monument may include the officially adopted seal or slogan of the entity. Monuments may be placed in or near areas of park, or along a median of conventional streets.

Proposals for Monuments must be requested and submitted only by a local individual, nonprofit organization, subdivision/neighborhood entity, and they must provide a resolution passed by the Parks Commission and City Council in support of the proposed project during the application process.

A Monument must be a freestanding structure or sign that is not integral to a required park facility. Furthermore, a monument must be of a historic event, people, or place.

- History plays an important role in the naming of monuments. Historical context can inform a name by honoring the city, neighborhoods, subdivisions, its founders, Native American heritage, local landmarks, prominent geographical locations, and natural and geological features. In considering such proposals, the relationship of the event, person, or place must be demonstrated through research and documentation.
- The City has benefited, through its evolution, from the contributions made by many outstanding individuals. Honoring these individuals through naming can remind the public of our past, inspire great actions and motivate us to become better stewards. Individuals honored through naming should have contributed significantly to the betterment of the environment, humanity and/or the City of University City. When considering the naming the monument in honor of a person, consideration will be given when: a) The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, the City, State of Missouri, or the United States; b) the person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community; c) the person risked his or her life to save or protect others;
- The City of University City sometimes benefits from the significant generosity of residents, businesses, and foundations. On occasion, the significance of such donations may warrant the acknowledgement of such a gift by naming. A significant donation made to the City that adds considerable value to the City may be recognized through naming (Land for the majority of the site was deeded to the city, Contribution of a significant portion of the capital construction costs associated with development of the park, and/or creation of or contribution to an endowment for the continued maintenance and/or programming of the parks).

## **SUBMITTAL REQUIREMENTS**

Deputy Director of Parks Maintenance shall facilitate the review and submit the proposed Monument project for the Director of Parks, Recreation and Forestry for review.

1. The Applicant contacts the Deputy Director of Parks Maintenance and submits an

application, along with conceptual plans.

2. The Deputy Director of Parks Maintenance facilitates a review of the conceptual plans with input from division supervisors as needed.
3. The Deputy Director of Parks Maintenance reviews and approves or denies conceptual plans based on relevant guidelines and input from other divisions as needed and advises the Director of Parks, Recreation and Forestry on the findings.
4. If the conceptual plans are approved, the Deputy Director of Parks Maintenance submits the official request to the Director of Parks, Recreation and Forestry to be presented to the Parks Commission for their review and comment.
5. If the general concept is approved and the project includes Monuments with freestanding features, the Deputy Director of Parks Maintenance makes recommendations to the applicant for the scope of final plans.
6. Final plans are submitted, and a final review is performed by the Deputy Director of Parks Maintenance and the Director of Parks, Recreation and Forestry.
7. Tributes that exceed \$10,000 in initial costs or impact to the approved master plan for a park will be forwarded to the City Council for consideration and approval.
8. Once final approvals are obtained a license agreement will be issued by the Director of Parks, Recreation and Forestry, and will retain file copies of all relevant documents, including the signed license agreement.
9. The project is built.

Applicants should contact the Deputy Director of Parks Maintenance to start the application and review process set forth under these guidelines for Projects for Monuments.

### **Initial Requirements (Conceptual Plans)**

Initial plans should generally include the following information:

1. A site-specific proposal (drawing with vicinity map).
2. Dimensions and offsets (right-of-way lines, edge of pavement, center line, and clear recovery zone).
3. The location for placement of the proposed Monument (topography).
4. The proposed Monument.
5. A discussion of proposed materials, colors, and text.
6. Any proposed message to be communicated.

### **Final Requirements (Stamped Plans)**

Monument proposals must be submitted by the applicant of the area where the project will be incorporated within the park facility. For Monuments with freestanding features, the applicant shall provide the Department professionally prepared plans stamped by an engineer licensed to

practice in Missouri. The City may waive the requirement for stamped plans at their discretion, as well as dictate the overall scope of the plans when the freestanding feature is not of significant size or does not exceed three (3') feet in height, or where the size of the feature would not generally warrant reinforced concrete footings.

The following "Final Submittal Requirements" are presented here as general guidelines and may vary based on the scope and complexity of the proposed project at the discretion of Parks, Recreation and Forestry office.

Exhibits, plans, and details shall include, but are not limited to, the following:

1. A full description of the proposed Monument, including location, construction, and installation techniques; details necessary to convey construction methods; and proposed materials, including but not limited to paint and protective coatings.
2. Specifications for proposed materials, including material data sheets.
3. A scaled drawing or model, or both, if requested.
4. A construction schedule.
5. A cost estimate.
6. Traffic control plans and provisions, if required.
7. A maintenance plan and schedule.
8. Environmental documentation, if required by law.
9. The location for placement of the proposed Monument.
10. Elevations and details clearly illustrating and dimensioning the proposal. (The Monument must be aesthetically pleasing on all visible sides.)
11. A proposed access for maintenance purposes.
12. A proposed maintenance plan schedule.
13. A proposed color schemes.
14. Proposed lighting.
15. The proposed message to be communicated.

The applicant shall adhere to and maintain compliance with all Departmental Rules, Regulations, and any additional requirements the Department may apply to the project.

If at any time during the process, the Department recommends any changes or withholds concurrence on a project that has not yet received final approval, the proposal may be returned to the applicant for revision. Once the Department approves a Monument proposal, no changes shall be made to the Monument without prior written approval.

The approval of a Monument proposal shall be made with due consideration to safety (location, potential for motorist distraction, accessibility for maintenance, etc.), esthetics, community support, and maintainability, and it shall be in conformance with all laws and regulations. The Director of the Department shall retain authority to reject a project at his or her discretion if the

project is found to be not in the public interest.

### **Guidelines for Design and Placement**

Proposed Monuments shall:

1. Incorporate only a community name, person, logo, graphic, seal, or slogan that has been associated historically with the community. Slogans must have an endorsing resolution passed by the City Council. Dates of establishment are not considered slogans.
2. Include approved protective graffiti coatings, if required by the Department.
3. Be developed to require low or no maintenance to minimize exposure of workers and others to potential risks.
4. Be appropriate to its proposed setting and community context.
5. Be in proper size and scale with its surroundings.
6. Be composed of materials that are durable for the projected life span of the project.
7. Be located well beyond the clear recovery zone, placed so that there will be minimal likelihood of being struck by an errant vehicle, or placed in a protected location, and have the site-specific concurrence of the Parks, Recreation and Forestry office.
8. Be located where maintenance can be safely performed.
9. Conform to all relevant rules, regulations, and laws.
10. Be subject to the review and approval of the Department in consideration of design, size, and scale for appropriate integration in parks.

Proposed Monuments shall not:

1. Contain religious, political, special interest, private, or commercial messages of any sort, including but not limited to symbols, logos, business names, trade names, or jingles.
2. Contain any display of any sort such as advertising, decorative banners, or non-governmental flags. (Official City, County, State, or U.S. Flags are permitted in limited numbers.)
3. Display telephone numbers, street addresses, or internet addresses.
4. Interfere with airspace above the roadway.
5. Include reflective or glaring surface finishes.
6. Include illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted. All lighting features must be appropriately designed and approved by a licensed electrical engineer.
7. Display blinking or intermittent lights, changeable message signs, or any type of digital display.
8. Include any type of water features.
9. Include moving elements (kinetic art) or simulated movement.

10. Include images of flags such as advertising, decorative banners, or non- governmental flags. (Official City, County, State, or U.S. Flags are permitted in limited numbers.)
11. Interfere with either official traffic control devices or with the operational right-of- way above a roadway.
12. Be placed upon trees or be painted or drawn upon rocks or other existing natural features.
13. Make use of simulated colors or combinations of colors usually reserved for official traffic control devices described in the *FHWA Manual on Uniform Traffic Control Devices*.
14. Restrict sight distance.
15. Require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots and removal of shrubs should be avoided and will be allowed only with the approval of the Director.
16. Negatively impact existing park features, including existing signs or irrigation systems.
17. Protrude or span over travel lanes or roadbed.

## **MAINTENANCE AND REMOVAL**

A License Agreement for the care and upkeep of the said Monument must be established between the Applicant and the Department.

Monuments shall be kept clean, free of graffiti, and in good repair. The Applicant may be required to provide for regularly scheduled maintenance, as described in the maintenance agreement, for its projected lifespan, including graffiti removal and restoration work to maintain the integrity of the approved project. Graffiti removal shall conform to current Department policies and guidelines, which require prompt removal of offensive messages and timely removal of all other graffiti. Maintenance practices shall protect air and water quality as required by law.

The Department may perform maintenance activities in the area of the Monument such as litter pickup and other maintenance that is normally associated with the park. The Department will not provide maintenance of the Monument itself. Any other maintenance activities anticipated by the Applicant that are over and above what the Department would normally provide will be documented by the Maintenance Agreement.

### **Removal**

The Applicant shall remove Monument which, in the opinion of the Department, creates a safety or operational concern due to deterioration or inadequate maintenance. The Department will notify the Applicant when it has determined that the Monument needs special attention. In the event that the Applicant fails to maintain, repair, rehabilitate, or remove the Monument project in a timely manner, the Department may it remove after 60 days following the notification to the Applicant and may bill the Applicant for all costs of removal and restoration of the area.

The Department reserves the right to remove the Monument to perform construction, rehabilitation, or other necessary activities affecting the park facilities without any obligation, compensation to, or approval of the Applicant. The Department will strive to notify the Applicant of its intent to remove the Monument or other community identification to allow for its timely



removal and salvage by the Applicant (if possible).

The Department reserves the right to remove or alter any Monument that presents an immediate safety hazard to the public without delay or advanced notification to the Applicant.



## SATELLITE LOCATION COOPERATION AGREEMENT

This Satellite Location Cooperation Agreement (“Agreement”) dated as of October \_\_\_\_, 2022 (the “Effective Date”), is entered into by and between TKFC LC (“Club”) operating as St Louis CITY SC (“Team”) playing in Major League Soccer (“MLS”) operating Club’s *CITY Futures* community youth development programs (“Futures”), and **[Satellite Location Host Partner]** (“Host”), operating **[Satellite Location Facility/Field]** (“Satellite Site”).

It is the intent and interest of Club that its Futures personnel and Host work in the spirit of collaboration to deliver quality, positive, and safe programming for children at the Satellite Site.

Club and Host acknowledge and agree the following is intended to establish, outline, and make clear the respective roles and responsibilities of each party relative to Futures run at the Satellite Site. To the extent Host requires the parties to sign any Release, Waiver, Use, or other similar agreements (collectively, any “Liability-Related Documents”), Club and Host further acknowledge and agree to execute any such Liability-Related Documents, and that the terms of this Agreement and the parties’ actions in furtherance of carrying-out Futures at the Satellite Site pursuant hereto will be in accordance with and subject to the terms of such Liability-Related Documents.

### Terms

**Term:** This Agreement will commence as of the Effective Date, and continue in full force and effect until December 31, 2023; and will automatically renew for additional one-year terms each January 1 thereafter (the initial one-year period and each additional one-year period is the “Term”) unless terminated by either party, with such terminating party providing notice of termination no less than 60 days prior to the expiration of the Term .

**Responsibilities and Obligations of the Parties:** In furtherance of delivering Futures at the Satellite Site, each party acknowledges and agrees to do the following, respectively:

#### Club will:

- Provide coaches for Futures;
- Carry general liability coverage, naming Host and any owner/operator of the Satellite Site as an additional insured on its relevant Certificate of Insurance;
- Supply balls, cones, pinnies, small training goals, and other equipment reasonably necessary for Futures (“Equipment”);
- 
- Provide Host with promotional materials, created by Club, which Host will use to publicize Futures in and around its local community and on Host’s social platforms (“Futures Promotional Content”); and
- Provide a primary point of contact for Futures at the Satellite Location, including his/her email and mobile phone number.



At Club's sole and absolute discretion, Club **may** also purchase and provide full-size goals for the exclusive and specific use of Futures at the Satellite Site ("FSGs"). Club will have the option, should Club so elect, to donate FSGs to the Satellite Site at the conclusion of the Term.

**Host will:**

- Grant and ensure Club has exclusive use of a mutually agreed upon field at the Satellite Site ("Futures Field"), which Futures Field will be reserved for Club's exclusive use specific for the delivery and carrying-out of Futures during scheduled times each week throughout the Term ("Weekly Exclusive Use");
- Carry general liability coverage, naming Club as an additional insured on its relevant Certificate of Insurance;
- Provide secure storage for any and all Equipment to be utilized for Futures ("On-Site Storage");
- In the event there is not sufficient pre-existing, On-Site Storage, permit Club to place a storage container on-site exclusively for the storage of Equipment;
- To the extent the Futures Field has available lighting ("Lights"), ensure that such Lights are operable and turned on during the Weekly Exclusive Use;
- Promote Futures in and around Satellite Site's local community, utilizing Futures Promotional Content; and
- Provide a primary point of contact for Futures at the Satellite Location, including his/her email and mobile phone number.

**Miscellaneous**

**Confidential Information:** Host acknowledges that it may have access to and be entrusted with "Confidential Information" defined as any non-public information, in whatever form or medium, concerning Club, Team, Futures, and MLS, including, without limitation, business plans, advertising and marketing plans, strategic and long-range plans, and any information related to the foregoing; financial statements, budgets and projections; and all confidential or proprietary information belonging to Club or MLS; provided however that Confidential Information will not include information that is generally known or becomes known in the public forum (other than as a result of a breach by any person or entity of any obligation of confidentiality to which such person or entity is bound).

Except to the extent necessary for Host to carry out its duties under this Agreement, Host will:

- hold the Confidential Information in strictest confidence, take all reasonable precautions to prevent the inadvertent disclosure of the Confidential Information to any unauthorized person, and follow Club's policies protecting the Confidential Information;
- not use, divulge or otherwise disseminate or disclose any Confidential Information, or any portion thereof, to any unauthorized person, including the media;
- not make, permit or cause to be made, copies of the Confidential Information, except as necessary to carry out Host's duties as authorized by this Agreement; and
- promptly and fully advise Club of all facts known to Host concerning any actual or threatened unauthorized use or disclosure of which Host becomes aware.



**Independent Contractor Relationship:** The parties acknowledge and agree that the relationship between Club and Host created by this Agreement is that of two separate and independent contractors, and nothing in this Agreement will be construed as creating a relationship of partners, employer and employee, or principal and agent between them.

Host will neither act nor make any representation that Host is authorized to act as an employee, agent, or representative of Club. Host is not authorized to assume or create any obligation or responsibility, express or implied, on behalf of, or in the name of Club, or to bind Club in any manner.

**Release and Indemnification:** Host, on behalf of itself, its administrators, agents, employees, and assigns, hereby waives, releases, acquits, and forever discharges Club and MLS from any and all claims, rights, demands, causes of action, liabilities, damages, fees, charges, losses, settlements, debts, expenses, obligations, and remunerations of any and all kinds of any nature and character whatsoever, known or unknown, suffered by Host as a result of, or in any manner related to, directly or indirectly, Host's participation in and support of Futures.

Club and MLS shall not be responsible for any third-party claims arising out of or related to damage, injuries or death caused by the negligence or willful misconduct of Host. To that end, Host indemnifies and holds harmless Club and MLS from and against any loss, damage, claim or liability, including reasonable attorneys' fees (collectively, "Liabilities") arising out of the performance of this Agreement to the extent such Liabilities arise from the negligence or intentional, reckless misconduct of Host.

**Governing Law:** This Agreement is governed by and construed in accordance with the laws of the state of Missouri, without reference to its conflicts of laws principles. Any dispute, claim, or controversy arising out of or relating to this Agreement will be determined in the Courts of the City or County of St Louis, Missouri.

**Entire Agreement:** This Agreement contains the entire agreement between the parties, and supersedes any prior agreements, whether written or oral, with respect to the subject matter contained in, and contemplated by this Agreement.

By their signatures below, Club and Host agree to be bound by this Agreement as of the Effective Date.

**ON BEHALF OF CLUB**

**ON BEHALF OF HOST**

By: \_\_\_\_\_

By: \_\_\_\_\_