

Town of Leland



Parks and Recreation Operations Manual

Rev. 2/3/12

Operations Manual Introduction

Included in this Operations Manual are both policies that are specific to Parks and Recreation facilities and policies that are more appropriately applied Town-wide. This Leland Parks and Recreation Operations Manual contains a number of policies and forms that will allow us to clarify and streamline our operations and provide more effective services to our citizens now and in the future as the Town continues to grow. It is important to note that these policies can be amended in the future as needed. A policy specific to the future Leland Cultural Arts Center is not included at this time, but will be added once final designs and operations plans are approved.

Parks and Recreation Operations Manual

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Town-wide Policies and Forms



Sponsorship Policy

Introduction

The Town of Leland seeks to establish alternate revenue streams that will increase its ability to deliver services to the community and provide enhanced levels of service beyond the core levels funded from the Town’s general fund. One of the alternate funding sources being pursued is sponsorship.

Policy Statement

It is the policy of the Town of Leland to accept sponsorships for its events, services, parks and facilities from individuals, foundations, corporations, nonprofit organizations, service clubs and other entities. The purposes of such sponsorships are to increase the Town’s ability to deliver services to the community and provide enhanced levels of service beyond the core levels funded from the Town’s general fund.

In appreciation of their support, it is the policy of the Town of Leland to provide sponsors with suitable acknowledgement of their contributions. However, recognition shall adhere to the aesthetic values and purposes of the Town’s parks, facilities and services and shall not create a proprietary interest.

Definitions

For the purpose of this policy the following definitions apply:

Advertising – the activity of attracting the public’s attention to a particular product or service.

Donation – a monetary or nonmonetary gift for which no commercial advertising benefits are sought. A monetary donation includes cash, check, money order or other negotiable instrument. A nonmonetary donation includes real or personal property.

Interpretive Sign – a sign within a park that interprets natural, historic or cultural features.

Facility – any building or structure that is located on property owned or managed by the Town of Leland.

Logo – a symbol or name that is used to brand an organization.

Park – open space owned or managed by the Town of Leland for recreational or natural resource values.

Plaque – a flat plate containing information that is either engraved or in bold relief.

Sign – a structure that is used to identify a specific park, to convey directions to park users or to inform users of the relevant regulations and other pertinent information.

Sponsorship – financial or in-kind support from an individual or corporation for a specific service, program, facility, park or event in return for certain benefits, most often public recognition and advertising.

Sponsorship Agreement – the legal instrument that sets out the terms and conditions to which the parties have agreed.

Temporary Sign – a sign that is erected for a known period of time, usually not exceeding 12-18 months.

Guiding Principles

Sponsorship Proposals

The following principles form the basis of the Town of Leland’s consideration of sponsor proposals:

1. All sponsorships must directly relate to the intent of a facility or subject park and its master plan, or to a specific event or program.
2. Sponsorships cannot be made conditional on the Town of Leland’s performance.
3. The mission of a sponsorship organization shall not conflict with the mission of the Town of Leland.
4. Sponsorship benefits offered shall be commensurate with the relative value of the sponsorship.
5. Individual sponsors shall not limit the Town of Leland’s ability to seek other sponsors.
6. Recognition benefits to be offered shall not compromise the design standards and visual integrity of a park or facility.
7. All sponsorship proposals that exceed \$5,000 shall be reviewed by Town Council.
8. An evaluation of a potential sponsor shall include, but not be limited to:
 - Products/services offered
 - Company/organization’s record of involvement in environmental stewardship and social responsibility
 - Principles of the company/organization
 - Sponsor’s expectations
 - Sponsor’s timeliness and readiness to enter into an agreement

Recognition of Sponsors

The following principles form the basis of the Town of Leland’s recognition of sponsors:

1. The Town of Leland appreciates all sponsorships that enable it to further its mission.
2. Recognition of a sponsorship shall not suggest in any way the endorsement of the sponsor's goods or services by the Town of Leland, or any proprietary interest of the sponsor in the Town of Leland.
3. In recognition of a sponsor's contribution, preference will be given to providing a form of recognition that is not displayed within facilities or parks.
4. Any physical form of on-site recognition shall not interfere with visitor use or routine facility/park operations.
5. All sponsorship agreements shall be for a defined period of time having regard to the value of the sponsorship and the life of the asset being sponsored.
6. Where naming/renaming is to be offered as a benefit in recognition of a sponsorship, actions shall follow the procedures established in the Town of Leland Naming Policy.

Sponsorship Procedures and Guidelines

These procedures and guidelines have been established to ensure all sponsors are treated in an equitable and appropriate manner and that in recognizing a sponsor's support, the values and purpose of a particular facility, park, event or program are not diminished. The Town of Leland has the sole discretion to accept or decline any proposed donation subject to the provisions of this policy. The guidelines and procedures contained within this policy do not apply to gifts, donations and grants for which there is no benefit or recognition (see Town of Leland Donation and Memorial Policy).

Sponsorship Categories

Sponsorships are appropriate for the following broad types of activities:

- Events – financial or in-kind support for an event organized by the Town of Leland.
- Facility/Park Development – financial or in-kind support associated with the design and construction of a particular facility or park.
- Program Delivery – financial or in-kind support that facilitates the delivery of a particular town-wide or site-specific program.

Sponsorship Process

Sponsorship Opportunities List. Each year, the Town of Leland shall develop a sponsorship plan that includes a prioritized sponsorship opportunities list for the purpose of soliciting sponsorships for the forthcoming year. This list shall be approved by the Town Council and made available to potential sponsors.

Proposals Valued at \$5,000 or Less. The Town Manager or his/her designee shall have the authority to accept sponsorship proposals identified on the sponsorship opportunities list that are equal to or less than \$5,000 in value.

Proposals Greater Than \$5,000. The Town Manager or designee will review sponsorship proposals greater than \$5,000 in value that are identified on the sponsorship opportunities list

and recommend acceptance or rejection to the Leland Town Council. Town Council shall have the final authority to accept or reject such proposals.

Unsolicited Proposals. Throughout the year, the Town may receive unsolicited sponsorship proposals. When this occurs, these proposals shall first be reviewed by the Town Manager or designee, who shall be responsible for their evaluation. If the value of the proposal is valued at \$5,000 or less, the Town Manager or designee shall have the authority to accept the proposal. If the value of the proposal is greater than \$5,000, the Leland Town Council shall have the authority to accept or reject the proposal.

Sponsorship Agreement

All sponsorship offers shall be the subject of a sponsorship agreement.

Terminating Sponsorships

The Town of Leland reserves the right to terminate any sponsorship should conditions arise during the life of that sponsorship that result in the sponsorship conflicting with this policy or the sponsorship is no longer in the best interest of the Town of Leland. Decisions to terminate a sponsorship shall be made by the Town Manager.

Types of Recognition

Sponsors shall be provided with a level of recognition that is commensurate with their contribution. In acknowledging a sponsor, preference will be given to an off-site form of recognition that may include one or more of the following:

- A thank you letter.
- Publicity through the Town of Leland's Web site, newsletters, and/or media releases, and through the sponsor's corporate newsletter, annual report, and/or Web site.
- Events such as a press conference, photo opportunity, ground breaking or ribbon cutting ceremony.
- Mayoral and/or Commissioner acknowledgement at civic functions.
- Commemorative items such as a framed picture or plaque.
- Register of sponsors that is accessible to the public either online or at Leland administrative offices.

Where on-site recognition is to be provided, types of recognition may include:

- Temporary signs, which may include the use of logos, acknowledging a sponsor during the construction or restoration of a particular facility, park or an event.
- Interpretive sign, which may include the use of logos.
- Permanent plaque or sign (permanency is limited to the life of the asset).
- Naming of a particular facility within a facility or park where the sponsorship covers the majority of the cost of the particular facility or structure (See Town of Leland Naming Policy).

Determining Types of Recognition

Decisions as to the type of recognition to be provided to a sponsor of \$5,000 or less shall be made by the Leland Town Manager or designee. For sponsorships over \$5,000, decisions shall be made by the Leland Town Council, unless it involves naming of a facility, in which case the Town of Leland Naming Policy procedures shall apply. In determining the type and extent of recognition benefits, current market research data will be used to determine the value for each tangible and intangible benefit offered to the sponsor.

Determining Design Standards for Various Types of Recognition

Design and Location of Signs and Plaques. Recognition of a sponsor shall be permitted on either a temporary sign or a sign that is of a directional, informative or interpretive nature. In such circumstances the sponsor's name and/or logo shall be designed so that it does not dominate the sign in terms of scale or color. The Town Manager or designee shall determine approval of a sponsor's name and/or logo on signs. The Town Manager or designee shall also approve the design and content of plaques, and the siting of temporary signs and plaques.

Design and Information Requirements for Web Site. The Town Manager or designee, in consultation with the Web Manager, shall determine the design and information to be posted on the Town's Web site as it relates to sponsor recognition.

Ethical Considerations Associated with Sponsorships

Sponsorships are an important way in which the Town of Leland can obtain additional resources to support the pursuit of its mission. However, sponsorships may come with unintended consequences and, as such, all sponsorship offers need to receive careful consideration.

On occasion the Town of Leland may need to reject a sponsorship offer. Circumstances under which this may occur include:

- The potential sponsor seeks to secure a contract, permit or lease.
- The potential sponsor seeks to impose conditions that are inconsistent with the Town of Leland's mission, values, policies or planning documents.
- Acceptance of a potential sponsor would create a conflict of interest or policy or be incompatible with the Town of Leland's mission or values.
- The potential sponsor is in litigation with the Town of Leland.



Donation and Memorial Policy

Introduction

The Town of Leland seeks to establish alternate revenue streams that will increase its ability to deliver services to the community and provide enhanced levels of service beyond the core levels funded from the Town’s general fund. Among the alternate funding sources being pursued are donations and memorials.

Policy Statement

It is the policy of the Town of Leland to accept donations for its events, services, programs, parks and facilities from individuals, foundations, corporations, nonprofit organizations, service clubs and other entities. The purposes of such donations are to increase the Town’s ability to deliver services to the community and provide enhanced levels of service beyond the core levels funded from the Town’s general fund.

The Town of Leland encourages and welcomes donations by private citizens and corporations of certain lands and conservation easements upon undeveloped lands in order to protect natural, scenic, open or wooded areas within the Town.

The Town of Leland also accepts memorial contributions that preserve the memory of a deceased person(s) or an event that occurred in the past.

Definitions

For the purpose of this policy the following definitions apply:

Donation – a monetary or nonmonetary gift for which no commercial advertising benefits are sought. A monetary donation includes cash, check, money order or other negotiable instrument. A nonmonetary donation includes real or personal property.

Memorial – an item or object established to preserve the memory of a deceased person(s) or an event that occurred in the past.

Monument – a type of memorial constructed from stone or a similar form that is hewn into a definite shape for a definite purpose, most often to commemorate a deceased person or an event that occurred in the past.

Sponsorship – financial or in-kind support from an individual or corporation for a specific service, program, facility, park or event in return for certain benefits, most often public recognition and commercial advertising.

Unsolicited Memorial – a memorial not listed in the Leland Gift Catalog.

Donation Procedures and Guidelines

The Town of Leland has the discretion to accept or decline any proposed donation subject to the provisions of this policy. The procedures and guidelines contained within this policy do not apply to sponsorships (see Town of Leland Sponsorship Policy).

General Donation Acceptance Guidelines

All goods, services, or other contributions offered by individuals, companies, foundations, non-profit organizations, or other entities will be considered for acceptance or rejection. The acceptance of donations to the Town will be based on the following guidelines.

1. Purpose of the donation.
2. Community or municipal need for the donation.
3. Compatibility of the donation with the Leland Code of Ordinances, policies, programs and other applicable laws.
4. Timeliness of the donation as it relates to implementation.
5. Level of benefit and financial impact to the Town.

All donations shall be reviewed by the Town Manager or designee in advance of acceptance to ensure consistency with established policy guidelines.

Acceptance of Monetary Donations

1. *Donations valued at \$5,000 or less.* The Town Manager or his designee is hereby authorized to accept monetary donations of \$5,000 or less on behalf of the Town, and shall deposit such monies with the finance department. In the event that a donation would be in conflict with the “Ethical Considerations Associated with Donations” outlined in this document or would place an undue burden on the Town, the Town Manager has the authority to reject any donation valued at \$5,000 or less.
2. *Donations Greater than \$5,000.* Donations of any amount greater than \$5,000 must be reviewed by the Town Council. Town Council will evaluate any policy implications associated with the donation before acceptance. In the event that a donation would be in conflict with the “Ethical Considerations Associated with Donations” outlined in this document or would place an undue burden on the Town, the Town Council has the authority to reject any donation valued greater than \$5,000.
3. *Conditioned Donations.* If a monetary donation is conditioned or donated for a special purpose, prior to acceptance, the Town Manager or designee or Town Council (depending on who is accepting the donation under subsections 1 and 2 of this section) should consider the long-term impacts of the donation, particularly where there could

be significant future or ongoing operations, maintenance or capital costs associated with the donation. A donation for a specific program or service does not obligate the Town to continue the program or service indefinitely.

4. *Council Notification.* The Town Manager shall notify Town Council of all accepted donations and their purpose.

Acceptance of Nonmonetary Donations

1. *Donations of Personal Property Valued at \$5,000 or less.* All donations of personal property with a current value of \$5,000 or less may be accepted by the Town Manager or designee, except as follows. In the event of a donation of personal property which could require future maintenance or repair (e.g., office equipment), the Town Manager or designee should first assess all related future costs prior to accepting the donation. In addition, if a conditioned donation could have long-term impacts, such as significant operations, maintenance or capital costs, the Town Manager shall consult with the Town Council prior to accepting the donation. In the event that a donation would be in conflict with the “Ethical Considerations Associated with Donations” outlined in this document or would place an undue burden on the Town, the Town Manager has the authority to reject any donation valued at \$5,000 or less.
2. *Donation of Personal Property Valued at More Than \$5,000.* All donations of personal property with a current value greater than \$5,000 must be reviewed by the Town Council. If the personal property could require future maintenance or repair, the Town Manager should first assess all related future costs and submit the assessment of expenses to the Town Council. In the event that a donation would be in conflict with the “Ethical Considerations Associated with Donations” outlined in this document or would place an undue burden on the Town, the Town Council has the authority to reject any donation valued greater than \$5,000.

Acceptance of Real Property Donations

The Town Manager shall have the authority to coordinate the formal process of accepting donations of real property, conservation easements or restrictions upon undeveloped lands. All gifts of real property must be accompanied by a signed letter which includes the donor’s intent to make the gift as well as restrictions and/or conditions accompanying the gift. Writings and documents relating to gifts of real property must include representations in regards to hazardous materials and whether the property has been ever used for purposes prohibited by environmental laws. Gifts of real property or any interest therein must also be documented by an appropriate recordable instrument, e.g. deed, lease, or trust.

Acceptance of gifts of real property is conditioned upon review by the Town Manager. The review shall determine the following:

1. Whether the property is or will be of any value to the Town, e.g. economic, historic, social or other;

2. What, if any, obligations will be assumed by the Town upon acceptance of the gift including the cost of accepting, maintaining and disposing of the property; and
3. Whether an environmental audit is necessary to determine whether the property contains any hazardous material or has been used in a manner prohibited by environmental laws.

Upon completion of the review, the Town Manager shall make a recommendation to the Town Council whether to accept or decline the gift. Acceptance requires a resolution of the Town Council adopted by a majority vote.

Ethical Considerations Associated with Donations

Donations are an important way in which the Town of Leland can obtain additional resources to support the pursuit of its mission. However, donations may come with unintended consequences and, as such, all donation offers need to receive careful consideration.

On occasion the Town of Leland may need to reject a donation offer. Circumstances under which this may occur include:

- The potential donor seeks to secure a contract, permit or lease.
- The potential donor seeks to impose conditions that are inconsistent with the Town's mission, values, policies or planning documents.
- Acceptance of a potential donation would create a conflict of interest or policy or be incompatible with the Town's mission or values.
- The potential donor is in litigation with the Town of Leland.

Memorial Procedures and Guidelines

Families and community organizations frequently wish to donate trees, benches, picnic tables and other types of memorials commemorating people or events. The Town of Leland has the discretion to accept or decline any proposed memorial subject to the provisions of this policy.

General Memorial Guidelines

1. Each year the Town of Leland will adopt a Gift Catalog so that patrons can select memorials that best fit the intent of their giving. Unsolicited memorials will only be accepted under exceptional circumstances and with Town Council approval.
2. No memorial may be placed on Town property without approval from the Town Manager or his designee. The Town Manager or his designee shall approve the design of all memorials and encourage the use of durable materials.
3. So that the Town's parks do not take on the appearance of cemeteries, monuments or large memorial plaques cannot be accepted.
4. Memorials should be distributed throughout town except where a strong association with a particular location exists.
5. Those wishing to memorialize people in parks or facilities are encouraged to donate funds toward interpretive displays and other infrastructure that supports the purpose of the park.

Maintenance of Memorials

1. The requesting party shall pay all costs for the construction, installation and basic maintenance of memorials. These costs shall be included in the price of the memorial as listed in the approved Leland Gift Catalog.
2. Memorials will be maintained by the Town of Leland for five (5) years. If at that time the memorial is in poor condition due to acts of nature, vandalism, etc. the requesting party will be contacted to replace the memorial. If the party that gave the memorial is unwilling to repair the memorial or if such party cannot be located by the Town, the Town is authorized to remove and destroy the memorial. If the memorial is in fine condition it will remain and be maintained by the Town of Leland until the end of its useful life.
3. The Town of Leland is responsible for basic maintenance only, such as oiling/staining benches, keeping them level and safe for use. The Town of Leland is not responsible for replacing memorials that are stolen, irreparably damaged, or vandalized. In these cases the donor can choose to replace or repair the memorial.

Unsolicited Memorials

Unsolicited memorials will only be accepted under exceptional circumstances. Such proposals shall first be reviewed by the Town Manager who will evaluate the policy implications associated with each proposal. Staff will then recommend acceptance or refusal to the Town Council, who will then vote to accept or reject the proposal.

The acceptance of unsolicited memorials will be based on the following guidelines:

1. Purpose of the memorial.
2. Community or municipal need for the memorial.
3. Compatibility of the memorial with the Leland Code of Ordinances, policies, programs, and other applicable laws.
4. Timeliness of the memorial as it relates to implementation.
5. Level of benefit and financial impact to the Town.



Facility Naming Policy

Introduction and Purpose

The purpose of this document is to provide a formal policy and process for the naming, renaming and dedication of public areas and facilities in the Town of Leland. A realistic and objective policy and process for the naming, renaming and dedication of public areas and facilities can enhance and enlighten the values, heritage and culture of Leland.

Objectives

The following objectives have been established for the naming, renaming and dedication of public areas and facilities:

1. To provide appropriate name identification for public areas and facilities in the Town of Leland.
2. To provide for citizen input into the process for the naming, renaming and dedication of public areas and facilities in the Town of Leland.
3. To ensure control for the naming, renaming and dedication of public areas and facilities in the Town of Leland by the Leland Town Council through the recommendations of the Leland Parks and Recreation Advisory Board.

Definitions

For the purpose of this policy the following definitions apply:

Dedication – a ceremonial distinction given to a public area or facility subordinate to the permanent assigned name.

Donation – a monetary or nonmonetary gift for which no commercial advertising benefits are sought. A monetary donation includes cash, check, money order or other negotiable instrument. A nonmonetary donation includes real or personal property.

Facility – any building or structure that is located on property owned or managed by the Town of Leland.

Naming – the permanent name assigned by Town Council to a public area or facility.

Guidelines

1. Public areas and facilities shall be named in a manner that will provide an easy and recognizable reference and individual identity of the area or facility for the citizens of the Town of Leland. Possible options include:
 - a. The geographic location of the area or facility
 - b. A geological, historical, botanical, horticultural or scientific feature inherent to the area or facility
 - c. An outstanding feature or characteristic of the area or facility
 - d. A subdivision, school, building or street adjoining the area or facility
 - e. A commonly recognized historical event, group or individual
 - f. An individual, donor or group who contributed significantly to the acquisition, development or operation of the area or facility
 - g. An individual or group who demonstrated outstanding achievements or provided an exceptional service to the Town of Leland
 - h. An individual of sound moral and social character and whose life was exemplary and worthy of recognition
2. A public area or facility may be named, renamed or dedicated for an individual only after that individual has been deceased for at least two (2) years. Persons currently holding a local elected office or serving on a town advisory board may not be considered for the naming, renaming and dedication of public areas and facilities.
3. The renaming of public areas and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributions. Public areas and facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of his/her name for a public area or facility would not be in the best interest of the community.
4. Public areas and facilities or portions thereof, may be dedicated in memory or honor of individuals, groups or organizations. Dedications are alternatively encouraged to be in the form of area and facility improvements or enhancements (see Town of Leland Donation and Memorial Policy). The Leland Town Council shall make the final decision regarding the granting of any dedication.
 - a. Dedication may be in recognition of an outstanding service, a donation or contribution to the area, facility or community.
 - b. Dedication may be in memory or honor of someone who has contributed to the area, facility or community.
5. Areas and facilities such as playgrounds, picnic shelters, trails, etc., within public lands can be named separately from the public area and facility they are in. However, such decisions shall be subject to all general guidelines and processes stated in this policy.

Authorization

The Leland Parks and Recreation Advisory Board shall be responsible for recommending to the Leland Town Council the naming, renaming and dedication of all public areas and facilities in the Town of Leland subject to the approval of the Leland Town Council. The Leland Parks and Recreation Advisory Board is to review all requests for public area and facility naming, renaming

and dedication, evaluate each request in accordance with the guidelines and objectives established in this policy, and provide insight, guidance and recommendations to the Leland Town Council for consideration.

Process

The following process must be followed in order to name, rename or dedicate a public area or facility in the Town of Leland:

1. An applicant must submit the “Naming and Dedication Application Form” to Parks and Recreation staff.
2. The application form must be submitted by no later than the first Wednesday of the month in order to be discussed by the Parks and Recreation Advisory Board at that month’s regularly scheduled meeting. If the request is not received before the deadline, the request will be reviewed by the Parks and Recreation Advisory Board at the next month’s regularly scheduled meeting.
3. If the application is determined by staff to be accurate and complete, the request will be presented to the Parks and Recreation Advisory Board for review and discussion.
4. The Parks and Recreation Advisory Board will make a recommendation for approval or denial and forward its decision to the Leland Town Council.
5. The request will then be placed on the Leland Town Council’s agenda for discussion and action within sixty (60) days following receipt of the Parks and Recreation Advisory Board recommendation.



**Facility Naming
Application**

Nominator's Name: _____ Date: _____

Business/Organization (If Applicable): _____

Address (Mailing): _____

Phone: _____

E-mail: _____

Are you a Leland resident? Yes No

Public Area or Facility to be Named, Renamed or Dedicated (Be specific):

Recommended Name:

If this nomination is in honor of a deceased person, has this person been deceased for two years or more? Yes No N/A

Why should your request be granted? (Please attach additional pages or supportive materials if needed to clarify the nomination)



Parks and Recreation

Policies and Forms



Facility Usage Policy and Rules

Overview

The Town of Leland has a 2,100-square-foot heated facility that is available for rent to Leland residents. The Recreation Building features a covered, walled, lighted 70' x 30' area with cement floor. Inside the building and available with a reservation are tables and chairs, trash cans and two handicapped-accessible public restrooms. There are no kitchen facilities available, but there are electrical outlets and exterior water faucets on premises. Adjacent to the building is Leland Municipal Park, a nearly eight-acre park with a playground, gazebo and walking track. Electrical outlets are available throughout the park. The site is located next to the main Town Hall parking lot, 102 Town Hall Drive.

The Town also has a 1,600 square-foot air conditioned Classroom Annex that is available for rent to the general public. The facility features two rooms. Room A is approximately 675 square feet and is suitable for classroom activities. Room B is approximately 620 square feet and is suitable for smaller groups. Tables, chairs, trash cans and handicapped-accessible restrooms are available. Maximum occupancy for the building is 50 people. The facility is located to the west of Town Hall on the municipal campus. Limited parking is available in a gravel lot adjacent to the building.

The Leland Cultural Arts Center is not subject to this policy. See Leland Cultural Arts Center Policy for more information on that facility.

Policies Governing Use

1. When not in use for Town-sponsored or co-sponsored activities, designated facilities may be reserved and rented by organizations and the general public in accordance with established policies, procedures and regulations.
2. Fees shall be reviewed annually and adjusted as necessary.
3. Priority for use shall be as follows:
 - a. Town-sponsored or co-sponsored activities
 - b. Civic meetings or organizations
 - c. Private functions

Reservations

1. In order to reserve a facility, a person must be 21 years of age or older. The Recreation Building may only be rented by Leland residents. The Classroom Annex may be rented

by the general public. The person who reserves the facility must be present during the use of the facility.

2. A security deposit is required to reserve a facility. Additional charges will be determined at time of reservation based on the adopted fee schedule. The security deposit will be returned, in full, to the renter/user unless the Town determines: (1) the facility has been damaged; (2) that special services (cleaning, equipment, maintenance, etc.) are required as a result of the activity; (3) the event is cancelled by the renter/user with less than five (5) working days (Monday through Friday, excluding holidays) notification to the Parks and Recreation Department; or (4) the renter/user fails to return keys to the Town. All expenses for damages to the facility greater than the value of the security deposit shall be billed to the renter/user.
3. There is a charge for all returned checks.
4. Applications and fees for reservations are accepted at Leland Town Hall between 8 a.m. and 5 p.m. Monday through Friday. The reservation is only confirmed after the signed, completed reservation form, security deposit and fees are received and the application is approved by the Parks and Recreation Director or his/her designee.
5. Keys may be picked up at Leland Town Hall Monday through Friday after 10 a.m. the day of or the day before the event, or on Friday if the event is to be held over the weekend.
6. Reservations are taken on a first-come-first-served basis. Reservations may not be made more than 90 days prior to the event without special permission from the Parks and Recreation Director.

Rules for Use

1. Smoking is not permitted in any building.
2. Illegal drugs, firearms and alcohol are not permitted.
3. Open-flame cooking is not permitted inside any building. Cookers must be a minimum of 20 feet from the building per fire code.
4. Commercial (for-profit) activities and solicitation are not permitted, unless approved by the Parks and Recreation Director.
5. Renter/user is responsible for abiding by and limiting admittance according to building occupancy established by the Town.
6. Renter/user is responsible for any and all arrangements, activity supervision, well-being and conduct of all persons involved with the event, program or activity. All functions must be conducted in an orderly fashion, considerate of neighbors and in conformity with all town ordinances. Failure to do so will result in forfeiture of deposit and future reservation privileges.
7. Tents and concession operations are only permitted with prior approval from the Parks and Recreation Director or his/her designee.
8. The Municipal Park and public restrooms will remain open to the public during normal operating hours during any event utilizing Town facilities. The Recreation Building may not be locked by the renter/user during normal operating hours.
9. The use of bolts, screws or nails to hang banners, posters, etc. on walls ceilings or floors is not permitted.

10. Any building must be left in the same condition or better than it was at the time of rental. Tables, chairs, etc. must be set up and taken down by the renter/user. Clean up responsibilities include, but are not limited to the following:
 - a. Wipe down tables and chairs
 - b. Sweep floors
 - c. Empty trash cans
 - d. Remove trash from facility and deposit in dumpster
 - e. Turn off lights and heat/air/fans
11. Parking is allowed only in designated lots. **No parking or driving on the grass** unless prior permission is received from the Parks and Recreation Director. Damage to sprinkler heads will result in forfeiture of deposit.
12. Any building must be locked prior to departure and keys must be placed in the designated drop box. Failure to return keys will result in forfeiture of deposit. Failure to return keys by 10 a.m. the next business day can result in a late key charge deducted from the deposit.
13. Events may be held between 8 a.m. and 11 p.m. All clean-up work must be completed prior to departure.
14. Renter/user will indemnify and hold the Town of Leland free and harmless from any and all liability on account of injury to any person(s) or damage to or loss of any property(ies) directly or indirectly resulting from any activity sponsored or conducted by the renter/user.



Facility Usage Application

Recreation Building Rental _____ Recreation Building/Park Set Up _____

Park Set Up Only _____ Classroom Annex _____

Date of Event: _____ Time of Event: (From) _____ (To) _____

Group/ Organization: _____

Type of Event: _____

Number of Attendees Anticipated: _____

Person Responsible: _____

Street Address: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

I wish to have the security deposit, minus any deductions, returned to me upon conclusion of the event: (Yes) _____ (No) _____

(If yes, deposit will be returned, via mail, on the Town's next check run. If no, deposit will be deposited into the Town's account and can be used for future rentals. The applicant must then request, in writing, the return of the deposit.)

I have read the Policies and Rules for Leland Recreation Facility Reservations and agree to all requirements therein. I hold the Town of Leland free and harmless from any and all liability on account of injury to any person(s) or damage to or loss of any property(ies) directly or indirectly resulting from any activity sponsored or conducted by my organization and myself.

Signature: _____ Date: _____

For Office Use Only

Key Received (Date): _____	Renter's Initials: _____	
Key Returned (Date): _____	Authorized Initials: _____	
Security Deposit Check # _____	Amount: _____	Date Received: _____
OK to Return Deposit to Renter Authorized Initials: _____		



Instructor's Handbook

About Us

Thank you for your interest in becoming an Independent Contract Instructor (Instructor) with the Leland Department of Parks, Recreation and Environmental Programs (Department). We are excited about the possibility of working together to reach our common goals and to serve the community. The Department is dedicated to building strong families and individuals through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes, and events are even more important than the activity itself.

How it Works

The Department utilizes Independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school-age children, teens, adults, families and seniors.

The process begins with the Instructor proposing a program or activity. There is a form enclosed in this handbook for you to utilize. The proposal is then submitted to the Department.

Department staff then reviews the proposal and assesses the content of the program/activity to determine its potential in meeting the Department's vision and goals. You may be contacted for a more detailed discussion at this point.

The proposal may then be submitted for review and approval by the Leland Parks and Recreation Board.

If approved by the Parks and Recreation Board, you will then work with Department staff to determine the specific design of a program/activity in regards to facility suitability, facility availability, fee structure, course time frames, participant maximums or minimums, age ranges, course descriptions, etc.

Once Department staff and the Instructor verbally enter into an agreement, a written contract will be produced that details the programs or services that you agree to provide.

The Contract

Before a contract is approved, the Instructor must have a business license on file with the Town of Leland and submit information for criminal background checks.

The Town of Leland's insurance does not cover Instructors. You will be required to provide proof of liability insurance to the Town before your contract is finalized.

The Town of Leland does not withhold state or federal income taxes, but does report the Instructor's income to the IRS via form 1099.

The contract duration will most likely coincide with the Town's fiscal year, July 1 – June 30.

To place your activities in the Activity Guide, time must be allotted to create, edit and print the guide. Therefore, agreements must be completed by the following deadlines:

Winter/Spring – October 1

Summer /Fall – March 1

Course Delivery Policies

Registration and Liability- Program registration will be accepted in the Parks and Recreation Department office during normal business hours until registration deadline. Instructors are not authorized to accept registration. Under no circumstance will any person be allowed to participate in any scheduled program or class without completing the proper Program Registration Form and Liability Waiver.

Promotion – All programs that meet publication deadlines will be listed in the Activity Guide. The Department will also regularly post information in local newspapers and on the Town Web site. The Department will create flyers for your course and display them at Parks and Recreation facilities. The Instructor may seek additional locations for their distribution. All advertising done by the Instructor must represent it as a Parks and Recreation program, contain the Leland Parks and Rec. logo and be approved by Department staff.

Program Rosters - A list of all program participants should be obtained prior to the start of each program. Attendance will be recorded by the instructor for all classes based on the roster provided by the Department.

Program Minimums and Maximums – The required level of participation will be decided by agreement between the Instructor and the Department. In the event that the minimum requirement for participation is not met per class, the scheduled program will be cancelled. Registration over the set number established for maximum capacity will be added to a waiting list for the next scheduled program with agreement of participant.

Cancellations - In the event that a class needs to be cancelled due to illness, weather or other unforeseen reasons, the Instructor must contact the Department immediately. All efforts will be made to reschedule the class. Department staff will contact the participants regarding all cancellations, reschedules, or refunds. Substitute instructors are not allowed.

Evaluations – Program Evaluation Forms should be obtained from the Parks and Recreation office, given to participants on the final day of the program, and returned to the Parks and Recreation office.

Contractor Instructor Payment - Instructors receive a percentage of the participant fees. The percentage is generally an agreed 75-25% split with 75% paid to the Instructor and 25% retained by the Town. The Instructor is responsible for the cost of materials or supplies. This should be taken into account when determining program fees. Larger participation levels will yield a larger income for the Instructor. Payment is generally made after the completion of each program.

Parks and Recreation Policies and Procedures

The Department also holds Instructors responsible for the following policies and procedures:

Representing the Town - Though not employees of the Town of Leland, Instructors do represent the Town. Instructors must conduct themselves in a professional manner that includes dressing and speaking professionally, and supporting policies and Town decisions.

Release of Minors - At the end of the activity time, the Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The Instructor must stay until all participants have left the facility.

Instructor's Relationship with Participants - The Instructor must not have contact with a single participant unobservable by staff, parents or other participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.

Safety of Participants - The Instructor's primary responsibility is to ensure the safety of participants involved with the activity. Visually inspect the facility in which you are working. If any aspect of the area appears unsafe, it is your responsibility to notify the Department and to take actions that will ensure participant safety.

First Aid Provision - It is the Instructor's responsibility to know where the first aid kit is located for all facilities where they provide services. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, do not move the injured participant, and then call 911. If a child is involved, notify the parent/guardian immediately. CPR certification is required to teach some courses.

Closing of Facilities - When leaving a facility, the Instructor must ensure that all doors are locked securely, alarms set, and all lights and a/c are turned off. If other authorized Instructors or Department staff are present, please notify them of your departure.

Discrimination and Harassment - The Town of Leland prohibits any type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment. Violation of this is grounds for immediate termination of the contract.



**Program Proposal
Form**

Instructor's Name: _____ Date: _____

Business/Organization: _____

Address (Mailing): _____

Phone: _____ E-mail: _____

Web site: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

Do you have reliable transportation? Yes No

To whom should checks be made payable: Instructor _____ Business _____

Activities Guide Editions: Winter/Spring _____ Summer/Fall _____

Course Title: _____

Detailed Program Description:

Program Objectives:

Learning Outcomes (What will the participant learn/gain from this program):

Please give us a description of your program that could appear in the Town's Activities Guide (Be Creative):

Program Length (1 day, 4 weeks, etc.): _____

Total Number of Sessions: _____

Sessions will be Held (weekly, monthly, etc.): _____

Preferred Day(s) of Week: _____

Preferred Time(s): _____

Proposed Fee Per Person (Be sure to include your cost of basic materials in calculating this):

Per Class: \$ _____ Per Length of Program: \$ _____

Are there any additional equipment requirements (ie: camera for a photography class)?

Maximum Number of Students: _____ Minimum Number of Students: _____

Type of Facility/Space Needed: _____

Please list three references, with contact information, who can speak specifically to your ability to conduct your program (not family members):

1. Name: _____ Telephone: _____ E-mail: _____

2. Name: _____ Telephone: _____ E-mail: _____

3. Name: _____ Telephone: _____ E-mail: _____

Please attach your resume if it pertains to your professional ability.



**Contract for
Services and
Payment**

Date: _____

THIS AGREEMENT is entered into on the date noted above and between the Town of Leland, referred to as Town, and _____, residing at _____, referred to as Independent Contractor.

The Independent Contractor will furnish professional services for the Town upon the terms and under the following conditions:

It is understood and agreed that the Independent Contractor possesses distinct professional skills in performing the services described below; that the Town contracts for said services because the Town does not perform these services as a part of its regular business; that Independent Contractor has full control over the means and methods of performing these services that are being performed as an Independent Contractor. Nothing in this contract shall in any way be construed to constitute the Independent Contractor, or any of its agents or employees, as an agent, employee, or representative of the Town.

The Independent Contractor agrees to perform and furnish services as follows:

1. Subject to the conditions set out below, Independent Contractor will perform the services of _____ as specified within this contract for all sessions beginning _____ and ending _____.
2. The Town shall pay the Independent Contractor _____ for the contracted services in Paragraph 1 above. Payment shall be made _____. The Independent Contractor agrees that the sum shall be full compensation for his/her services in performing the contract. Payment is for professional services and not an hourly wage.
3. This contract may be cancelled by the Town in the event that there is insufficient registration to satisfy the expense of operating the program; substandard services; or if sufficient funds have not been appropriated by the Town Council. Independent Contractor will be paid only for that part of the Contract that he/she fulfills. If the class, program, or event does not take place because of Independent Contractor's illness, or because of a holiday, it is to be made up at time selected by the Independent Contractor and approved by the Town. The Independent Contractor shall not sublet, assign, delegate or transfer these services to be provided herein without the prior written consent of the Town.
4. The Independent Contractor shall provide his/her own personal tools and supplies at his/her own cost and expense.

5. The Independent Contractor agrees to abide by all rules and regulations of the Leland Parks and Recreation Department, all Town ordinances, and all state and federal laws governing his/her undertaking.
6. The Town of Leland's insurance does not cover Independent Contractors. You will be required to provide proof of liability insurance to the Town prior to execution of this contract.
7. The Town of Leland does not withhold state or federal income taxes, but does report the Independent Contractor's income to the IRS via form 1099.
8. By execution of this agreement, you agree to release the Town of Leland, its officers, employees and agents from all liability of any kind whatsoever arising out of or in any way resulting from accidents, injuries, or other events or occurrences causing injury to you of any kind whatsoever and arising out of your performance of the terms of this agreement or otherwise.
9. You agree to protect, defend, indemnify and hold the Town of Leland and its officers, employees and agents free and harmless from and against all claims, losses, penalties, damages, settlements, costs, charges, other expenses or liabilities of every kind and character, to include legal fees incurred by the Town in investigating, responding to or defending such matters arising out of or relating to this agreement and your performance pursuant to this agreement. You further agree to investigate, handle, respond to, provide defense for and defend any such claims, etc., at your sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent. Any insurance provided by you as required by paragraph 6 above will include contractor's liability coverage insuring the performance of your obligations assumed under this paragraph.

IN WITNESS WHEREOF, the parties have executed the Agreement, the day and year first above written.

APPROVED:

 Director of Parks and Recreation

 Independent Contractor

 SS# or Tax ID #

 Printed Name



Program Registration Form

Participant's Name: _____ Birthday: _____ Grade: _____

Primary Adult Contact (If Participant Under 18): _____

Leland Resident? Yes No

Address (Mailing): _____

Primary Phone: _____ E-mail: _____

Program/Activity: _____ Start Date _____

Program/Activity Fee: _____

Method of Payment: Cash Check Credit Card N/A

LIABILITY/PHOTO WAIVER

In consideration of the acceptance of my application for entry into the above program/activity/event (event), I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which hereafter accrue to me, against the Town of Leland as a result of my participation in the event. This release is intended to discharge the Town of Leland, its agents and employees, and any other involved municipalities or public entities from and against any and all liability arising out of or connected in any way with my participation in the event, even though that liability may arise out of the negligence or carelessness on the part of persons or entities mentioned above. I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or entities mentioned above to assume those risks and to release and to hold harmless all of the persons or entities mentioned who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. The Department of Parks, Recreation and Environmental Programs reserves the right to photograph facilities, activities and program participants for potential future use. All photos remain the property of the Town of Leland and may be used for art projects, good behavior recognition, and occasional publicity and promotional purposes. My signature releases the Town of Leland from any and all liability and/or obligation to me and/or my child(ren) for the use of such documentation.

Participant Signature (If under 18, parent or guardian) REQUIRED

Date

REFUND POLICY

Please make your selections carefully. Failure to attend a program is not grounds for a refund. If you are not satisfied with a program you have attended, please contact the program supervisor or our office. Refunds will be granted ONLY if requested in writing. A written request must be received in our office 24 hours prior to the second class meeting. A full refund will be given if the class or activity is cancelled by the Town.

Initial Here to Verify You Have Read this Policy: _____



Program Evaluation Form

Program/Activity Name: _____ Dates of Program: _____

Instructor's Name: _____

Facility/Location: _____

Leland Resident? Yes No If no, where do you live? _____

1. Have you participated in any of our programs before: Yes No

2. How did you learn about the program? *Check All That Apply*

- Newspaper Poster Web site E-mail
 Activity Guide Word of Mouth Other: _____

3. What most influenced your decision to participate in the program? *Check All That Apply*

- Convenient Time Instructor Good Reputation Good Value
 Not Offered Elsewhere Good Facility Other: _____

4. Based on your experience, would you re-register for this program? Yes No

5. What did you like best about the program? _____

6. What changes would you like to see made? Please be specific. _____

7. What other programs would you like to see offered? _____

8. Do you have any skills or talents that you could offer to the department? _____

9. If you would like for us to follow up with you, please provide your e-mail address or phone number:



Common Interest Group Policy

Common Interest Groups

The Town of Leland believes it is very important that citizens have the opportunity to gather socially to share common interests and develop skills in supportive, nurturing environments. Therefore, the Town has established a number of “Common Interest Groups” that meet regularly to socialize, exchange information and develop skills in a variety of disciplines.

These groups are organized by the Town and are open to all Leland citizens and their guests regardless of age, race, gender, socioeconomic status, etc.

Common Interest Groups are most often led by volunteer coordinators or instructors.

There are no fees to participate, however sometimes costs may arise for materials, speakers, refreshments and more. These costs are to be determined and agreed upon by members of the group. These costs are optional and are not to be construed as program fees. Sometimes a Common Interest Group may meet at a Town facility that requires a membership fee. Participants are NOT exempt from the facility membership fee.

All participants will be required to fill out a participant form and liability waiver before participating.

Common Interest Group Proposals

If someone wishes to establish a Common Interest Group, they must submit a written proposal to the Leland Department of Parks, Recreation and Environmental Programs. Department staff will then review the proposal and assess the content of the group to determine its potential in meeting the Department’s vision and goals.

The proposal may then be submitted for review and approval by the Parks and Recreation Board. If approved by the Parks and Recreation Board, the applicant will work with Department staff to determine the specific design of the group in regards to facility suitability, facility availability, etc.



**Common Interest
Group Proposal
Form**

Group Leader's Name: _____ Date: _____

Address (Mailing): _____

Phone: _____ E-mail: _____

Web site: _____

Have you ever been convicted of a crime other than a minor traffic violation? _____

Do you have reliable transportation? _____

Activities Guide Editions: Winter/Spring _____ Summer/Fall _____

Group Name: _____

Detailed Group Description:

Group Objectives:

Learning Outcomes (What will the participant learn/gain from this group):

Please give us a description of your group that could appear in the Town's Activities Guide (Be Creative):

Meetings will be Held (weekly, monthly, etc.): _____

Preferred Day(s) of Week: _____

Preferred Time(s): _____

Are there any additional equipment requirements (ie: camera for a photography group)?

Maximum Number of Participants: _____ Minimum Number of Participants: _____

Type of Facility/Space Needed: _____