



Kent County Parks and Recreation
10041 Worton Road, PO Box 67, Worton, MD 21678
410-778-1948 * info@KentParksAndRec.org

Purpose: Kent County Community Center General Policies
 Revised: January 26, 2010
 Approved by the Kent County Commissioners: January 26, 2010

I. BUILDING INFORMATION

A. The building will be open for public use as follows:

*Monday – Friday	8:30 am – 9:30 pm
Saturday	8:30 am – 6:00 pm
Sunday	Closed

**The facility will be utilized as a high school age drop-in recreation center from 2:40 pm – 5:00 pm during the school year (late August – mid June). All other youth must be accompanied by a parent or guardian during this time frame.*

B. Individual rooms within the building will be available (pending availability of facility and staff) for exclusive rentals as follows:

Sunday – Saturday	7:00 am – 11:30 pm
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C. The administration office hours are as follows:

Monday – Friday	8:30 am – 4:30 pm
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When summer camp is in session administration office hours will be extended to:

Monday – Friday	8:00 am – 5:00 pm
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D. Closures

1. The building will be closed for public use and exclusive rentals on the following days:

- *Memorial Day.....Last Monday of May
- *Independence Day.....July 4th
- *Labor Day.....1st Monday of September
- Thanksgiving.....4th Thursday of November
- Day after Thanksgiving.....4th Friday of November
- Christmas Eve.....December 24th
- Christmas Day.....December 25th
- New Year’s Eve.....December 31st
- New Year’s Day.....January 1st

*The Community Center Pool will be open on these holidays.

2. The administration offices will be closed on the following thirteen (13) Kent County Government Holidays:

Martin Luther King Day.....	3 rd Monday of January
President’s Day	3 rd Monday of February
Good Friday	Varies
Memorial Day.....	Last Monday of May
Independence Day.....	July 4 th
Labor Day	1 st Monday of September
Columbus Day	2 nd Monday of October
Veterans’ Day	November 11 th or nearest workday
Thanksgiving	4 th Thursday of November
Day after Thanksgiving	4 th Friday of November
Christmas Eve	December 24 th
Christmas Day.....	December 25 th
New Year’s Day	January 1 st

3. Inclement Weather and Emergency Closure Policy

- a. If Kent County Public Schools (KCPS) are closed, close early, or cancel evening programs, all KCPR programs at the Community Center and at public school sites are cancelled.
- b. If KCPS are one hour or 90 minutes late, morning programs will be open.
- c. If KCPS are two hours late, morning programs will be closed.
- d. During the summer season or on weekends, when KCPS is not in session, Parks and Recreation will make a decision of whether to be open or closed in the case of inclement weather no later than 8:00 am for morning programs and 3:00 pm for evening programs. Decisions for programs with a start time before 8:00 am will be posted by 10 pm the night before.
- e. These general policies do not necessarily apply to private programs (please refer to the program description). Please be sure to call the Weather Cancellation Hotline (410-810-3755) or visit the Parks and Recreation home page bulletin board at www.kentparksandrec.org for announcements when the weather is questionable and for announcements related to programs which are privately offered at a Parks and Recreation facility.
- f. In the event of an emergency, failure of the power, heating, or cooling system, or any unsafe situation the Department may close the facility with little or no notice.

II. DEFINITION OF TERMS

A. “Department” refers to the Department of Parks and Recreation, currently designated by the Commissioners of Kent County as the building manager. The Department’s office headquarters are located in the Kent County Community Center.

B. "Department Activities" are programs and services under the direct management and production of Kent County Parks and Recreation.

C. "Non-Department Activities" include programs, services, or events produced and sponsored by any educational, civic, non-profit, or private organization or contractor.

D. "Non-Athletic Use" refers to the use of the Gymnasium facility for events in which athletics and exercise are *not* the function of the activity.

E. "Contractor" is a private citizen or organization that initiates a facility-use agreement with the Department.

F. "Facility Supervisor" is a Department trained employee or volunteer who is physically on-site for the duration of an activity.

G. "Private Rental" is any organized event that has been reserved and paid for in advance for the exclusive use of the Community Center or any of rooms within. All Private Rentals, Youth Dances and Parties, and Youth Events must adhere to all facility use and rental regulations. *(Please see the Kent County Community Center Building Rental Policies.)*

H. "Youth Dances and Parties" are a type of Private Rental, but primarily for the entertainment of youth, and therefore have stricter guidelines. *(Please see Section II of the Kent County Community Center Building Rental Policies.)*

I. "Community Recognition Group" is a non-profit organization serving Kent County, Departments or Divisions of Maryland State Government (with permanent Kent County Offices), Kent County Board of Education, or a bona fide youth group. *(Please see Section IX of the Kent County Community Center Building Pool Use Policies.)*

III. GENERAL BUILDING REGULATIONS

A. Please be advised that the building and grounds are under constant video surveillance.

B. All facility users must follow the regulations within and uphold the six (6) pillars of Character Counts: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Failure to follow regulations may result in suspension of privileges. Facility Supervisors have the authorization to issue verbal and written warnings to ensure the safety of the facility, grounds, and its users (Please see the following outline of warnings).

a. For disruptive or negligent behavior the violator will first be verbally requested to discontinue behavior and be warned of the consequences. If the violator continues to engage in disruptive or negligent behavior a written warning will be provided outlining the impermissible actions and possible removal from the facility. The third instance will result in removal from the facility and grounds.

b. Violent or perverse displays or behavior will result in the immediate removal of the individual from the facility and grounds for the safety of the facility, grounds, and its users.

c. All occurrences of written warnings and removal from the facility will be thoroughly documented and when necessary, the Kent County Sheriff's Department will be contacted for assistance.

C. Facility use priority will be given to the Department and Kent County Government activities.

D. Exclusive use rental requests may be made Monday through Friday, between 8:30 am and 4:30 pm, excluding holidays, by calling 410-778-1948, emailing info@kentparksandrec.org, or in person. *(Please see the Kent County Community Center Building Rental Policies.)*

E. No alcohol, tobacco, controlled, or illegal substances are permitted inside the facility, pool area, or on the Community Center grounds.

F. Facility Access Card

1. A card is required for all facility users (excluding private rentals and youth events), at a nominal cost, to assist the Department with tracking facility usage.

2. All facility users ages 10 and up must have their own Facility Access Card, children under 10 years of age must be on their parent/guardian's Facility Access Card.

3. With the Facility Access Card users will receive the following benefits:

- a. the unlimited use of a state-of-the art facility during public hours
- b. the use of the internet in the computer room and wirelessly throughout the building
- c. the use of computers and printer (pay-per-print) in the Computer Room
- d. the ability to utilize the Kid's room while attending a meeting, program, etc. in the facility
- e. daily admission discount for the Community Center Pool
- f. rental rate discounts *(Please see the Kent County Community Center Building Rental Policies.)*

4. Access Card Fees

Annual Fee

In-County Rates		Out of County Rates	
Ages 10-21	\$5	Ages 10-21	\$10
Adults	\$10	Adults	\$20
Seniors 55+	\$5	Seniors 55+	\$10

Replacement Card Fee

In-County Rates		Out of County Rates	
Ages 10-21	\$10	Ages 10-21	\$20
Adults	\$20	Adults	\$40
Seniors 55+	\$10	Seniors 55+	\$20

5. Additional charges will apply for:

- a. programs (Department or Contractor provided)
- b. replacement Facility Access Cards (Please see list above)
- c. rentals
- d. kid's room care
- e. pool use
- f. special events
- g. other charges may apply at the Department's discretion

G. Food and flavored drink consumption is restricted to the Lobby, Meeting room, Kids room, Kitchen and the Gymnasium. No glass or breakable containers permitted.

H. Any documents printed in the Computer Room or requested to be copied will cost the requestor twenty-five (25¢) cents per page, black and white copies only.

I. The Department is not responsible for any lost or stolen property. The Department will store found property for a minimum of thirty (30) days and, unless claimed by the owner or an authorized representative, the Department will deem the property abandoned and will dispose of or donate, if in good condition, to a local organization.

J. Animals, with the exception of service dogs, are not permitted inside the building or pool area.

K. Strollers, baby carriers, and children are not permitted to be inside the Multipurpose Room or Gymnasium while a parent/guardian is participating in a program within. Strollers and baby carriers must be left in the area designated by the Department.

L. Kid's Room Guidelines

- 1. The Kid's Room will be available for babysitting services, to Access Card Holders only, for children ages **18 months to 9 years old** for anyone using the facility as follows:

*Monday – Thursday
Friday & Saturday

9 am – 12 pm and 5 pm – 8 pm
Closed for babysitting services

**The Kid's Room will be closed during the summer months when Kiddie Camp is in session.*

2. The fee is \$2.00 per hour with a maximum of two (2) hour per visit/day.
3. The maximum capacity is met at 15 children on a first come, first serve basis.
4. Parents/guardians must remain in the facility during the child's visit to the Kid's Room. Parent/guardian's location in the building and a cell phone number must be provided to the Kid's Room Staff.
5. Kid's Room staff will be trained in CPR/First Aid and a criminal history search will be conducted at time of hire.
6. Kid's Room staff will not be able to feed, diaper, or supply medicine to the children.
7. Sick children will not be accepted. The Department will deem a child as sick if they display the following symptoms (this list is not inclusive of all symptoms):
 - a. fever (100° or higher)
 - b. diarrhea
 - c. vomiting
 - d. sore throat and difficulty swallowing
 - e. eye discharge that is thick and white or yellow
 - f. unusual spots or rashes
 - g. yellow skin or eyes
 - h. severe coughing
8. All belongings must be labeled.
9. A current medical information form must be on file with the Department and reviewed upon each visit.

M. Restrooms and Lockers

1. Children 7 years of age and older must use the restrooms of their gender if they do not have any disabilities.
2. Personal property may not be stored at the front desk. It is encouraged to leave valuables at home or to secure belongings in center lockers.
3. Personal locks are required for lockers and must be removed daily. Any locks not removed at the close of each day will be forcibly removed.
4. The Department is not responsible for items lost or stolen from lockers or for any materials left in lockers overnight.

5. Food and glass/breakable objects are not permitted to be stored in the lockers.
6. Shoes and shirts must be worn at all times outside of the locker room areas.
7. Cell phone use is prohibited in the restrooms and locker room areas.

N. Fire Regulations:

1. The use of open flames is prohibited.
2. Electrical extensions must be heavy gauge (#16).
3. Exits, corridors, and hallways must be free of obstructions at all times. Participants for Department or Non-Department activities must not stand in aisles of marked exits.
4. The maximum capacity numbers posted in each room must be observed at all times; failure to do so will result in immediate termination of the activity.

O. Energy Conservation:

1. The conservation and management of utility resources is the responsibility of the Department staff and all contractors.
2. Air conditioning and heating systems are set by the Department and only the Facility Supervisors and Department personnel may adjust the room temperatures.
3. Refrain from turning on lights in activity or Gymnasium areas unless definitely needed. Utilize natural lighting (whenever possible).

P. Disagreements, disputes, and arguments during an athletic event not settled in a timely manner (30 seconds) will result in participants being asked to leave. Disputes must be settled politely without violence or intimidation.

Q. Kent County Parks and Recreation, Kent County Government and its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by persons or property as a result of the user's negligence or that of any member in their group.