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**ADMINISTRATIVE**

**BENEFIT LISTING**

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**HEALTH:** ND PERS – Sanford Health – Mandan Park District covers as follows:

1-3 year                    100% of single premium, 80% of family premium

3+ years                    100% of family premium

**SUPPLEMENTAL INSURANCE:** Upon six months of employment, supplemental insurance through AFLAC including dental, vision, cancer, accident indemnity and disability.

**LIFE INSURANCE:** A \$25,000 life insurance policy paid by the District while employed with the Park District.

**VACATION:** Hours accrue and can be carried over each year as follows:

1-3 years	8 hours per month	12 days per year
4-7 years	10 hours per month	15 days per year
8-12 years	12 hours per month	18 days per year
13-18 years	14 hours per month	21 days per year
19-24 years	16 hours per month	24 days per year
25 years and over	18 hours per month	27 days per year

**SICK LEAVE:** Eight hours (8) per month with unlimited accrual. If an employee retires, terminates or is deceased at age 62-64, payout is one-third of the employee's accumulated sick leave up to 480 hours. If an employee retires, terminates or is deceased at age 65, entitles employee to payout of all accumulated sick leave up to 480 hours.

**SICK FAMILY:** Forty (40) hours per year may be used for illness of a family member as designated by the personnel policy. This privilege is deducted from an employee's sick leave account balance.

**BONUS DAYS:** Sixteen hours (16) annually to be used the Friday after Thanksgiving

and Christmas Eve (day off will vary depending on what day Christmas Eve falls on, set out in the Handbook).

**HOLIDAYS:** Ten (10) paid holidays throughout the year as declared by the Board.

**FUNERAL LEAVE:** Six days (48 hours) per year but not accumulative.

**FAMILY MEDICAL LEAVE ACT:** The park district follows the requirements of the Family Medical Act of 1993 per the Policy Manual and Employee Handbook.

**COMP TIME/PTO:** The Park District allows comp time to accrue pursuant to the guidelines set out in the Policy Manual and Employee Handbook.

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**PENSION:** An eligible employee may enroll immediately upon hire. The minimum amount of contribution is 2% of the employee's gross bi-weekly salary. Mandan Park District's contribution is 8% of the employee's gross bi-weekly salary.

**FLEX MEDICAL SPENDING:** Upon six months of employment, withholdings can begin after a designated amount is declared.

**EMPLOYEE ASSISTANCE PROGRAM:** Eight (8) completely confidential sessions per year for employee, spouse and dependents.

**EDUCATION ASSISTANCE PROGRAM:** Upon 1 year of employment, employee qualifies for the Education Assistance Program.

**PROGRAM/FACILITY USE:** All Full-time employees, their spouses and dependents shall receive free use of the Park District Facilities and programs run by the Park District during the term of the full-time employment with the Park District. Programs and facilities operated by user groups or contracted concessions are not subject to free admission.

### **Conflict of Interest**

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As an employee, you are expected to act at all times in the Park's best interest and to exercise sound judgement not clouded by personal interests. You should avoid the appearance as well as the reality of a conflict of interest, both in performing your duties and in your outside activities. A conflict of interest exists if your situation would lead a reasonable person to question whether your motivations are aligned with the Park's best interests.

### **Invoice and P-Card Handling and Approval Policy**

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The purpose of this policy is to establish a uniform procedure for the handling and approval of all bills/invoices and purchase card receipts that flow thru the Mandan Park District on a monthly basis. The guidelines established in this policy are based on recommendations from the annual audit and regulations and best practice internal control procedures.

#### **Bill/Invoices (Charge on account):**

- Purchases done by employees that are not managers:

All invoices of purchases done by employees must be coded to the appropriate accounting code and initialed by their supervising manager. If the invoice is over \$2,500, the invoice must also be initialed by the Director.

- Purchases done by managers:

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All invoices must be initialed by the purchasing manager and coded to the appropriate accounting code. If the invoice is over \$2,500, the invoice must also be initialed by the Director.

Once all bills/invoices are initialed and coded, items must be turned into the accounting department on a weekly basis.

### **Purchase Card (P-Card):**

- Purchases done by employees that are not managers:

All receipt/invoices of purchases done by employees must be coded to the appropriate accounting code and initialed by their supervising manager. Receipt/invoice must also be initialed by purchasing employee if that employee coded the receipt/invoice. All receipts/invoices over \$2,500 must also be initialed by the Director.

- Purchased done by managers:

All receipts/invoices must be initialed by the purchasing manager and coded to the appropriate accounting code.

Once all bills/invoices are initialed and coded, items must be turned into the accounting department on a weekly basis.

### **Purchasing limits**

- Each department manager must get prior approval by the Director before purchasing, if the dollar limit exceeds the following amounts:
  - Recreation: \$2,500
  - Parks: \$2,500
  - Golf: \$2,500
  - Raging Rivers: \$1,500
  - Accounting: \$2,500

### **No Political Purpose**

Section 16.1-10-02 of the North Dakota Century Code is specifically incorporated into this policy. Said section provides in part that no person may use any property belonging to a political subdivision for any political purpose. "Political purpose" means any activity undertaken in support of or in opposition to the election or nomination of a candidate to public office whether the activity is undertaken by a candidate, political committee, political party, or any other person.

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POLICIES**



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**PARKS/MAINTENANCE**

**Liquor Policy**

No person under the influence of Alcoholic Liquor, any other drug or drugs, intoxicating compound, or a combination thereof, shall enter into, be, or remain on District Property.

No glass beverage containers allowed on Park District Property

Any Person who is at least twenty-one (21) years of age may apply for a special permit to bring into, possess, consume, take, use or deliver Alcoholic Liquor on a temporary, short-term basis.

**Animals and Pets Policy**

All owners or agents of the owner having control of any domesticated dog, cat, or other domesticated animal, shall remove from District Property, or properly dispose of in an appropriate receptacle, any excrement left by such animal.

No Person shall bring a domesticated dog, cat, or any other animal onto or permit any animal to remain on any portion of District Property where the presence of animals is prohibited, except in designated areas.

Dogs for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance.

**Commercial Sale, Exhibition, or Distribution of Goods or Services**

No person, unless authorized by the Park Director and/or his/her designee shall engaged in the sale or distribution of goods or services on Park District Property.

**Display Shelter Permits**

Rentals shall produce or display a permit when requested to do so by any authorized person. Such permit is required to engage in an activity on District Property.

**Dumping, Pollution, Sanitation, and Litter**

No Person shall litter, cast, throw, drop, leave, scatter, place, pile, or otherwise dump, leave, or deposit in

any manner any kind of dirt, rubbish, placard, handbill, pamphlet, circular, book, notice, paper of any kind, ashes, garbage, waste material, landscape waste, snow, ice, or other substance, whether liquid or solid, or any other refuse in or upon District Property, including in District dumpsters or roll offs. The paper, glass, cans, garbage and other refuse resulting from picnics or other lawful use of District Property shall be deposited in receptacle provided by the District for that purpose. No Person shall urinate or defecate on District Property other than in toilets in rest rooms expressly provided for such purposes.

(a) No glass beverage containers on Park District Property



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### **Fire Policy**

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Open bonfires are not permitted on District Property.

No Person shall light, maintain, or make use of any fire on District Property, except at such places (grills that are provided) or as the District may designate.

### **Loitering in District Buildings**

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No Person shall loiter or remain in any District building or Facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) prevents the general public from obtaining the administrative or recreational services provided in the building or Facility in a timely manner, after being requested to leave.

### **Protection of Property**

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No Person shall paint, write on, or in any way mark or deface, or post or otherwise affix, any printed or written words, symbols, materials, or other marks to or upon District Property or anything or object located on District Property. No Person shall mark, carve, bend, cut, paint, deface, break down, destroy, damage, alter, change, sever, uproot, dig, excavate, take or otherwise remove, or attach or suspend any rope, wire, or other material on District Property.

### **Protection of Animals**

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No Person shall hunt, pursue, hurt, molest, wound, kill, trap, catch, poison, abuse, chase, shoot or release or cause to be released, any Wildlife on or upon District Property.

### **Rest Rooms, Washrooms, and Locker Rooms**

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Every Person shall cooperate in maintaining rest rooms, washrooms and locker rooms on District Property in a neat and sanitary condition.

No person shall bring or use (i) any still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming or transmitting visual images; or (ii) any cellular telephone, into any restroom, locker room or washroom anywhere on District Property.

### **Sledding, Ice Skating, and Snowmobiling**

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No person shall ice skate, sled, and inner tube, ski, slide, or engage in similar activities on District Property except at such places and at such times as the District may designate for such purposes.

No person shall drive, ride, or otherwise operate a snowmobile on District Property. Snowmobile shall be defined as any self-propelled vehicle intended for travel primarily on snow, driven by a track or tracks in contact with the snow, and steered by ski or skis in contact with the snow.





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### **Weapons/Fireworks Policy**

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No person shall bring onto, carry, have in his possession or on or about his person, concealed or otherwise, to use, fire, set off or otherwise cause to explode, discharge or burn, or throw while on District Property or any object whose intended use is as a weapon.

### **Parking Policy**

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No Person shall park any Vehicle or allow any Vehicle to remain parked in any area of District Property beyond the normal closing hour of District Property, except when a different closing hour has been designated by the District for that area. In no event shall any Vehicle except District Vehicles be parked on District Property later than 11:00 p.m., except with the approval of the District, which approval shall automatically be deemed given in connection with activities conducted by the District.

No Person shall park a Vehicle upon any roadway or in any public off-street parking Area on District Property for any of the following purposes:

- (1) To display such vehicle for sale; or,
- (2) To perform maintenance or repair of such Vehicle, except for repairs necessitated by an emergency; or,
- (3) To sell goods or services from such Vehicle.

### **Operation Policy**

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District Property shall be open to the public from sunrise in the morning until 11:00pm p.m. that same day and District Property shall be closed to the public from 11:00 p.m. each day until sunrise the following day.

The Board may establish other hours during which District Property or any parts thereof shall be closed to the public. The Board may periodically revise these hours.

### **Lost, Found, and Abandoned Property**

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No Person shall abandon property on District Property.

Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any park visitors' safety, orderly management of the park area, or presents a threat to park resources may be impounded or removed by the District at any time. The owner of such property shall be responsible and liable for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.

Any Person finding lost or unattended property on District Property shall report such finding to the District as soon as is practicable. Whenever a District employee or agent finds lost or unattended property on District Property he shall report such finding to his Department Head. The District will attempt to make every reasonable effort to locate the property's owner(s).

Unattended property that has been impounded or property that has been found shall be stored for a minimum period of thirty (30) days. All property not claimed shall be disposed of as the District deems appropriate.



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### **Tobacco Free**

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Mandan Park District prohibits tobacco products to be used within 20 feet from all MPD shelters, concession areas, buildings, and playgrounds. Tobacco free parks policy aligns with Mandan Park District's mission. The purpose of this policy is offer a healthy environment that promotes the health, well-being, and safety of the community, employees, and visitors.

### **Inflatables**

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The users of all Inflatable Devices must inform the Park District when using any item which is designed to be inflated with compressed air to create buoyancy in a hollow chamber that is primary support of the items are responsible for all damages done to park property including and not limited to sprinkler lines and or ground sight.

### **Wood Cutting**

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No person, unless authorized by the Park Director and/or his/her designee shall recklessly cut down, destroy, girdle, or injure a vine, bush, shrub, sapling, and tree. Whoever violates this section shall be liable in treble damages for the injury caused.

### **Metal Detector**

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No person shall use a metal detector on any park lands unless authorized by the Park Director and/or his/her designee and then only for the purpose of searching for a specified object that has been lost or in the case of a professional surveyor attempting to locate a metal pin pipe or other metal object used to identify a boundary, property, or turning point.

### **Encroachment**

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No person shall recklessly encroach upon lands owned, leased, and/or operated by the Park District. This shall include but is not limited to mowing, gardening, composting, constructing temporary or permanent sheds or structures or recreational equipment on park property

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**ATV/Snowmobiles**

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All-Terrain or All-Purpose Vehicles (ATV or APV) and Snowmobiles

No person shall operate a snowmobile or other self-propelled vehicle steered by skis, runners, or caterpillar treads which is designated to travel in snow or on ice-covered surfaces upon any park lands.

All-Terrain Vehicles: No Person shall drive, ride, or otherwise operate an all-terrain Vehicle on District Property.

Park operations are exempt.

**Bicycles**

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Bicycles shall not, at any time, in any place, be indiscriminately parked on District Property in such manner as to interfere with pedestrian or vehicular traffic, or with Persons getting into or out of Vehicles.

No bicyclist shall fail to obey all traffic signs and signals within the park.

**Camping**

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Only in designated areas shall a person place, tent, shelter, or any other type of temporary or permanent housing or camping equipment on District Property, or otherwise camp in any manner on District Property.

**Rentals**

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The authorized use of any portable bleachers/picnic tables are at the discretion of the Mandan Park District.

**Mandan School Rentals:**

Indoor Shelter -	\$25.00	Monday – Thursday
Outdoor Shelter -	FREE	Monday – Thursday
All Shelters -	Regular Price	Friday – Saturday

## **MANDAN PARKS & RECREATION POLICIES**



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### **RECREATION**

#### **User Group Fees**

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1. Mandan Softball Association - \$125.00 per team
2. Mandan Soccer Club - \$7.00 per player
3. Mandan Hockey Club - \$85.00 per hour ice time
4. Mandan High School Ice Time - \$90 per hour
5. Bismarck State College Field Rental - \$40 per game depending on Maintenance
6. McQuades Softball Tournament - \$5.00 per team
7. Softball Tournaments – Mandan Softball Association – No Charge  
Outside groups - \$15 per team if maintenance is provided. Free of charge if no maintenance is provided.
8. Horse & Saddle – \$500
9. Special Olympics – No Charge
10. State High School Baseball Tournament - \$40 per game

#### **Adult Sports**

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Registration – The registration process is done online and all fees are paid online or at the front desk. We have a no check policy for players but we accept checks from sponsors.

Refund Policy – The park district will refund any players that do not want to participate in the program prior to the program starting. If the program has started we will not refund any money to the participant. We will however let players take other players spots on rosters due to certain circumstances.

Cancellation Policy – For the most part we will try and make a decision to cancel a program by 4:00pm for a program that starts around 6:00pm. Any cancellation will be posted on our website, and faxed to the radio stations.

Roster Policy – All money must be paid before program starts. Every player must have signed the roster before they participate in the program.

Low income Registration policy - Families that cannot afford to have their children participate in our programs can request a fee waiver with me or can request a discount for the program. I take each of them case by case.

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### **Youth Programs**

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Volunteer coaches – Each coach is required to fill out a background check and fill out a drug and alcohol form.

Refund policy – Participants will receive a full refund if they withdraw from the program before it starts. If the program starts there will be no-refund given. If for some reason there is an injury at the beginning of the season will give the parents a credit to use.

Cancellation policy – We try and announce the cancellation at least an hour before the program starts. In some circumstances it does not allow. We always want to try and not cancel if at all possible. Sometimes parents will have to show up if the program is cancelled at the last minute.

### **Lightning Policy**

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We have iStrike lightning detection systems at the Baseball/Softball complex, Dacotah Centennial Park, Prairie West, Mandan Municipal and Raging Rivers. If lightning is within 10 miles of the location, a red light comes on the iStrike system. If lightning is within 8 miles of the location, the iStrike system sounds an alarm. All patrons seek shelter for a minimum of 30 minutes. When it is all clear, the iStrike system emits two short alerts and activity may resume at that time.

### **Concessions Policy**

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The concession stands will be open as long as there are events at the youth complex, memorial ballpark or at the Mandan softball Complex.

### **Cell phone Policy**

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There is no blanket policy for cell phones. We try to not allow staff to use cell phones when they are coaching or teaching. If they have some down time they are able to use it for a minimal amount of time. We expect our supervisors to have their cell phones with them at most times so we can be in contact with them.

### **MAC Program**

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Withdrawal from the program: If a family withdraws from the program before the school year is over, they will be responsible for the current month's bill and will forfeit their deposit.

Nonpayment of your child's MAC tuition by the late day listed above will result in suspension from the program until the bill is paid. Failure to pay the MAC tuition by the 1<sup>st</sup> of the month will result in your account being turned over to a collection agency.

Termination of Services: The MAC program works to meet the needs of each child enrolled in our program. We make every effort to communicate with the parent if there are concerns. The MAC program reserves the right to terminate enrollment of a child for one or more of the following reasons:

The program does not meet the needs of the child. Factors to considered decision may include:

- Consistent problematic and disruptive behavior (your child will receive a pink slip)

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- Extra demands on staff time
- Behavior detrimental emotionally or physically to the others in the program
- Child cannot adjust to the program's environment

A parent fails to meet their obligations as set forth by the MAC program, including limited to the following reasons:

- Nonpayment of fees
- Failure to comply with the procedures for arrival and departure of the program
- Physical or verbal abuse of children or staff by the parent
- Disrespect for policies and procedures of the MAC program

Late Charge: Families will be charged \$5.00 for every 5 minutes past 6:00 that the parent is late. Our staff has other jobs and families to get to once they are done at 6:00 p.m.

Medication: Medication will only be administered to a child with written permission and instruction from their parent/guardian is obtained. Prescription medications will be administered only to the child named on the original prescription label. Label dosage will be followed.

Accidents & Injuries: Please keep in mind that we encourage kids to take healthy risks. The occasional bump and bruise incurred along the way are a part of the experience. All MAC staff are First Aid and CPR certified. A first aid kit is with them wherever they go. Parents or an emergency contact will be notified if your child is seriously injured. Kids with serious injuries requiring emergency medical attention will be transported by Metro Ambulance to the nearest hospital unless otherwise specified by medical personnel. Medical expenses incurred will be the responsibility of the parent or guardian.

Special Needs: The MAC Program will make reasonable accommodations for children with special needs so that they may enjoy the benefits of the MAC experience. An assessment will be made to determine the individual needs of the child and a participation plan developed. It is at the program manager's discretion to determine if MAC is the right environment for your child to succeed.

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### **RAGING RIVERS**

#### **Tickets and Season Passes**

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Passes, daily or season, are not transferrable. Refunds are not given if a patron is asked to leave the park for violating park rules.

Refunds are not given on daily or season passes.

Upgrades are available for daily ticket customers who purchase a spectator or non-slide pass who decide to utilize the park features.

All patrons of the waterpark must meet the 48 inch height requirement to ride the large tube and speed slides. Patrons will be measured at the time of admission and given the appropriate wristband. Season pass holders must follow these same requirements. Please check heights before purchasing any pass!

#### **Season passes and re-entry**

Season pass holders must present their passes to gain entrance to the park. Guests who leave the park and plan to return must leave their wristband on to gain re-entry. Transferring season passes or wristbands is a violation of Raging Rivers policies and is strictly prohibited.

Smoking, Smokeless Tobacco and e-cigarettes

Raging Rivers Waterpark is a tobacco-free environment. Smoking, including e-cigarettes, is limited to the smoking area in the parking lot, away from children.

#### **Birthday parties**

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Birthday Parties may be booked in house or on the Raging Rivers website. Parties are required to cancel at least 48 hours in advance to receive a refund. Parties that are not able to use the park due to weather closures or other unforeseen park closures will receive a refund in full on the next business day.

#### **Park Closure**

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##### **Weather**

For the safety of our patrons, we have established rules for closing parts of or the entire waterpark.

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### **Air Temperature**

- If air temp. is less than 62° at 10am, Raging Rivers will not open at 11am
- We will attempt to reopen at 1:00 pm if the air temperature is 62° by Noon.
- We will open at 4pm if air temp reaches 62° by 3pm\* (our weather information resource is the National Weather Service)

### **Inclement Weather**

- If there is any type of official weather warning (ex. Thunderstorm, Tornado, etc.), all guests will be required to leave the water and follow safety directions of RRW Staff
- If there is lightning/thunder in the immediate vicinity, the strike system will alert, and all guests will be required to leave the water and follow safety directions of RRW Staff. Guests will be allowed back in the park if there has been no lightning and thunder strike for a period of 30 minutes. If the wait reaches one hour, we will close.
- We make every attempt to reopen the waterpark.

### **Wind**

- If winds exceed 25 mph, slide towers will close until winds subside for a period of 30 minutes

### **Poor Attendance**

- If less than 50 guests at the park, Raging Rivers may close at the discretion of park management.

### **Re-opening**

- If Raging Rivers must be closed early in the day because of weather conditions, we will make every attempt to open the waterpark at 1:00 pm or 4:00pm that day\*
- Twilight admission rates will apply if or when we re-open at 4pm

### **Water Quality**

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#### **Water quality equipment**

All water used in our attractions is processed through three different filtration systems, with a pumping capacity above 500 horsepower. We monitor each filtration system, both electronically and manually, with state-of-the-art equipment, to assure uniform high-quality water standards.



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### **Water quality expertise**

Raging Rivers management and technical team members are certified by the National Swimming Pool

Foundation (NSPF) as certified pool operators and aquatic facility operators. This premier organization has set standards for technical training and testing in the pool and spa industry.

### **Water quality standards**

Water quality is tested manually every three hours to back up a computerized monitoring system. Our system monitors all pools 24 hours a day and automatically dispenses chemicals, if needed, to meet stringent quality control standards. Despite water quality, Raging Rivers encourages all parents, to begin teaching children not to swallow water at any pool, lake or recreation site, from the first time they enter the water.

### **Diapers policy**

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Diaper-aged children and diaper dependent adults must wear appropriate swim diapers in addition to their swimwear. Swim diapers are available for purchase at guest services.

### **Food, drinks and coolers**

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Food, beverages, coolers and grills may not be brought into the park. The only exceptions are for special diets and infant food. Raging Rivers prohibits the use of grills and open flames in and around the property, including parking lots.

### **Dress code**

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Proper swimming attire for Raging Rivers Waterpark must be worn as well. Proper swimming attire is defined as one-or-two piece swim suits without abrasive buttons, rivets, zippers or snaps. Provocative, thong or thong-like bathing suits are prohibited. Guests wearing street clothing (i.e. shorts, jeans, etc.) will not be allowed in any pools or on any slides at Raging Rivers Waterpark. Guests wearing glasses are encouraged to wear an eyeglass strap. We sell them in the Guest Services office. Appropriate swim attire rules are enforced. Failure to comply with any part of the dress code may result in ejection from the park without a refund.

### **Safety**

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#### **Language**

Guests using profanity or abusive language, symbols or gestures may be ejected from the park without refund.

#### **Alcoholic beverages**

Alcoholic beverages are not sold in the park, and are not allowed on park property.

#### **Behavior**

Line jumping, profanity, and unruly behavior are offensive to park guests and may be cause for ejection without refund. Guests are not permitted to save places in line, bypass others in line, or exit the line and

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return to the same place for any reason. Guests exiting a line must go to the back of the line if they choose to return.

### **Lifeguards/Aquatics**

All guards are certified with an American Red Cross certificate. All guards are regularly audited, and have weekly training requirements during their park tenure.

### **Life jacket policy**

It is recommended that both children under 48" and weak swimmers wear life jackets while in the waterpark. Parents should keep their children within arm's reach at all times while in the water. Approved life jackets are provided free of charge throughout the park. Note that life jackets are not permitted down the speed slides.

Raging Rivers Waterpark does not allow any personal flotation devices that have not been approved by the US Coast Guard. All approved flotation devices must carry the US Coast Guard stamp of approval. Inflatables, including such items as rafts, flotation rings, "water wings", and mats, are not allowed on any ride or attraction. Raging Rivers has life jackets available, free of charge.

### **Line-jumping**

Line jumping is strictly prohibited. Guests are not permitted to save places in line or exit the line and return for any reason. Violators will be ejected without a refund.

### **Park policy compliance**

Raging Rivers guests are required to comply with all local, state and federal laws, as well as individual park policies, rules, and instructions posted or otherwise listed.

### **Pets**

Pets are not allowed, with the exception of working service animals. Please do not leave your pets in your vehicle during your stay at Raging Rivers, as temperatures inside vehicles reach lethal levels in the North Dakota summers. Make other arrangements or leave your pets at home during your visit.

### **Prohibited items**

In addition to all items previously mentioned, the following items are not permitted at Raging Rivers Waterpark, at any time:

- Food/coolers (except special diet and infant food)
- Magic markers, spray paint and aerosol cans
- Radios or tape players
- Glass bottles
- Knives
- Spiked clothing or jewelry

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- Fireworks and explosives
- Firearms and ammunition
- Chemical weapons, including mace and pepper spray
  
- Unmanned aerial vehicles (drones)
- Skateboards, unicycles, stilts, pogo sticks, spring-loaded footwear, Segway's and other mobility devices, bicycles, roller skates and other toys or methods of convenience. Wheelchairs and other ADA mobility devices are permitted.

Amusement parks are crowded places, and the only way to keep our common areas safe is to ensure that people do not have devices which create a heightened risk.

### **Ride restrictions**

Safety is our number-one priority. Guests with certain body proportions, heights, or weights may not be able to enjoy certain rides if the safety restraints will not operate as designed. Specific ride information is available at the ride and at guest relations.

### **Rider responsibility**

There is an inherent risk in participating in any amusement ride. We expect riders to exercise good judgment and act in a responsible manner. Guests must also obey all oral and written warnings, and properly use all ride safety equipment provided. Guests who do not comply with ride rules may be ejected from the park without refund. Please refer to specific guidelines posted at the entrance of every ride.

### **Security at the park**

The park strives to make your experience a happy one, in all respects. Unfortunately, there is no way that we can erase the wicked intent of some people. Therefore, please understand that the park cannot, and does not, guarantee your personal security or that of your personal property (even if placed in a locker), and in no event will the park be held liable for your lost, stolen or damaged possessions. If you need to store your possessions, ask the park about lockers. If you have loose items while wanting to go on a ride, please have a friend or family member hold them or put such possessions in a locker.

It is the unfortunate truth that at any amusement park, or at any place in society, no amount of security can prevent people from acting in a criminal manner if they are intent on so acting. The park can only try to reasonably watch over the premises and the people therein, and respond in a professional manner to any security threat or incident.

If you experience a security issue, please notify park staff; we are here to assist you.

### **Non-amusement park activities – politics, protests, etc.**

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The park does not allow any non-amusement park activities by guests, including without limitation, political activities, fundraising, organized or group religious practices or rituals, demonstrations, exercise classes, athletic team practices, unauthorized commercial activities, or protests, anywhere on-site, nor anywhere outside the park's perimeter where such activities may interfere with park operations, guest attendance or enjoyment, or traffic flow into/out of/around the park, or which would compromise safety and security. At a minimum, any protests/demonstrations must be outside of the park's property and at least 500 feet away from all park entrances/exits. Anyone violating this rule on or within park property will be subject to immediate removal from park premises.

### **Photography**

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**Personal** - Guests are welcome to take pictures of themselves, their friends and family, their group, and the scenery in general, for their own personal use. However, no cameras of any kind (including cell phones) are allowed on any ride or attraction, because such items pose a safety hazard.

In addition, no one is permitted to take photographs of others who object, or which violate another's privacy, rights to publicity, or which are harassing, stalking, or threatening. Image taking or recording is strictly prohibited, under all circumstances, in bathrooms, changing rooms, and locker areas; violators may be held for law enforcement, and are subject to arrest and prosecution.

The park may take and use images & video of all guests. The park at all times reserves the right to videotape patrons, and take still images, and to utilize those images and videos for any reason, including marketing, advertising, promotion, on social media, live streaming on the internet, for safety and security, for documentation as evidence in a legal or criminal matter or other investigation, for news reporting, and otherwise in an unrestricted manner for legitimate purposes. All property ownership of such materials, and copyright in and to all such materials, shall belong exclusively to park in perpetuity, without any compensation or other consideration to any guest or other person in, on or around the park property.

**Commercial** - Commercial photography of any kind is strictly prohibited (including without limitation, still or moving images, modeling shots, student films, comedy routines, documentaries, commercials, TV news, major motion picture films, internet soap operas, reality TV, actor demo reels, submission videos for reality TV, footage as part of a school project, documentation of stunts and dangerous activities (whether for commercial use or not), promotional videos, music videos, cable programs, etc.), except where prior, written permission has been obtained from the park's owner in the form of a contract signed by an executive within park's corporate office.

In any event where unauthorized video or images has been uploaded to any social media channel, park shall have the unrestricted and exclusive right and authority to have such materials removed. Any materials which defame the park may result in legal action for damages, and the park shall have absolute right and authority to obtain both temporary and permanent injunctions from the further use or dissemination of such material, in

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all channels and all mediums of communications, throughout the world, whether now known or hereafter devised, and to obtain all materials and obtain an order for the destruction of all such materials.

### **Drones – prohibited & illegal**

Use of drones (in, over, or around the park), whether for photographic purposes or otherwise, is strictly prohibited (unless the user has been granted written, contractual permission for that specific instance from an officer of the park or its parent entity). Violations may subject the user to immediate ejection, confiscation of the drone, and referral of the matter to authorities. Drones are a serious safety hazard to ride operations, park operations (including electrical facilities), and to the park's guests and personnel. Use of drones in, over or around the park, also constitutes an illegal trespass, an invasion of the park's privacy, and a tortious interference to our operations.

### **Aquatic Employees**

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#### **Time cards**

All employees are required to check themselves into and out of their shift each day. Employees may not share their PIN numbers or check other employees into or out of shifts. Shift supervisors monitor the time clock entries during each shift.

#### **Uniforms**

Employees are issued a Raging Rivers uniform t-shirt at the beginning of the season. All staff are expected to wear their shirts during each shift. Employees who fail to wear their shirts will be sent home to come back dressed appropriately. Staff are expected to wear appropriate footwear and shorts or pants depending on their role.

#### **Certified Pool Operators**

Raging Rivers management and technical team members are certified by the National Swimming Pool Foundation (NSPF) as certified pool operators and aquatic facility operators. This premier organization has set standards for technical training and testing in the pool and spa industry.

#### **Lifeguards/Aquatics Personnel**

All lifeguards are certified with an American Red Cross certificate. All guards are regularly audited, and have weekly training requirements during their park tenure

## **MANDAN PARKS & RECREATION POLICIES**



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### **MARKETING**

#### **Media**

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##### **Contact Guidelines**

- If you believe you have a positive news story about Mandan Parks and Recreation please contact Mandan Park District Director or the Marketing Department.

##### **Talking with Media**

- A reporter or producer must contact Mandan Park District Director or Manager before filming or reporting.
- A reporter or producer may contact Mandan Parks and Recreation to get information about Mandan Parks and Recreation, an event or incident, new service or product, general information, policy information or a specific community problem or issue.
- Mandan Parks and Recreation will work with the reporter or producer to deliver the correct information to the public.

##### **Photography & Film**

- Media must receive approval to film or take pictures at a facility.
- Media will be approved/denied dependent on if the media is disruptive and quality of the film and photography.
- Mandan Park District understands that the media may show up onsite in crisis situations.
- Mandan Park District can't control the filming and photography of common areas outside its facilities.
- Use of drones in or over the park district property is prohibited unless the user has been granted written, contractual permission for that specific instance.

##### **Overview**

- Mandan Parks and Recreation has the responsibility to be open and responsive to the news media requests.
- The policy exists to assure that the information disclosed from Mandan Parks and Recreation is timely, accurate, comprehensive, authoritative and relevant to the Mandan Park District.
- The media policy applies to all employees of Mandan Park District as well as its Board of Directors.
- The policy covers all external news media including broadcasting, electronic and print.
- The media must increase public awareness and understanding of Mandan Parks and its services that we provide to the community.
- The media must promote a public image of Mandan Parks and the work that is done.

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### **Privacy Policy**

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We respect and are committed to protecting your privacy. We may collect personally identifiable information when you visit our site. We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you visited. We will not sell your personally identifiable information to anyone.

The data we collect will only be used for the purpose of supplying you with the requested products or services, company marketing purposes or for other reasons for which you have given your consent, except where otherwise provided by law.

### **Security Policy**

Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.

### **Sponsorship and Charitable Donations**

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Each month Mandan Park District receives many requests for donations and support from a wide variety of organizations and individuals. This policy has been established to address all requests on a case by case basis, based on the assessment criteria contained in this document.

The requests will be carefully assessed to determine if it meets Mandan Park District's objectives and mission. All sponsorship applications that will be evaluated must be submitted on the form provided.

### **Donation Guidelines:**

- All donation requests must be received at least two weeks prior to the pickup date
- We have the right to determine the product you will receive, if any
- Donations will be approved or denied on every 2nd Monday of every month

### **Mandan Park Districts Rights:**

- Mandan Park District has the right to deny any sponsorship form that does not fit with our mission and marketing objectives
- Mandan Park District has the right to offer internal sponsorship opportunities to its employees in life threatening situations
- Mandan Park District has the right to donate material goods or an in-kind donation or resources in exchange for agreed acknowledgement

## **MANDAN PARKS & RECREATION POLICIES**



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### **Registration Policy**

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Course registration for all youth and adult recreation activities has an opening date and a closing date. Patrons are served on a first come, first served basis until the classes are filled. Late fees are subjective after the closing date.

Pass type membership registration is paid in full or in installment billings. If you pay in installment billings the payment will be taken out of your account every first of the month unless otherwise noted because of a holiday.

Throughout the registration process you will be asked for some personal information. The emails, phone numbers and addresses collected is used to help distribute schedules, standings, registration reminders, pass renewal reminders or other related material. You will also receive an email containing your proof of payment.

Program registration, shelter rentals and pass registrations are available online at [www.mandanparks.com](http://www.mandanparks.com), over the phone, or at our Park District Office.

Mandan Park District has the right to take photography or videography of patrons in park district programs or facilities to utilize for park district marketing material.



## MANDAN PARKS & RECREATION POLICIES



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### GOLF

#### Registration Policy

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Events or Tournaments are defined as any or not limited to, organizations or organized group, which requires a block of, tee times that are reserved in advance. The Mandan Park District recognizes that a balance must be maintained between tee times used for events and those that are open for public play. Public players must also recognize that golf events are a critical function of the golf courses. Events that are submitted for approval will be under the following criteria: Does the event...

1. Promote the game of golf?
2. Promote the Mandan Park District?
3. Promote the cities of Mandan/Bismarck?
4. Have longevity or historical significance?
5. Allow open play before, after, or during the event?
6. Maximize income during non-peak playing periods?
7. Allow the general public to enter the tournament?

It is the philosophy of the Mandan Park District not to hold weekend tournaments before 1pm and to try to have public tee times available every day. Management understands that not all events will necessarily meet the criteria, and that events that meet all criteria may not be guaranteed tournament reservations. Each event will be evaluated on a case by case basis. The Mandan Park District and the golf course management (Director of Golf Operations, Park & Recreation Director, Golf Superintendent and golf portfolio holder of the Park Board) have established the following policies for all tournaments. These policies have been established to allow better organization of events, to set rules to maximize the pleasure of the tournament player and the golfing public, and to protect the Mandan Park District Golf Courses from financial or physical loss.

1. An "Event Reservation Form" must be filled out and submitted to the management at least prior to the event. Events will not be scheduled without a completed form. Course management must confirm or deny the request at least two weeks after the Event Chairman submits the form.
2. The Event Chairman should submit a complete list of participants and starting times (tee assignments) or has contacted the pro shop, to the pro shop the evening prior to the event for shotgun start events.
3. The event should be completed in the allotted time as agreed upon by the management and the Event Chairman. The goal for the event will be between 4 and 5 hours for 18 holes. Rangers/Players Assistants will be used to ensure pace of play.
4. All refreshments will be purchased through the pro shop at competitive prices. Only beverages that are given away free to event competitors will be allowed to be brought in through alternative methods. Both city golf courses have a liquor license and are subject to city liquor laws.
5. The Event Chairman will coordinate with the management for the expedient and efficient installation and removal of any extra equipment (vehicles, trailers, coolers, etc.). The Mandan Park District and management are not responsible for damage done to equipment brought in to the tournament.

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6. Tuesdays and Wednesdays are reserved for the Mandan Golf Association league play. Weekends must have a starting time after 1pm.
7. Regular green fees shall be charged for each player. Season tickets will not be valid for events/tournaments unless the management determines otherwise. A written request must be presented in advance for any special rate reductions. Only events that have a direct influence on the Mandan Park District will be looked at.
8. Refunds of fees made necessary by some act of nature (rain, lightning or snow) canceling the event, will be made to the Event Chairman only. The amount may be prorated depending upon the degree that the event was completed at the time of cancellation. Make up days may or may not be available due to schedule constraints.
9. Play of the event and movement of the players will be in accordance with USGA rules, local golf course rules and the accepted rules of etiquette. Any golfer or group of golfers may be removed from the course for violations of the rules. Intoxication, obnoxious behavior, damaging property, slow play, and lack of consideration for others are all examples of types of behavior, which will not be tolerated. Management and course rangers are the sole judges of behavior requiring removal. Fees will be forfeited to the course in the event of such removal.

### Weather Policy

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If a round of golf is not completed due to inclement weather or other circumstances beyond control a golfer will be offered a rain check.

The rain check will be prorated against the total dollars paid for your greens fees and cart. The rain check value will be determined by how many holes were completed and will be for a dollar value, NOT a number of holes.

#### Example:

Golfer pays \$46.00 for greens fees with cart. (When divided by 18, each hole has a value of \$2.55) If the golfer completes 8 holes before being forced to leave the course, he/she is eligible for a rain check valued at \$25.50 (the value of 10 holes, based on the price golfer paid for greens fees and cart).

- All rain checks expire on the last day of year issued.
- At Prairie West and Mandan Municipal rain checks may be redeemed for only golf and or carts.
- If a rain check is lost it cannot be replaced.
- A golfer must produce the original sales receipt to be eligible for a rain check.

#### Severe Weather Rules:

The Mandan Park District has weather surveillance systems and an inclement weather policy for the Prairie West and Mandan Municipal golf courses. Information will be sent to the golf course staff when a storm is detected at 30 miles. We will then announce this over the clubhouse sound system. The range of this announcement may or may not reach out to the far ends of the course. A horn will sound when the incoming storm is detected to be 15 miles away and golfers should take cover or come in to clubhouse. There will be another horn to start golf again when the storm is detected to be 5 miles past. There is no way to accurately predict the weather and at no time is the golf course responsible for the decisions of the public golfer. The courses are under no obligation to retrieve/ remove or warn anyone from the golf course. Both courses are “play at your own risk”.

## MANDAN PARKS & RECREATION POLICIES



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### Mandan High School Golf Use

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#### Cross Country

All Cross Country events should be run at the Mandan Municipal Golf Course. The Kiwanis's meet should be the only one that we have at the golf course. We don't want any districts or regional being held there. The Cross Country meet should be at the same day that the golf meet that the Kiwanis's hold at Prairie West is. The crew from the high school will mark the course and keep runners off of designated areas. The high school will also provide a crew to keep spectators out of designated areas like tees and greens.

#### Golf

The Mandan Municipal Golf Course is to be used by the Junior High Golf Team. 3 tee times are to be used during the season and not on the weekends. The rest of the team can use the pitching/chipping area or the practice putting green. Numbers should be controllable. After 30 players there should be 2 coaches. There will be 1 Junior High Golf Meet allowed at the course and the coaches will run the meet. No club storage or school bags will be stored, golfers are on their own. Golfers will not be in the pro shop unless to buy and then get out.

The High School Golf Team will be at Prairie West. Here the numbers should be around 12-15 players, cuts should be made. The golf course will charge a small fee for use to each golfer which could later be used to buy his season pass. This is in addition to the fee the High School pays for the team. Too many players cause congestion of the practice facility and course. 3 tee times will be used and also the round robin use of the Bismarck courses. Players will get 1 token for the range to hit balls or more if the coach is there. The coach will also help pick balls after the team is done. Golfers will not be allowed to loiter in the pro shop.

They are on the course or practicing. There will be 1 Mandan High Invitational per season. Prairie West will hold Regional and State meets. This will be coordinated with the Athletic Director and the Director of Golf Operations. There will not be a JV meet at MGC while there is a Varsity meet going on at Prairie West.

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Mandan Park District  
**Event Reservation Form**  
To be filled out and submitted to the  
Tournament Committee for Approval

Name of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_

Today's Date \_\_\_\_\_

Date for the Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_

To be held at: Mandan Municipal \_\_\_\_\_ Prairie West \_\_\_\_\_  
**(9 Hole Events will be played at the Municipal course)**

Tee Time/shotgun \_\_\_\_\_ a.m. / p.m. start Number of players? \_\_\_\_\_

**(Guideline: Less than 40 players assigned tee times, more than 40 possible shotgun starts)**

**Tournament format:**

- \_\_\_ Scramble- Team play, select the best shot
- \_\_\_ Best Ball- Each will play their own ball, and take best score
- \_\_\_ Stroke- Net/Gross or both? \_\_\_\_\_

What is included to your players? Green Fees, Carts, Pull Carts, Practice Balls, Beer, Pop, Food, Pro Shop Merchandise. **(Please circle all that apply)**

How many carts will be needed? \_\_\_\_\_

Will you need food catered? \_\_\_\_\_

Will you need the lounge reserved for meals? \_\_\_\_\_

**Special requests:** Will you need help with scoring, handicapping, gift certificates, tournament contests- (such as longest drive, closest to the pin, straightest drive, longest putt) etc., please indicate any of the above mentioned \_\_\_\_\_

**Please note the following: All Beverages MUST Be Purchased from the Hosting Golf Course**

**(Arrangements must be made in advance on price and/or donations)**

**Beverage cart will be provided on the course upon request. (2 carts will be used during large events)**

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Will you tab beverages on the course? \_\_\_\_\_Coupons used? \_\_\_\_\_(10% Gratuity added on)

**\*New in 2015!**

\*Events must be paid for the day of the event. A 1 1/2% charge will be added to bills over 1 month old.

Additional Information \_\_\_\_\_  
(It is important to notify the golf course 48 hours in advance of the event on any changes or additions to your event)

Signed  
by \_\_\_\_\_ Date \_\_\_\_\_

**Hole Sponsor Rental Agreement**

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Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

This agreement is made effective as of \_\_\_\_\_, 20\_\_\_. This agreement is made between said company above and the Prairie West/Mandan Municipal golf courses. The time period will be for 3 years and starts when Hole Sponsor Agreement is signed and payment is received (for existing signs) or when payment is received and plaques are put on sign (for new signs). Payment may be made out to; Mandan Park District, 2600 46<sup>th</sup> Ave SE, Mandan, ND 58554

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Parent/Child Golfers**

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Parents are fully responsible for their children and bring them to the course at their own risk.

There will be no strollers allowed.

Children, if in a golf cart, shall remain in the car and in no way be allowed to drive.

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Children, if walking, shall stay beside the guardian at all times and in no way is allowed to run around or disrupt other golfers in any way.

Non golfers are allowed on the course and do so at their own risk.

In no way will the course take responsibility for any accidents or mishaps. The course has the right to enforce any and all rules that apply.

## **MANDAN PARKS & RECREATION POLICIES**



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### **Starion Sports Complex**

#### **User Fees**

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MHC Ice Rental – \$95.00 per hour/ \$100,000 ice agreement

UMARY Ice Rental - \$95.00 per hour after 2:00pm, or \$70.00 per hour before 2:00pm

MHS Ice Rental - \$100.00 per hour

Public Ice Rental - \$100.00 per hour

Public Skate Fees - \$5.00 admission, \$15.00 for a family of 4, \$5.00 per set of skate rental

Turf and Track rental - \$100 per hour or a max of \$500 per day

Locker Room Rental - \$100 per hour or a max of \$500 per day

Community Room Rental - \$25.00 per hour

Gymnastics Lease – 2018 - \$1,000 per month – Proposed for 2019 - \$1,500 per month

#### **MHS Athletic Policies**

Mandan Public School will operate all of their athletic events at the complex. They will staff and supervise each of their own events.

Mandan Public Schools will clean the locker room building from August 1 – October 31 and from March 1 – May 31.

MPS will schedule all practices and games with the facility manager of the complex. MPS will also notify the facility manager or supervisor when they will be coming on site for any type of work or activity.

#### **MHC Policies**

Mandan Hockey Club will operate all of their hockey practices and games at all times during the year. The park district has provided the Mandan hockey club with adequate storage space to operate their programs.

MHC will be allowed to use the community room at no cost for only tournaments that they will be running throughout the year and there board meetings. Any other type of events they will need to rent the community room for \$25.00 per hour.

#### **DSG**

Dakota Star Gymnastics will lease the gymnastics area from the park district for a monthly fee. They will also clean their own area 12 months out of the year. They will be allowed to use the community at no cost for their meets and board meetings if the room is available. Outside of their meets and board meetings they will need to rent the room for \$25.00 per hour.

## **MANDAN PARKS & RECREATION POLICIES**



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### **Weather Policies**

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The Starion Sports Complex will follow the weather closing policy of the Mandan Park District. It will be under the discretion of the Park District Director or Facility Manager if the Sports Complex will be closed due to any type of bad weather.

### **Evacuation Policy**

We will have an evacuation plan put in place by the Police Department. I will attach that when it is completed.

### **Refund Policy**

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The Starion Sports Complex will not give any cash refunds for any cancellation of ice time or turf and track rental. The Starion Sports Complex will offer a credit if we are notified in advance of the cancellation at the Facility Manager discretion.

### **Facility Maintenance Procedures**

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#### **Complex Morning Procedures**

- Check compressor systems and record for later use, also check oil in compressors
- Do a walkthrough of building to check the building for cleanliness, turn lights on when needed.
- 2-3 times a week edge and do ice maintenance (cross cutting, figure 8s, board packing)
- Check sharpness of ice resurfacers blades, if needed to be changed make a note to do within 2 days to limit ice thickness increasing, make note of date when blades are changed
- Check daily cleaning list to see what was not done night before, do the tasks that are unmarked to complete the daily cleaning lists
- Check supplies in all storage areas to make sure we have enough supplies for weekends
- Fridays make sure all dry mops and towels are collected and put in hamper for Dust-Tex to collect and swap out for new and clean ones
- Thursdays and Fridays make sure MVP comes to fill propane tanks so there is plenty for the busy weekends
- Make daily locker room schedules
- When you have down time, clean the arena glass and get puck marks off glass and walls in the arenas before it gets out of hand
- Check both ice resurfacers for leaks
- Check both ice resurfacers for empty propane tanks. Make sure both tanks have propane to avoid running out during an ice resurface
- Grease ice resurfacers weekly
- Make sure Toolcat has attachments ready for snow, light snow use sweeper, heavy use snow buckets
- Make sure the snow plow on pickup is ready for use over weekend, fill with gas when needed
- If snowing out, make sure front entrance is shoveled and cleared before first event
- Clear parking lot before first event if snowing out
- Do a daily sweep outside for loose trash in grass areas and parking lot
- Do weekly walkthrough of air units and check filters, change when needed



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### **Complex Afternoon / Evening Procedures**

- Check compressor systems and record for later use at beginning/middle/end of your shift
- Make sure ice maintenance is done, if not make sure ice gets resurfaced before first event
- Double check both ice resurfacers propane tanks for empty tanks, replace if needed
- Set nets out and make sure practice/game lights are on before first event
- Make sure locker rooms are clean and locked before Mandan Hockey Club events, they need to check out locker room keys from skate room for safesport reasons/liability
- Prep ice resurfacer for first scheduled flood. Make sure propane tanks are full and water valves are closed prior to filling the ice resurfacer
- Check and be sure of the ice schedules, be sure you note the times you need to resurface the ice
- Be visible to the public for any questions or concerns they may have about the facility
- After each flood, do a walkthrough of building with broom and dustpan. Check for cleanliness and spills throughout building. Mop any liquid spills ASAP to avoid leaving stains in the flooring
- Make sure entrance to building is shoveled and cleared properly often when snowing
- During last event, go through the daily cleaning checklist of tasks that should be done. Check and sign off on items you do so morning staff knows what to finish up following morning.
- After last ice resurface shut down the zam room by emptying hot and cold water tanks, and shut off propane on both ice resurfacers
- Do walkthrough of building and make sure exterior doors are locked and arena lights, locker room lights, upstairs hall lights, zam room and shop lights are all off before leaving the building
- Check compressor system one last time before leaving
- Set security alarm before leaving
- Lock exterior gate to the shop when closing and leaving for the night