

MANDAN PARKS & RECREATION POLICIES

Approval Date: 02/08/2016
Effective Date: 02/08/2016
Date of Last Review: 02/08/2016



MARKETING

Media

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.

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

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

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

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Registration Policy

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, over the phone, or at our Park District Office.