

# Section II: PARK OPERATING POLICIES

## Section IIA: Park Hours of Operation Policy

### Sec.IIA-1: Park Hours:

Muscatatuck Park and Eco Lake Park are open during each day to the public on a year round basis. Access to Muscatatuck Park is limited during the night, with access one hour after sunset to one hour before sunrise restricted to visitors not in possession of a dated park pass. This nighttime restriction is supported by Jennings County statute and is enforced by Jennings County and other law enforcement authorities.

Occasions may occur during the year resulting in temporary limited access to the parks, or certain areas of the parks, contingent upon special reservation/rental situations approved by the superintendent. Notices of such limited access are posted at the appropriate park entrances during these events.

### Sec.IIA-2: Office Hours:

Park Office and Visitor Center are open Monday and Thursday 8 am to 4 pm (minus lunch, noon to 1 pm), Friday 8 am to noon. There are limited office hours Tuesday, Wednesday, and weekends. The number of personnel available to the parks for weekday office duty may result in unavoidable temporary office closures, at which times visible communication is posted describing timelines for staff return.

## Section IIB: Park Staffing Policy

### Sec.IIB-1: Monday-Friday Staffing:

Normal staffing for Muscatatuck Park includes one person in the main office, and the remaining on duty staff within the park itself (unless reassigned by the Superintendent). No ongoing staffing is provided at Eco Lake Park, although interim activities are performed there by existing JCPR staff as directed by the Superintendent.

### Sec.IIB-2: Weekend Staffing:

At minimum, one park staff person is on duty at Muscatatuck Park during each weekend on an 8:00AM to noon, and 5:00PM to 8:00 PM schedule to assist campers, maintain safe and sanitary park conditions, and to perform other tasks as determined by the Superintendent. No scheduled staffing is provided at Eco Lake Park during weekends.

### Sec.IIB-3: Seasonal Staffing:

JCPR does not maintain weekend staffing during the off season, roughly November 1<sup>st</sup> till April 15<sup>th</sup>. Staff will be present during the off season to check the Dining Hall when needed.

## **Section IIC: General Park Rules Policy**

### **Sec.IIC-1: Public compliance with law:**

Any person entering a Jennings County Parks and Recreation area shall comply with all existing County, State and Federal laws and/or statutes. Individuals violating such laws or statutes will be reported to the appropriate law enforcement authority. Such violations include but are not limited to:

- a) destruction of property,
- b) theft,
- c) illegal drug usage,
- d) underage consumption of alcohol,
- e) public intoxication,
- f) assault/battery, and
- g) ignoring speed/traffic signage.

### **Sec.IIC-2: Manipulation of natural and manmade park features:**

Any person entering a Jennings County Parks and Recreation area is prohibited from altering or repositioning any natural or manmade features of the property without the consent of the superintendent. All animate and inanimate objects within the parks are protected by this policy.

Exceptions:

- a) Use of chalk by rock climbers, contingent upon the climber brushing "tic" marks after use, is permitted.
- b) Use of drawing chalk devoid of profanity on flat surfaces is permitted.
- c) Rearranging of picnic tables within park property to meet particular picnic needs is permitted.

### **Sec.IIC-3: Use of alcohol within park property:**

The responsible use of alcohol is allowed within the park property, contingent upon compliance with all County, State and Federal laws and statutes. Should behavior be observed that is deemed irresponsible by park staff, the following will occur as determined appropriate by park staff:

- a) Verbal warning by park staff, of behavior determined by park staff to be bordering on irresponsible.
- b) Eviction from the park by park staff following determination by park staff that behavior is inappropriate.
- c) Reporting to law enforcement authorities of behavior determined by park staff to most likely be in violation of County, State or Federal law or statute.

### **Sec.IIC-4: Maintaining a healthy and safe natural environment:**

Any person entering a Jennings County Parks and Recreation property shall ensure any refuse of any type generated during their visit is deposited in the refuse containers located throughout the property, or taken with them as they leave the property. Failure to leave a park area free of debris and filth may result in restriction of future access to the park for the responsible individual or group.

### **Sec.IIC-5: Water usage within park property:**

Water is available within the Jennings County Park for visitor usage, to include camping, drinking, the cleaning of picnic equipment, and for toys such as slip-n-slides. The filling of water containers for usage outside of park property is prohibited.

### **Sec.IIC-6: Firearms:**

Unpacked, un-stored, or otherwise unsecured firearms are prohibited in the parks.

**Sec.IIC-7: Hunting/Trapping:**

- a) Hunting and trapping for wildlife is prohibited in the parks.
- b) Harvesting natural fruits and nuts is prohibited in the parks, with the exception of seasonal mushrooms for human consumption.

**Sec.IIC8: Bow & arrow usage:**

Usage of bows and arrows is allowed on park property only following confirmation by park staff of:

- a) the presence of qualified instructors for each usage event, and
- b) a park staff approved location for each usage event.

**Sec.IIC-9: Paint guns & Air Soft guns are prohibited in the parks:**

**Sec.IIC-10: Fireworks:**

- a) Fireworks are prohibited in camping areas of the parks.
- b) Fireworks are allowed in open areas of the parks, with staff approval per each usage event.

**Sec.IIC-11: Fires-Charcoal:**

- a) Fires are allowed in the park's camping and picnicking areas, but are restricted to fire rings and fireplaces installed in the parks by park staff.
- b) Charcoal for cooking is allowed in the parks camping and picnicking areas only when used in park supplied barbecue units, or personally owned barbecue grills.

**Sec.IIC-12: Music:**

- a) Musical events involving bands and/or amplified loud speakers are allowed in the park contingent upon a Special Use Permit (see Sec.IIE).
- b) Music used by visitors in shelters, picnic, camping and other areas of the parks is permissible when used with the consideration of other park visitors. **Determination of when music is inconsiderate to other visitors is at the sole discretion of park staff.** Park staff shall intervene when they have determined music to be inconsiderate to others using the following sequence:
  - 1. Requesting the user to lower the volume to that considered by park staff to be considerate of others.
  - 2. Requesting the user to terminate the music if request to lower the volume is ignored.
  - 3. Evicting the user if request to terminate the music is ignored.

**Sec.IIC-13: Motorized vehicles:**

- a) Visitors to the parks shall not operate motorized vehicles on any surface other than paved or gravel roadways. Motorized vehicles include but may not be limited to:
  - 1. motorcycles,
  - 2. mopeds,
  - 3. scooters,
  - 4. golf carts, and
  - 5. go carts.
- b) Exceptions to the above include:
  - 1. campers bringing their motorized vehicle to their campsite, and
  - 2. as otherwise determined necessary by the superintendent for a particular event.

## Section IID: Park Buildings Usage Policy

### Sec.IID-1: Park Shelters:

- a) Specific shelters within the Muscatatuck Park may be reserved through the Park office. These shelters include shelters numbered 1 through 5 . Park staff post “reserved” notices on shelters the day of the reservation. When the party reserving the shelter leaves the park and abandons the shelter on the date of the reservation, the shelter then becomes available to visitors on a 1<sup>st</sup> come basis.
- b) Any shelter that has not been reserved through the park office is available to visitors on a 1<sup>st</sup> come basis.
- c) Some park shelters are not reserved, and are always on a 1<sup>st</sup> come basis usage. They include the Canyon Creek Shelter, the Maintenance Office Shelter, and Vinegar Mill Shelter.
- d) The Camp Shelter is reserved for campers only on a first come first serve basis.
- e) All shelter users are expected to leave the shelter with no trash, filth, or other debris following their usage. Refuse containers are present at most shelters and at various additional locations within the parks. Failure to leave a shelter in a healthy and safe condition may prohibit the responsible party from future use of park shelters.
- f) The shelter at Eco Lake Park is available on a first come basis for informal usage. Formal usage by a large group must be approved by the superintendent, and must involve the placement of portable toilets.
- g) Refunds will not be provided within 3 weeks of the scheduled rental.

### Sec.IID-2: Dining Hall:

The Muscatatuck Dining Hall is open and available to the public on a rental basis only. The hall is heated, but is not air conditioned. Rental cost is a flat fee. Each rental also includes a deposit fee for key, cleanup and damage, all of which are refundable when key is returned and the hall is left without cleanliness or damage issues. Access to the hall is limited to the time covered by the reservation. Signature by the responsible party is required on a rental agreement (See Attachment C) that includes but may not be limited to, the following components:

- a) Reservations allow access to the hall from 6:00AM through 2:00PM. Earlier access for preparation or other reason is not permitted.
- b) Refunds will not be provided within 3 weeks of the scheduled rental.
- c) Clean-up and damage costs will be subtracted from the deposit.
- d) Costs incurred beyond the deposit amount may be pursued through legal channels.
- e) Any tacks, staples, tape, adhesive, or marker of any type applied to the hall is strictly prohibited. Removal/repair due to use of such item will be subtracted from the deposit.
- f) A checklist will be used to confirm compliance with the rental agreement prior to return of the deposit.

**Sec.IID-3: Building Reservations:**

- a) Reservations for park buildings by visitors are made by confirming a reservation date with park administration.
- b) Reservations are made using the numerical sequence (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) that a day (Monday through Sunday) falls within a particular month (January through December). An example of a day a shelter would be reserved would be “the third Sunday in the month of August”. There is no consideration for days other than as described above. Days such as the “4<sup>th</sup> of July”, “Christmas”, “St. Patrick’s Day”, etc. will not be considered when making reservations.
- c) A party wanting to reserve a building for the same day the following year must make the reservation with the park office within 7 days of the party’s most recent actual building usage for that day. Example: The Smith family reserves shelter 1 on the 1<sup>st</sup> Saturday of August in 2014. If they want to use the same building on the same 1<sup>st</sup> Sunday of 2015, they must make the reservation within 7 days of their using the building on the 1<sup>st</sup> Saturday of August 2014.
- d) Should a party fail to make a reservation as described in this section, the building wanted by the party becomes available to the next party pursuing it for that date.

**Sec.IID-4: Usage of Signs by Building Renters:**

- a) Park visitors renting buildings within the park may place signs in and around the building rented. Each building is surrounded by adjoining space, and signs are permitted in this space.
- b) Signs are prohibited in other areas of the park not adjacent to the rented building, including:
  - i) entrances to the park, and
  - ii) roadway intersections within the park.
- c) Signs must be in good taste and be inoffensive (as determined by park staff), and have no negative physical or aesthetic consequence to any feature of the park.
- d) Nailing, stapling or tacking signs to buildings, trees or other park property is prohibited.
- e) Staking signs into the ground or hanging signs using twine are recommended and permitted.
- f) The park visitor renting the building is responsible for removing all signs upon leaving the area. Failure to remove signs following a rental may prohibit future buildings rentals.
- g) Any sign deemed to be in violation of this policy will be removed by park staff upon discovery, and dependent upon circumstances, the park visitor/renter may or may not be notified of the removal. All removed signs will be treated as refuse and be discarded.
- h) The superintendent may make exceptions to this policy as deemed necessary to accommodate the needs associated with a special use/event occurring at the park (see Section IIE).

## Section IIE: Special Use/Event and Permit Policy

### Sec.IIE-1: Special Use/Events:

- a) A reservation of park facilities for an event that:
  - i) interrupts regular park activities, and/or
  - ii) requires a large quantity of park facilities, and/or
  - iii) requires extraordinary services of park staff, and/or
  - iv) is otherwise determined applicable by the superintendent,will require a Special Use/Event Permit (SUP) issued at the discretion of the superintendent (See attachment "D").
- b) Examples of such events are (not intended to be all inclusive):
  - i) athletic events, such as running & biking races (trails &/or road races),
  - ii) musical events involving bands and/or amplified speakers,
  - iii) festivals,
  - iv) fundraisers,
  - v) events requiring multiple buildings or areas of the park and/or special parking requirements,
  - vi) any event that includes collection of admission fees, and
  - vii) any function during which food is sold.
- b) The cost of a SUP is determined by the superintendent after consideration of all park facilities and park services required by the planned event. A minimum of 10% of gross profit is the base line suggested cost.

### Sec.IIE-2: SUP Requirements:

- a) A SUP applicant planning an athletic event or an event that includes the collection of admission fees shall provide event insurance listing Jennings County as an insured party.
- b) A SUP applicant planning an event that includes the selling of food shall provide Jennings County Board of Health Documentation for the vendor/s selling food.
- c) All vendors used by the SUP applicant shall have a JCPR vendor permit.

## Section IIF: Use of Athletic Fields Policy

### Sec.IIF-1: Use of Athletic Fields:

- a) Informal use of any of the athletic fields on the Jennings County Parks is allowed and is available on a first come basis unless the fields in question have been previously reserved through park administration.
- b) Formal team practices using the athletic fields are prohibited, except with Sec.IIF-1-e criteria are met.
- c) Events scheduled/reserved through the park administration will take priority over informal use.
- d) Jennings County School events will be given priority status over other organizations when conflicts with scheduling arise.
- e) Park Administration may schedule an organization's use of athletic fields, contingent upon the following:
  1. The organization signs a use/indemnification agreement (See Exhibit "H");
  2. Each participant or parent/legal guardian of a participant, signs a waiver (See Exhibit "I");
  3. Usage schedules are approved by park administration, and entered into the reservation management system;
  4. Proof of liability insurance including Jennings County as an insured party is presented to park administration;
  5. For events during which participants or spectators pay to participate, usage fees are collected by the park as determined by park administration;
  6. Each vendor procured by the organization for the event presents:
    - i) a JCPR vendor permit, and
    - ii) if selling food, Jennings County Health Department certification.

## Section IIG: Campground Rules & Policy

### **Sec.IIG-1: Campgrounds Health and Safety:**

- a) Muscatatuck Park campground is a family oriented outdoor experience made available to the citizens of Jennings County and all other visitors.
- b) All campers are expected to maintain their campsites in a healthy and safe manner.
- c) Park staff has the sole authority to determine if and when a site is not maintained in a healthy a safe manner, and to request the camper to clean up or otherwise make the campsite appropriate.
- d) Failure of the camper to comply with park staff's request to rectify an identified issue at a campsite may result in the camper's eviction from the park.

### **Sec.IIG-2: Campsite Availability:**

- a. Campsites are available year round, with water and shower access is April 1 through November 1, each year.
- b. Campsites are available on a first come basis, except when reservations are made.

### **Sec.IIG-3: Campsite Reservations:**

- a) Campsite reservations require payment in advance of usage.
- b) Campsite reservations may be made in person, by phone, or on-line.
- c) Campsites may be held for a customer after phone or electronic communication for seven days.

### **Sec.IIG-4: Campsite Registration:**

- a) Check in time is 2:00PM. Check out time is 1:00PM
- b) An individual 18 years or older is required to register a campsite as the responsible party for that campsite.
- c) No more than 6 individuals (children included) may camp at any one campsite in the park.
- d) No more than 2 motor vehicles may be parked at any one campsite in the park.
- e) Campers are to register with park staff, dependent upon arrival time, in the following priority:
  1. at the park's visitor center, or if not available
  2. with a park staff person within the park, or if not available
  3. with the campground host.
- f) If circumstances prohibit registration as listed above, the camper may select a campsite as follows:
  1. tagged site for preregistered campers, or
  2. any vacant site for drop-in campers.
- g) Campers may request/select a specific site during registration, but park staff retains authority to assign all campers based on previous reservations and other issues as determined priority by the park staff.
- h) If a camper prefers a site change, and park staff determines the preferred site is available, park staff may approve one site change per registration.
- i) Park staff will make rounds through the campgrounds each evening to confirm all campers are correctly registered.
- j) Campers wishing to extend their camping beyond their original registration must contact park staff who will assist them, pending site availability.
- k) A campsite registration cannot exceed 14 consecutive days, unless determined to be "long term camping" as described in this policy. A camper leaving after camping for 14 days may make a follow-up reservation only after being absent from the campground for a period of at least 48 hours.



**Sec.IIG-5: General Campground rules:**

- a) All campers are required to abide by all park rules and policies, which include the rules and policies specific to the campground.
- b) A camper determined to be in non-compliance with a park rule and/or policy, as determined by park staff, shall be asked to:
  - 1. take actions and become compliant with park rules and policies, or
  - 2. leave the park if unable or unwilling to comply with park rules and policies, or
  - 3. leave the park if the noncompliance is deemed by park staff to be a serious threat to the health and safety of other campers and/or park visitors.
- c) **Quiet hours** are observed by all campers from 11:00PM to 7:00AM.
- d) Campers must locate their tent, trailer or motor home on the assigned campsite.
- e) **No more than 6 individuals** (children included) may camp at any one campsite in the park.
- f) **No more than 2 motor vehicles** may be parked at any one campsite in the park, unless otherwise authorized by park staff.
- g) **The bathhouse is for personal camper showering only.** The washing of dishes, equipment, or pets in the bathhouse is prohibited.
- h) **Possession of fireworks** in the campgrounds is prohibited.
- i) **Any firearm or bow** is required to be unloaded and stored in a case or within a locked vehicle.
- j) **Fires** are allowed in designated areas within the campsite only. All fires must be totally extinguished by the camper following use. The park staff may prohibit fires within the campground when determined by the park staff that such fires present a significant risk to health and safety.
- k) **Smokers** are required to be vigilant with matches and cigarette butts, ensuring they are completely extinguished and discarded in an appropriate non flammable container and not on the ground.
- l) **All pets** are required to be on a leash at all times while in the campground.
- m) **Campsites must be clear of debris** of all types, with debris and refuse placed in the appropriate receptacles. Failure to maintain a campsite or leave a campsite in a healthy and safe status may prohibit the camper from future campsite registration.

**Sec.IIG-6: Campsite fee refunds:**

- a) Reservations made in advance but not paid within 7 days of making the reservation will be voided without contact with the person making the reservation, and the campsite will become available to the next camper wanting it.
- b) Refunds are not available during the 7 days prior to the reservation date/s except when park staff determines the existence of exceptional circumstances.
- c) Exceptional circumstances allowing a refund within 7 days of the reserved date/s are at the sole discretion of park staff and include:
  - 1. loss of utilities in the campground, and
  - 2. serious illness or injury of the camper, as determined by park staff.Inclement weather such as rain or cold is not considered unusual circumstances.
- d) Approved refunds are available in the form of a:
  - 1. claim to the Jennings County Auditor,
  - 2. Credit card reimbursement, or
  - 3. rain-check for a future reservation equal to the approved refund,
  - 4. Transaction fees will apply to refunds.

**Sec.IIG-7: Long Term Camping:**

- a) Long term camping is camping for more than 14 consecutive days, and is available primarily for full-time campers and regional contractors. Job references may be requested for long term camping reservations.
- b) Long term camping is limited to 5 campsites within the campground.
- c) Long term camping opportunities will be approved on a case by case basis by the superintendent.
- d) Long term camping requires adherence to all Jennings County Parks & Recreation rules and policies.
- e) A discount of 25% off the daily campsite fee is available to long term campers if a full month's camping fee is paid in advance.
- f) A signed long-term camping agreement (See Attachment "F") is required prior to any long term camping occurring.

**Sec.IIG-8: Campground Host:**

- a) The position of campground host is a non-paid benefit position where completion of routine, specific campground maintenance responsibilities involving 7 hours of labor per week, is traded by the host for camp site rental fees during the camping season.
- b) The superintendent is responsible for recruitment, selection and supervision of the campground host.
- c) The campground host's responsibilities are outlined within the Camp Host Agreement (See Attachment "G").

**Section IIIH: Community Partnership Policy**

**Sec.IIIH-1: Community Partnership:**

- a) JCPR is a community wide recreational department, and is therefore a willing participant in the sharing of technical support, physical property and other resources with agencies and organizations throughout Jennings County.
- b) Partnership with other community resources is at the discretion of the superintendent, contingent upon the availability of resources and the safety and security of JCPR employees and property.

**The above outlined "Park Operating Policies" are approved:**

_____	_____
Signature of Park Board member	date signed
_____	_____
Signature of Park Board member	date signed
_____	_____
Signature of Park Board member	date signed
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Signature of Park Board member	date signed
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Signature of Park Board member	date signed

## **Section III: Attachments**

## **Section VI: Current Park Fees**