

## **Mountville Community Services Foundation Policies and Rules for Froelich Park**

**A. PURPOSE**

The purpose of this policy is to establish and set forth policies and procedures to assist in the operation of the FROELICH PARK FACILITY.

**B. NON-DISCRIMINATION STATEMENT**

The Mountville Community Services Foundation does not and shall not discriminate on the basis of race, color, religion (creed) gender, gender expression, age, national origin (ancestry) disability, marital status, sexual orientation, or military status, in any of its activities, operations or employment.

**C. PHILOSOPHY, PRINCIPLES, AND POLICY**

The Mountville Community Services Foundation's objective is to provide a meaningful, safe, affordable, recreation facility for the community of Mountville and surrounding area, and to effectively manage the day to day and long term operations of the park facility.

The overall operations and oversight for the park facility is the responsibility of the Mountville Community Services Foundation (**MCSF**). Certain responsibilities and operations of portions of the park may be assigned to the designated Sub-committees and or hired Managers as agreed to and directed by the **MCSF**.

The Pool at Froelich Park (also known as the Mountville Pool) is managed by the MCSF and is considered a "Public Pool" and as such there is no distinction or privileges made between season pass holders or patrons who elect to pay on a daily use basis. Except Season Pass holders will be admitted ahead of walk-ins on times when the pool has reached capacity as determined by pool management.

Disputes: Any and all disputes that can't be handled by the Pool Manager or appropriate committee will be brought to the **MCSF** board for final resolution.

Whereas this policy will attempt to establish and set forth policies and procedures for the operation of the park facility, no attempt is made to make this set of policies or procedures all inclusive.

Whereas this policy should fall silent on any subject, the **MCSF** does not relinquish any responsibility to others to make or implement policy on its behalf.

**D. PARK FACILITY RULES:**

The following rules will be in effect for the entire park facility:

**\*NO USE OF PARK PROPERTY FROM SUNSET TO SUNRISE EXCEPT BY PERMISSION FROM THE **MCSF**.**

**\*NO PARKING EXCEPT IN DESIGNATED PARKING AREAS.**

**\*NO USE OF MINI-BIKES, GO-KARTS, SNOWMOBILES, ATV's ETC. IN PARK. MOTOR VEHICLES MAY BE OPERATED ONLY ON ESTABLISHED MACADAMIZED CART-WAYS AND IN DESIGNATED PARKING AREAS.**

**\*NO STARTING OR MAINTENANCE OF FIRES EXCEPT IN PICNIC STOVES WHICH SHALL BE ATTENDED WHILE IN USE.**

**\*NO POSSESSION OF OR BEING UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR DRUGS.**

**\*NO SMOKING, OR VAPING, OR USE OF ANY TOBACCO PRODUCTS EXCEPT IN DESIGNATED AREAS**

**\*NO POSSESSING OR DISCHARGE OF FIRE ARMS, AIR RIFLES OR BOWS & ARROWS, OR ANY OTHER WEAPONS PROHIBITED OR OFFENSIVE.**

**\*NO BREAKING, CUTTING, DEFACING, OR INJURING ANY TREE, PLANT, SHRUB, BUILDING SIGNS OR OTHER PROPERTY.**

**\*NO DISCARDING DEBRIS OF ANY KIND EXCEPT INTO APPROPRIATE CONTAINERS.**

**\*NO LOUD OR EXCESSIVE NOISE**

**\*NO SKATEBOARDING**

**\*ALL DOMESTICATED ANIMALS MUST BE UNDER LEASH. OWNERS ARE RESPONSIBLE FOR CLEANING UP AFTER THEIR PETS.**

**\*DRONES (any flying craft) ARE ONLY PERMITTED SOUTH OF THE PARKING AREA AND ARE PROHIBITED DURING ANY EVENTS**

## **1. SWIMMING POOL**

### USE BY THE PUBLIC:

Every attempt will be made to have the pool open for all advertised times, depending upon the weather except for those unforeseen emergencies that fall outside the control of the Pool Manager and/or **MCSF**.

### FEES:

Entrance fees (Seasonal Passes and Daily) will be reviewed each year by the **MCSF** with the intent to maintain affordable rates and sound operation of the pool business.

### DONATIONS:

It will be at the discretion of the MCSF Board to donate Seasonal Pool Passes (family or individual).

### FOR GOODS AND SERVICES:

The **MCSF** may, barter for goods and services with Seasonal Pool Passes, if it decides doing so is in the best interest of the pool and park facility. Such trades can only be authorized by the full Board of the **MCSF**.

### OPERATING HOURS:

Normal operating hours for the pool will be determined by the Pool Manager and the MCSF prior to the starting of the new pool season. Operating hours will be posted and every attempt will be made to maintain operation of the pool during those advertised times. If at 7:00pm the pool has no patrons using the facility, the pool will be allowed to close for the day. Extending the evening hours on extremely hot days, will be allowed for those patrons using the facility at the discretion of the Pool Manager or his designee.

### RAIN DELAY:

If it is raining at 12:00 noon and the pool does not open due to rain, the weather will be re-evaluated at 4:00pm and if weather permits, the pool will open at that time. This decision will be made by the Pool Manager or his designee.

### EMERGENCY REPAIRS:

The Pool Manager will have the authority to seek emergency service for repairs. The MCSF Board will determine annually preapproved vendors/contractors for pool repairs/services.

Once repair service has been initiated by the Pool Manager, the "**MCSF** Pool Committee" shall be notified ASAP.

#### SCHEDULING OF EVENTS:

The scheduling of special events relating the operation of the pool for the pool season will be the responsibility of the Pool Manager with the prior approval from the **MCSF**. Every attempt will be made to have the schedule approved prior to the beginning of the season and have the schedule posted for all patrons to see.

#### BULLETIN BOARD NOTICES

Any and all notices and postings on Pool Bulletin boards must have prior approval of the Pool Manager.

#### DEFINITION OF A FAMILY AND AGE GROUPS:

A family is defined as:

1. Up to four (4) individuals, residing in the same household, where no more than two individuals are adults; and unmarried children under age 17, or still in high school or full-time students under 23 years of age. A child is defined as age 17 or younger. Children ages three (3) years old or less will be admitted free of charge and not be counted as part of the family when determining the family of four (4).
2. Individuals eighteen (18) years old or older, and not attending high school or furthering their education by attending a normally recognized institution of learning will be considered an independent person that will be eligible to purchase an Individual Season Pass.
3. Family members that are thirteen (13) years old or less, normally will be given a "YOUTH" pass that will require them to be chaperoned by a guardian when using the swimming pool unless they are certified by the Pool Manager that they have met all the criteria that allows individual use of the pool.

#### USE BY THE SWIM TEAM:

##### PRACTICE TIMES:

1. Will be limited to those times approved by the Pool Manager, and will be limited to the following:
  - Head Coach
  - Appropriate Assistant Coach(s)
  - Active members of the current year swim team.
2. Additional persons may be permitted to be in the pool grounds at the discretion of the Pool Manager.
3. Certified Lifeguards must be on duty while swim team practice is underway.

##### SWIM MEETS:

Competitive Swim Meets are to be scheduled with prior approval of the Pool Manager and must be limited to no more than one meet in one week.

##### GROUP USAGE (day camp/playground groups)

1. All group trips must have prior approval of the Pool Manager.
2. No more than 25 people in one group.
3. Each person to pay the appropriate pool entrance fee (Season Pass Holders exempt from fee)
4. Three (3) hours maximum swimming time per group.
5. Maximum of five (5) trips per group, per swimming season.
6. Group chaperones must provide proof of insurance for the group prior to admittance.

##### POOL PARTIES:

##### DURING OPERATING HOURS:

1. Must be scheduled (date and time) with prior approval of the Pool Manager.
2. No more than 25 people in the group (swimmers and non-swimmers)
3. Season Pass Holders exempt from entry fee
4. All others to pay appropriate pool entrance fee

5. At no time will alcoholic beverages be allowed on pool or park grounds.

**DURING CLOSED HOURS:**

1. Must be scheduled (date and time) with prior approval of the Pool Manager.
2. Cost will be \$250.00 per hour which will provide:
  - Pool staff for management
  - Pool Maintenance support
  - Lifeguards
  - Cost of utilities
3. At no time will alcoholic beverages be allowed on pool or park grounds.

NOTE: Fees may be waved upon approval of the MCSF Pool Committee to support event request from local community organizations.

**POOL MANAGER RESPONSIBILITIES**

The Mountville Pool Manager or designee responsibilities and duties are listed below. If the responsibilities or duties cannot be met the Mountville Community Services Foundation (MCSF) Pool Committee shall be contacted immediately. The **MCSF** shall have final approval of all activities of the pool prior to those activities taking place.

The Pool Manager will be secured by, report to, and work under the guidance of the **MCSF**, and the MCSF Pool Committee. During the pool season the Pool Manager shall provide a brief report of pool activities, issues and concerns to the **MCSF** at their regularly scheduled monthly meeting. Issues involving negative public information or law enforcement actions shall be reported to the **MCSF** Pool Committee immediately.

The Pool Manager shall work diligently to promote and foster good interaction with the public at large and administer to the day to day operations of the Pool and related activities, while doing so in a professional and business orientated manner.

Responsibilities include:

1. Shall work a minimum of 40 hours per week, each week between opening day and Labor day.
2. Shall work a minimum of 5 days per week one of which shall be on the weekend (Saturday or Sunday) weather permitting.
3. Secure appropriate staff and schedule same to operate the pool during the swim season. (Wage range to be approved by MCSF).
4. Ensure all support staff has completed the appropriate "WORK PAPERS" to allow working at the pool.
5. Ensure all staff hired to provide "LIFEGUARD" services, are in-fact certified for those duties.
6. Ensure background checks and appropriate clearances are required as a condition of employment for appropriate staff.
7. Provide training to all employees regarding their responsibilities and expectations while employed by the Mountville pool.
8. Maintain records of employee evaluations and any and all disciplinary actions that have occurred.
9. Ensure the daily readiness of the facility for use.
10. Ensure the cleanliness of the facility is maintained at all times and meets appropriate standards dictated by Federal, State and County regulations including mandates resulting from the COVID pandemic. This shall include the snack bar, office areas, rest rooms and pavilions.
11. Monitor the operation of all pool systems to ensure proper operation, sanitizing and balance of pool water chemistry is properly maintained.
12. Manage and approve as needed all timecards for staff and have wage and time information ready for pick up by the designated person at the appropriate times.
13. Schedule pool events as requested. Final schedule must be approved by the MCSF Pool Committee.

14. Manage the day-to-day operations of the Pool Concession Stand business and ensure compliance with Federal, PA and Lancaster County health regulations.
15. Certify by signature any and all deliveries for the pool and forward the receipt to the MCSF responsible person for prompt payment.
16. Schedule workdays prior to opening and after closing of the pool season.
17. Always maintain good housekeeping practices for the pool and surrounding pool grounds. This includes the area inside the pool fence, parking lots, and areas outside the pool fence. This does not include the ball field areas.
18. Maintain operating records as defined by the MCSF. These records are to be defined under separate protocol by MCSF.
19. Make daily and timely deposits of pool funds into a MCSF approved account.
20. Work with MCSF to establish mutually agreed to "PAY DATES" for the pool staff.
21. Supervise Pool Staff as needed and ensure all assignments are completed as required.
22. The Pool Manager shall have authority to have people removed from the pool for inappropriate behaviors. All such incidents shall be documented and recommendations for future actions (i.e. revoking of Seasonal Pool Pass, etc.) submitted to the **MCSF** Pool Committee and Board of Directors for approval.

**2. ATHLETIC FIELDS:**

Use of the athletic fields at the facility will be available to the community at large, however, priority usage has been given to the MOUNTVILLE YOUTH ATHLETIC ASSOCIATION (MYAA) and any public requests for park usage must be coordinated thru the Board of Directors of the Mountville Community Services Foundation.

**3. STORAGE BARN:**

Priority use has been granted to the following organizations for use of certain sections of the inside of the storage barn:

- Mountville Fire Company
- Mountville Lions Club
- Mountville Youth Athletic Association
- Mountville Veterans of Foreign Wars Post 8757

The following rules apply to all users of the barn:

- Keep all sections neat and secure at all times.
- Do not store items outside your assigned cubical.
- Users must ensure all lights are off and all windows and doors are secured when leaving the barn.