

## RECREATION DEPARTMENT POLICIES AND PROCEDURES

### POLICY NAME: Opening/Closing Recreation Department Offices and Facilities

Policy No.: RRD11-110

Effective Date: 6/2011



#### 1. Purpose:

- 1.1. The purpose of this policy and procedure is to provide direction and expectations to staff on the requirements and duties in opening the Recreation Department Office, as well as making surrounding park facilities available and presentable to the public on a daily basis.

#### 2. Responsibility:

- 2.1. The Recreation Manager is the owner of this procedure and is responsible for its maintenance and implementation. The Recreation Manager is also the process manager.

#### 3. Policy:

- 3.1. The Recreation Department office is located at 7095 W. Tribal Road, on the upper floor of the snack bar at Softball Field #3. This office is centrally located of the Rincon Reservation's recreation facilities; near Softball Field #3, the new Sports Complex with two (2) new softball fields, a water feature, covered picnic areas, a playground area, and Fiesta Park. Its location is pivotal to the security and operation of these surrounding facilities, including the Tribal Hall.
- 3.2. It is the Recreation staff's responsibility to ensure the Recreation Department Office and the surrounding area are presentable and professional in appearance to Tribal Membership, as well as all visitors and special guests.
- 3.3. The Recreation staff are responsible for providing park users open accessibility to restroom facilities on a daily basis, by unlocking all restrooms at the Sports Complex and those located directly below the Recreation Department office.
  - 3.3.1. The park and restroom hours are from 8:00 a.m. to 10:00 p.m. daily, seven days each week including holidays.
  - 3.3.2. Recreation staff will work with Tribal Law Enforcement in scheduling the opening and closing of park facilities when Recreation staff are not available.
- 3.4. The Recreation Office shall not be left open/unlocked when it is unattended by staff. Before leaving the facility, Recreation staff shall properly secure the office to ensure that all Tribal property is properly protected, in addition to ensuring that possible hazards and potential dangers are averted.

#### 4. Procedure:

- 4.1. At the beginning and close of each day, Recreation staff are expected to perform a visual inspection of the immediate and adjacent area surrounding the Recreation Department office to ensure that all trash close to the facility and surrounding areas is picked up and properly disposed. This action will help maintain the beauty of the area, as well as avoid potential health issues relating to the accumulation of debris.
- 4.2. Opening the Men and Women Restroom Facilities: When Recreation staff begin work, they will be required to open/unlock the Men's and Women's Restroom facilities at both locations: (a) beneath the Recreation Department office; and (b) at the Sports Complex. Prior to unlocking the facilities at the Sports Complex, Recreation staff must unlock the security gates surrounding the facilities.
  - 4.2.1. Opening the facilities includes:
    - unlocking the Men's and Women's Restroom doors;
    - checking all stalls for cleanliness; and
    - picking up any trash from the floor and flushing any waste residue that may have been left in the toilets.
  - 4.2.2. Any and all graffiti, plumbing problems, vandalism or health issues are to be reported to the Recreation Manager immediately.
- 4.3. Closing the Men and Women Restroom Facilities: The closing of all park restrooms is scheduled with Tribal Law Enforcement unless Recreation staff is on-site at 10:00 pm to close/secure all park restroom facilities.
- 4.4. Opening the Recreation Department Office: Recreation staff that begin work at 8:00 a.m. are required to open/unlock the Recreation Department office.
  - 4.4.1. Opening the office includes:
    - unlocking the deadbolt first, then the door lock;
    - inspecting the door, locks and door jam for any damage or signs of attempted break in or vandalism. **Any suspicious indications of tampering of the locks, doors or windows are to be reported to the Recreation Manager immediately;** and
    - powering up the printer.
  - 4.4.2. Air conditioning and heating units are individually controlled by employees in their separate offices. Turing on/off the units in the separate offices are the sole responsibility of the respective employees.
- 4.5. Closing the Recreation Department Office: At the end of the business day, Recreation staff are required to close and secure the Recreation Department office. This process will avoid potential property loss and damages.
  - 4.5.1. Closing the office includes:
    - turning off the printer;
    - turning off all air conditioning and heating units;

- turning off the lights;
- closing the self-locking front door, and checking it to ensure it is secure; and
- Locking the deadbolt.

4.5.2. Before leaving the facility, check the doors on the snack bar and electrical room to make sure the deadbolts are set.

Approved: _____	<i>[Signature]</i>	Date: <u>7-25-11</u>
	Director of Tribal Administration	
Effective Date: <u>7-25-11</u>	Approved Date: <u>7-25-11</u>	