

Policy PK 02-11

Policy Title: Rules of Operations

Policy Purpose: Set forth rules and regulations to be posted in Park facilities to keep park visitors safe

Implementation Date: March 1, 2011

Revision Date: January 23, 2012

This policy has been created with the intent to set forth rules and regulations to assure Westfield parks, trails and facilities are safe and being used as intended. These rules will be posted in all parks where applicable so all that visit will have an understanding of appropriate use. These rules and regulations along with all applicable state, federal and local laws, including but not limited to, laws governing vandalism, nuisance, litter, animal control, alcohol and drugs will be enforced. Signage in the parks will read:

**CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Rules of Operations**

All applicable state, federal and local laws, including but not limited to, laws governing vandalism, nuisance, litter, animal control, alcohol and drugs will be enforced.

The following rules are provided to supplement the laws and ensure a safe and nurturing experience while visiting Westfield Parks and Recreation Facilities. If you do not find answers to your questions under the following outline, please call the Westfield Parks and Recreation Administration Office at 317-804-3184 during regular business hours.

GENERAL RULES

1. **Park Hours:** Unless otherwise posted, all parks and trails are open from sunrise to sunset seven (7) days a week.
2. **Parking:** Parking is allowed in designated parking lots only. No one shall park in a parking space designated for the physically challenged without a handicap permit.
NO OVERNIGHT PARKING IS ALLOWED IN WESTFIELD CITY PARKS.
3. **Use of Vehicles:** It is strictly prohibited for any motorized vehicles, with the exception of motorized wheelchairs or official city vehicles being operated by city employees, to be operated within park boundaries. All vehicles shall be operated on roadways specifically designated for vehicular traffic.
4. **Shelter Rentals:** Shelters can be reserved for a fee. Reservations can be made on a first come first serve basis by calling Customer Service at 317-804-3150 during regular business hours. Rental fees must be paid to confirm the reservation. For more information on facilities, please visit the Westfield Parks and Recreation Department webpage.
5. **Alcohol:** Use of alcohol in parks is prohibited. Special Event permits may be considered, and require filing liability and insurance documents along with a Special Event Permit Application with the Westfield Parks and Recreation Administration Office.

6. **Use of Fire:** Fires are only allowed in the designated charcoal grills at the shelters. Portable gas grills may be used in the shelter areas. Bonfires are prohibited. The use of the Council Circle Fire Pit at Simon Moon Park must be approved through the Westfield Parks and Recreation Administration Office and have staff on site during use.
7. **Smoking:** All parks and trails are smoke-free zones.
8. **Fireworks:** NO personal fireworks are allowed in Westfield City Parks.
9. **Camping:** Overnight camping is not allowed.
10. **Water Ways:** Water ways or ditches within the parks are for wildlife use only unless designated otherwise.
11. **Trash:** It is strictly prohibited for any person to deposit any refuse (as that term is defined by the Indiana Code) into a park or within a park refuse disposal receptacle, except for garbage defined as paper goods, food wrappers or food container used in the park.
12. **Animals:** Any animal in a park must be restrained by a leash or lead no longer than six feet, or be under the physical control of the animal's owner or attending party. Pet owners must have and use a container or device for the holding of their pet's waste while they are in a park, on a trail or pathway. Violations will result in fines. Dogs or other pets are not permitted on any athletic playing field, or children's playground area. Horses or ponies are not allowed to be brought into Westfield City Parks. It is prohibited for any person to knowingly cause or directly abandon any animal in a Westfield City Park.
13. **Hunting:** Capturing or harming any wild animal or bird in the parks or on the trails is prohibited.
14. **Weapons:** Missile propelling devices, fireworks, bombs or other explosive devices, knives, paintball equipment or any other objects that can reasonably be considered a weapon, are strictly prohibited in any park for any reason. This prohibition does not apply to law enforcement officers as defined in Indiana Code.
15. **Vandalism:** It is strictly prohibited for any person to remove, destroy, break, injure, mutilate or deface in any way any structure, sign, fence, wall, trail, railing, bench, tree, shrub, plant, flower or any other property of Westfield City Parks. No person shall climb any tree, walk, stand or sit upon monuments or any other property not designated for that use.
16. **Inappropriate Behavior:** No sexual activity or nudity is allowed in Westfield City Parks. No person shall use profane or abusive language, or conduct oneself in a disorderly manner in Westfield City Parks.
17. **Special Events and/or Programs:** All special events must be coordinated through the Westfield Parks and Recreation Administration Office using the Special Event Application procedure.
18. **Inflatables or Dunk Tanks:** Are not allowed.
19. **Music Entertainment:** It is prohibited to use radios, tape machines, CD Players, IPODS, live musical entertainment or amplification systems in a loud manner, which will interfere with others using the park or the park neighbors.
20. **Soliciting/ Conducting Business:** It is prohibited for any person to solicit for or conduct any business, to sell or to offer to sell any parcel or service, or to solicit for charitable contributions in Westfield City Parks.
21. **Trails:** No motorized vehicle, including golf carts, are allowed on any trails in the Westfield City Parks trail system, with the exception of motorized wheelchairs or official

city vehicles being operated by City employees. Ride, walk, run and skate on the RIGHT, except when passing. Cyclists are asked to announce and slow down when they are approaching a pedestrian on the trail and to observe all of the other rules of the road for cyclists. Do not disturb or harass wildlife. Observe additional trail rules as posted on/or along the trail corridors. Please remember the YIELD rules:

- a. Bicycles yield to rollerbladers**
- b. Bicycles and rollerbladers yield to skateboarders**
- c. Bicycles, rollerbladers, skateboarders yield to runners**
- d. All yield to pedestrians**

NOTE:

Violation of any of these rules can mean expulsion from the park.

There is a \$500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.

**CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Skate Park Rules of Operations**

Skate Park: Use of this facility may cause injury or potential death. The City of Westfield is not responsible for injuries. Know your ability and participate at your own risk! All rules stated in the Parks and Recreation Rules of Operation apply to the Skate Park. In addition, the following rules must be adhered to.

1. **Personal Safety:** For personal safety, safety equipment such as helmets, knee pads, elbow pads and wrist guards are recommended.
2. **Food and Beverages:** Food and beverages are not permitted within the skate park.
3. **Pets:** No pets are allowed in the skate park.
4. **Skate Park Usage:** The Westfield Parks and Recreation Department and the Police Department reserve the right to revoke the use of the skate park to individuals who violate the rules and regulations. We also maintain the right to close the skate park if there are persistent problems with rules or vandalism.
5. **Hours of Operation:** The skate park is open daily sunrise to sunset, unless closed for maintenance or rules violations.
6. **Fees:** There are no fees for the use of the skate park.
7. **Respect:** Treat the skate park and others with respect.

NOTE:

Violation of any of these rules can mean expulsion from the park.

There is a \$500 fine for damaging or defacing public property.

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**CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Splash Park Rules of Operations**

Quaker Park Splash Park: Use of this facility may cause injury. The City of Westfield is not responsible for injuries. All rules stated in the Parks and Recreation Rules of Operation apply to the Splash Park. In addition, the following rules must be adhered to.

1. **The Season of Operation:** The season begins on Memorial Day Weekend and runs until late September, weather permitting.
2. **Hours of Operation:** Hours of operation during the season are daily from 10:00AM to 7:00PM.
3. **Fees:** There are no fees for the use of the splash park.
4. **Parents or Guardians Responsibility:** Parents/Guardians are responsible for children's safety. Children using the splash park must be accompanied by an adult.
5. **Diapers:** Children who are not restroom trained must wear a water diaper.
6. **Running:** Running in the splash park is prohibited.
7. **Glass:** Glass containers should not be used on or near the splash park.
8. **Pets:** No pets are allowed in the splash park.

NOTE:

Violation of any of these rules can mean expulsion from the park.

There is a \$500 fine for damaging or defacing public property.

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**CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Playground Rules of Operations**

Public Playground Safety Guidelines: For your play enjoyment, please obey the following or you may cause injury to yourself or others around you. Play safely and be courteous of others. Use of this facility may cause injury. The City of Westfield is not responsible for injuries. All rules stated in the Parks and Recreation Rules of Operation apply to Playgrounds. In addition, the following rules must be adhered to.

1. **Hours of Operation:** Hours of operation are daily sunrise to sunset.
2. **Pets:** No pets allowed on the playgrounds.
3. **Parents or Guardians Responsibility:** Children 7 and under should be accompanied by a parent or guardian.
4. **Use of Play Equipment:** Note age-appropriate use for equipment and adhere to guidelines.
5. **Be Aware:** For everyone's safety, inspect play area before starting to play and remove litter.
6. **Prohibited Uses:** No bicycles, rollerblades, or skateboards are allowed within the play area.
7. **CAUTION:**
 - Bare feet may cause injury
 - Throwing sand or any other objects within play area may cause injury
 - Playing on this equipment when wet may cause injury
8. **SWINGS:**
 - Hold on with both hands
 - Standing on swings may cause injury
 - Stop swinging before getting off
 - Never swing or twist empty seats
 - Stand clear of moving swings to avoid contact and possible injury
9. **SLIDES:**
 - Slide feet first only
 - No running or walking up slide
9. **CLIMBERS:** No pushing, running or shoving

NOTE:

Violation of any of these rules can mean expulsion from the park.

There is a \$500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.

**CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
The Hill at Simon Moon Park Rules of Operations**

The Hill at Simon Moon Park: Use of this facility may cause injury. The City of Westfield is not responsible for injuries. All rules stated in the Parks and Recreation Rules of Operation apply to The Hill at Simon Moon Park. In addition, the following rules must be adhered to.

1. **Hours of Operation:** Hours of operation are daily from sunrise to sunset
2. **Risk:** Use at your own risk. The City of Westfield provides no supervision of hill conditions or activities. Users assume full responsibility for determining if conditions are safe.
3. **Supervision:** Children are to be supervised by an adult
4. **Sledding:**
 - Use of skis and snowboards is strictly prohibited.
 - Standing on or overloading sleds is prohibited.
 - Sled only in designated areas.
 - Keep a safe distance from others when sledding.
 - Wait for others to clear bottom before sledding.
 - Exit bottom of hill promptly.
 - Walk up hill on designated trails only.
 - Construction of jumps, ramps or moguls is prohibited.
 - No pets are allowed on the sledding hill.
5. **Prohibited:** No bikes or motorized vehicles allowed on the hill at any time.

NOTE:

Violation of any of these rules can mean expulsion from the park.

There is a \$500 fine for damaging or defacing public property.

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