



# County Commissioners of Kent County, MD

## Department of Parks and Recreation



11041 Worton Road, PO Box 67, Worton, MD 21678

410-778-1948 \* [info@KentParksAndRec.org](mailto:info@KentParksAndRec.org)

Purpose: Kent County Community Center General Policies  
Revised: February 25, 2010  
Approved by the Kent County Commissioners: March 2, 2010

### I. BUILDING INFORMATION

A. The building will be open for public use as follows:

November 1<sup>st</sup> – April 30<sup>th</sup>

Sunday Closed

\*Monday – Friday 8:30 am – 9:30 pm

Saturday 8:30 am – 6:00 pm

May 1<sup>st</sup> – October 31<sup>st</sup>

Sunday Closed

\*Monday – Saturday 8:30 am – 6:00 pm

*\*The facility will primarily be utilized as a high school age drop-in recreation center from 2:30 pm – 5:15 pm on full days of school during the school year (September – mid June). All youth must be accompanied by a parent or guardian during this time frame unless a Facility Access Card holder (ages 12 and older).*

B. Individual rooms within the building will be available (pending availability of facility and staff) for exclusive rentals as follows:

Sunday – Saturday 7:00 am – 11:30 pm

*(Please see the Kent County Community Center Building Rental Policies for all rules and regulations.)*

C. The administration office hours are as follows:

Monday – Friday 8:30 am – 4:30 pm

When summer camps are in session administration office hours will be extended to:

Monday – Friday 8:00 am – 5:00 pm

D. Closures

1. The building will be closed for public use **and** exclusive rentals on the following days:

- \*Memorial Day ..... Last Monday of May
- \*Independence Day ..... July 4<sup>th</sup>
- \*Labor Day ..... 1<sup>st</sup> Monday of September
- Thanksgiving..... 4<sup>th</sup> Thursday of November
- Day after Thanksgiving..... 4<sup>th</sup> Friday of November
- Christmas Eve ..... December 24<sup>th</sup>
- Christmas Day ..... December 25<sup>th</sup>
- New Year's Eve..... December 31<sup>st</sup> – Building closes 7:30 *p.m.*
- New Year's Day..... January 1<sup>st</sup>

\*The Community Center Pool will be open on these holidays.

2. The administration offices will be closed on the following thirteen (12) Kent County Government holiday observance days:

- Martin Luther King, Jr. Day ..... 3<sup>rd</sup> Monday of January
- Presidents' Day..... 3<sup>rd</sup> Monday of February
- Memorial Day ..... Last Monday of May
- Independence Day ..... July 4<sup>th</sup>
- Labor Day ..... 1<sup>st</sup> Monday of September
- Columbus Day..... 2<sup>nd</sup> Monday of October
- Veterans' Day ..... November 11<sup>th</sup> or nearest workday
- Thanksgiving Day ..... 4<sup>th</sup> Thursday of November
- Day after Thanksgiving..... 4<sup>th</sup> Friday of November
- Christmas Eve ..... December 24<sup>th</sup>
- Christmas Day ..... December 25<sup>th</sup>
- New Year's Day..... January 1<sup>st</sup>

\*(If a holiday falls on the weekend, a weekday observance/closure may be applicable.)

3. Inclement Weather and Emergency Closure Policy

a. Please be sure to call the weather cancellation hotline (410-810-3755); visit the Parks and Recreation home page bulletin board at [www.kentparksandrec.org](http://www.kentparksandrec.org), or the Kent County Community Center (KCCC) Facebook page for announcements when the weather is questionable and for announcements related to programs which are privately offered at a Parks and Recreation facility.

b. If Kent County Public Schools (KCPS) is closed, close early, or cancel evening programs, all programs at public school sites are closed. Kent County Parks and Recreation (KCPR) youth programs at the Kent County Community Center (KCCC) and KCPR facilities are closed when county facilities remain open. KCPR adult programs at county facilities will be open

when county facilities remain open. If KCPS is one hour or 90 minutes late, morning programs will be open. If KCPS is two hours late, morning programs will be closed. These general policies do not necessarily apply to programs offered by private vendors (please refer to program description) at the Community Center as they determine their opening and closing schedules when the Community Center remains open. All programs are closed when the Snow Emergency Plan or the State of Emergency Plan is in effect, however, should Plan(s) be lifted by 2 pm, evening adult programs will generally be open. In consideration of other factors, programs may be cancelled. This will be determined on a case by case basis.

c. If KCPS is one hour or 90 minutes late, morning programs will be open.

d. If KCPS is two hours late, morning programs will be closed.

e. During the summer season or on weekends, when KCPS is not in session, Parks and Recreation will determine whether to be open or closed in the case of inclement weather no later than 8:00 am for morning programs and 3:00 pm for evening programs. Decisions for programs with a start time before 8:00 am will be posted by 10 pm the night before whenever possible.

f. These general policies do not necessarily apply to private programs (please refer to the program description).

g. In the event of an emergency, failure of the power, heating or cooling system, or any unsafe situation the Department may close the facility with little or no notice.

4. The building is closed on County government service reduction days (when applicable).

## II. DEFINITION OF TERMS

A. "Department" refers to the Department of Parks and Recreation, currently designated by the County Commissioners of Kent County as the building manager. The Department's office headquarters are located at the Kent County Community Center.

B. "Department Activities" are programs and services under the direct management and coordination of Kent County Parks and Recreation.

C. "Non-Department Activities" include programs, services, or events coordinated and or sponsored by any educational, civic, non-profit, or private organization or contractor.

D. "Non-Athletic Use" refers to the use of the Gymnasium facility for events in which athletics and exercise are *not* the function of the activity.

E. "Contractor" is a private citizen or organization that initiates a facility-use agreement with the Department.

F. “Facility Monitor” is a Department trained employee or volunteer who is physically on-site for the duration of an activity.

G. “Private Rental” is any organized event that has been reserved and paid for in advance for the exclusive use of the Community Center or any rooms within. All Private Rentals, Youth Dances and Parties, and Youth Events must adhere to all facility use and rental regulations. *(Please see the Kent County Community Center Building Rental Policies.)*

H. “Youth Dances and Parties” are a type of Private Rental, but primarily for the entertainment of youth, and therefore have stricter guidelines. *(Please see Section II of the Kent County Community Center Building Rental Policies.)*

I. “Community Recognition Group” is a non-profit organization serving Kent County, Departments or Divisions of Maryland State Government (with permanent Kent County Offices), Kent County Board of Education, or a bona fide youth group. *(Please see Section IX of the Kent County Community Center Building Use Policies.)*

J. “Open Gym” is defined as no scheduled use of the gym. On a first come first serve basis Facility Access Card holders may utilize the gym for the activity of their choice. There will be limited availability for the gym during scheduled adult programs or advance exclusive use rentals on school closure days (and non-school closure days). *(Please see Section III-D specific to open gym on public school closure days.)*

### III. GENERAL BUILDING REGULATIONS

A. Please be advised that the building and grounds are under constant video surveillance.

B. All facility users must follow the regulations within and uphold the six (6) pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Failure to follow regulations may result in suspension of privileges. Facility Monitors have the authority to issue verbal and written warnings to ensure the safety of the facility, grounds, and its users. *(Please see the following outline of warnings.)*

a. Disagreements, disputes, and arguments during an athletic event not settled in a timely manner (30 seconds) will result in participants being asked to leave. Disputes must be settled politely without violence or intimidation.

b. For disruptive or negligent behavior, the violator will first be verbally requested to discontinue behavior and be warned of the consequences. If the violator continues to engage in disruptive or negligent behavior a written warning will be provided outlining the impermissible actions and possible removal from the facility. The third instance will result in removal from the facility and grounds.

c. Violent or perverse displays or behavior will result in the immediate removal of the individual from the facility and grounds for the safety of the facility, grounds, its users and staff.

d. For the safety of all patrons, guests, and staff, individuals acting in a suspicious or abnormal manner, and or having no legitimate purpose or business in the facility or on the grounds as determined by staff, may be questioned and or asked to leave the premises. Should it be deemed necessary, staff may contact law enforcement authorities for assistance.

e. All occurrences of written warnings and removal from the facility will be thoroughly documented and when necessary, the Kent County Sheriff's Office will be contacted for assistance.

C. Facility use priority will be given to the Department and Kent County Government activities.

D. There will be limited availability for the gym during scheduled adult programs or advance exclusive use rentals on public school closure days (and non-school closure days). From time to time on school closure or early dismissal days, when scheduled adult programs are not taking place, pending youth patrons' interests, structured activities may be scheduled in half of the gym or the full gym for a 45 minute to one-hour interval before or after scheduled adult programs. Open gym will be available outside of structured activities on a first-come first-serve basis, however, time limits may be implemented as needed to ensure all patrons have the opportunity to utilize the facility.

E. Exclusive use rental requests may be made Monday through Friday, between 8:30 am and 4:30 pm, excluding holidays, by calling 410-778-1948, emailing [info@KentParksAndRec.org](mailto:info@KentParksAndRec.org), or in person. (*Please see the Kent County Community Center Building Rental Policies.*)

F. No \*alcohol, tobacco, controlled, or illegal substance is permitted inside the facility, pool area, or on the Community Center grounds.

\* For large scale private rentals alcohol sales may be permitted, upon approval and licensure by the County Commissioners.

G. In accordance with the requirements of the Special Event Recycling Program (SERP), any rental expected to have 200 or more persons in attendance and serve food or drink, will be required to, at the contract holder's own cost, provide recycling for the following items: cardboard; glass containers; plastic containers; paper; metal containers; food scraps. In addition to providing recycling receptacles for recycled items, the contract holder is responsible for ensuring the collection of all recycled materials from the rental site.

H. Facility Access Card

1. An access card is required for all facility users (excluding private rentals and public/special events), at a nominal cost, to assist the Department with tracking facility usage.
2. All facility users ages 12 and older must have their own Facility Access Card. Children less than 12 years of age must be accompanied by their parent/guardian who must have a Facility Access Card.

- a. Parents/Adults who accompany a program participant who is less than 12 years of age and is the sole participant in a program, **are not** required to have a Facility Access Card.
  - b. Parents/Adults who participate in a child-parent program with their child, **are** required to have a Facility Access Card.
3. With the Facility Access Card, users will receive the following benefits:
- a. the unlimited use of a state-of-the art facility during public hours when not scheduled for Department or exclusive rental use.
  - b. the use of the internet in the computer room and wirelessly throughout the building
  - c. the use of computers and printer (pay-per-print) in the Computer Room
  - d. the ability to utilize the Kid's room with parental supervision
  - e. daily admission discount to the Community Center Pool
  - f. room rental rate discounts (*Please see the Kent County Community Center Building Rental Policies.*)

4. Access Card Fees

Annual Fee

In-County Rates		Out of County Rates	
Ages 12-21	\$5	Ages 12-21	\$10
Adults	\$10	Adults	\$20
Seniors 55+	\$5	Seniors 55+	\$10

Replacement Card Fee

In-County Rates		Out of County Rates	
Ages 12-21	\$10	Ages 12-21	\$20
Adults	\$20	Adults	\$40
Seniors 55+	\$10	Seniors 55+	\$20

Family Plans (must reside in the same ***Kent County*** household)

Family of 4	\$25
Each additional family member	\$3

***(discount only given if purchased in a single transaction)***

Organizational Plans (Kent County care-based organizations)

- Maximum of 15 attendees per visit \$45
- Attendance must be during public hours
- Must call ahead to confirm drop-in availability
- Must provide an attendance sign in sheet naming attendees

5. Additional charges will apply for:

- a. programs (Department or Contractor provided)
- b. replacement Facility Access Cards (Please see list above)
- c. rentals
- d. kid's room care

- e. pool use
- f. special events
- g. other charges may apply at the Department's discretion

I. Food, gum and drink consumption is restricted to the Lobby, Meeting room, Kids Room and Kitchen. No glass or breakable containers permitted.

J. Any documents printed in the Computer Room or requested to be copied will cost the requestor twenty-five (25¢) cents per page (black and white copies only).

K. The Department is not responsible for any lost or stolen property. The Department will store found property for a minimum of thirty (30) days and, unless claimed by the owner or an authorized representative, the Department will deem the property abandoned and will dispose of or donate, if in good condition, to a local organization.

L. Animals, with the exception of service dogs, are not permitted inside the building or pool area.

M. Strollers, baby carriers, and children are not permitted to be inside the Multipurpose Room or Gymnasium while a parent/guardian is participating in a program within. Strollers and baby carriers must be left in the area designated by the Department.

N. Multi-Purpose Fitness Room:

1. To ensure all patrons have an enjoyable experience, the following is expected and required of all patrons who utilize the Fitness Room:
  - a. The use of offensive or profane language will not be tolerated and is grounds for immediate ejection and loss of privileges.
  - b. Please use only one piece of equipment at a time.
  - c. Please don't stare at, crowd, or touch others.
  - d. Please use proper technique and know your body's limits to avoid injury.
  - e. Please don't interrupt others' goals by engaging in lengthy conversation.
  - f. Please keep personal items clear of others' way.
  - g. If you must make/take a phone call, please step out of the room until the call is over.
  - h. Please put away and wipe down equipment when finished using it.

O. Kids' Room Guidelines:

1. The Kid's Room is available to Access Card holders with children ages 18 months to 9 years old. **In-room parental supervision of children is required.**

*\*The Kid's Room will be closed during the summer months when Kiddie Camp is in session.*

2. The maximum capacity is met at 15 children on a first come, first serve basis.

3. Sick children will not be permitted into the Kid's Room. The Department will deem a child as sick if they display the following symptoms (this list is not inclusive of all symptoms):

- a. fever (100° or higher)
- b. diarrhea
- c. vomiting
- d. sore throat and difficulty swallowing
- e. eye discharge that is thick and white or yellow
- f. unusual spots or rashes
- g. yellow skin or eyes
- h. severe coughing

4. A current medical information form must be on file with the Department and reviewed upon each visit.

P. Restrooms and Lockers:

1. Children ages seven (7) and older must use the restrooms of their gender if they do not have any disabilities.
2. Personal property may not be stored at the front desk. It is encouraged to leave valuables at home or to secure belongings in center lockers.
3. Personal locks are required for lockers and must be removed daily. Any locks not removed at the close of each day will be forcibly removed by the Department.
4. The Department is not responsible for items lost or stolen from lockers or for any materials left in lockers overnight.
5. Food and glass/breakable objects are not permitted to be stored in lockers.
6. Shoes and shirts must be worn at all times outside of locker room areas.
7. Cell phone use is prohibited in the restrooms and locker room areas.

Q. Dress Code:

1. Apparel deemed inappropriate by the Department staff will not be permitted.
2. All visitors must wear appropriate and non-offensive clothing. If apparel is deemed inappropriate or offensive, the visitor will be asked to change into more appropriate attire or asked to leave the facility.

R. Fire Regulations:

1. The use of open flames and gas fuels is prohibited.
2. Electrical extensions must be heavy gauge (#16).



3. Exits, corridors, and hallways must be free of obstructions at all times. Participants of Department or Non-Department activities must not stand in aisles of marked exits.

4. The maximum capacity numbers posted in each room must be observed at all times. Failure to do so will result in immediate termination of the activity.

S. Energy Conservation:

1. The conservation and management of utility resources is the responsibility of the Department staff and all contractors.

2. Air conditioning and heating systems are set by the Department and only the Facility Monitors and Department personnel may adjust the room temperatures.

3. Refrain from turning on lights in activity or Gymnasium areas unless absolutely needed. Utilize natural lighting (whenever possible).

T. Kent County Parks and Recreation, Kent County Government and its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by persons or property as a result of the user's negligence or that of any member in their group.

U. Participation in or attendance at recreation programs/facilities or events sponsored, owned, or maintained by the County constitutes voluntary consent of the user to: (a) be photographed, filmed, or videotaped by a County representative and (b) the reproduction and use of all such photographs, digital images, films and likenesses for publicity purposed in publications, brochures, advertisements, promotional and marketing materials and all other media venues including the World Wide Web, all without further notice or compensation to user who hereby releases to the County all proprietary rights and copyrights in all such photographs, digital images, films and likenesses (including negative, positives and prints) which shall be and remain the property of the County.