

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: <u>GENERAL</u> POLICIES/PROCEDURES/DIRECTIVES <u>Policy Number and Title:</u>	REFERENCE NUMBER: 500.07 <u>Use of Facilities for Inclement Weather</u>
SUBJECT: <u>USE OF CITY FACILITIES FOR INCLEMENT WEATHER</u> <u>Policy</u> <u>Section and Chapter:</u>	INITIAL EFFECTIVE DATE: <u>Community Services</u>
TITLE: <u>USE OF CITY FACILITIES FOR INCLEMENT WEATHER</u> <u>Policy Owner & Contact:</u>	LAST REVISION DATE: <u>Community Services - (940) 349-7726</u>
<u>Policy or Directive:</u>	<u>Policy</u>
<u>Last Revision Date:</u>	<u>12/02/2025</u>

POLICY PURPOSE STATEMENT

Certain City of Denton ~~{{("City")}}~~ facilities are made available for public use when measures of extreme temperatures are reached or when other severe weather conditions ~~take place~~occur. The purpose of this policy is to outline the circumstances under which ~~certain City~~these facilities will be ~~made available~~open to the public and to establish general operational guidelines. In alignment with the City's core value of quality service, this policy ensures that the City provides safe, responsive, and reliable support to community members during times of need. Furthermore, it is the intent of this policy to outline restrictions and priorities at each of the facilities listed herein based on the individual facility's purpose.

DEFINITIONS

POLICY

I. Designation of Inclement Weather~~Inclement~~

1. The City will use the National Weather ~~can generally be defined as abnormal~~Service (NWS) HeatRisk to guide inclement weather ~~conditions with decisions related to~~ extreme temperatures or extreme weather conditions. ~~For the purposes of this policy, heat.~~ As the HeatRisk increases, staff will take compounding action:

- a. NWS HeatRisk indicates Yellow/Minor category for Denton: staff will disseminate public health safety information to at-risk populations.
- b. NWS HeatRisk indicates Orange/Moderate category for Denton: Inclement Weather Stations will be defined as any open for day when one or more cooling.
- c. NWS HeatRisk indicates Red/Major category for Denton: the designated overnight shelter will open for overnight cooling and staff will provide reporting to City Management and City Council on shelter bed capacity and available public health reporting.

1.2. The City will use a combination of the following conditions is met: wind-chill and precipitation to guide inclement weather decisions related to extreme cold and will take corresponding action to the below conditions:

1) the temperature low Pre-Cold is expected to fall below 32 degrees,

2) when the temperature high is expected to exceed 100 degrees, or

- a. the City has declared an emergency for wind-chill drops below 45°F, but other cold weather conditions such as are not met: staff will disseminate public health safety information to at-risk populations.

a.b. Dry-Cold is when the wind-chill temperature reaches 32°F or below and less than two inches of rain or snow/ice, hail, severe flooding, etc are forecasted in a 24-hour period: Inclement Weather Stations will open for day warming; and the designated overnight shelter will open for overnight warming; and staff will provide reporting to City Management and City Council on shelter bed capacity.

c. Wet-Cold is when the wind-chill drops to 40°F or below and two inches of rain or snow are forecasted in a 24-hour period: Inclement Weather Stations –Various City facilities are will open for day warming; and the designated asovernight shelter will open for overnight warming; and staff will provide reporting to City Management and City Council on shelter bed capacity.

2.3. The City Manager may designate inclement weather stations and are heated and/or air conditioned with public access to restrooms, water fountains, and sitting area. The City facilities designated for inclement weather stations are guided by the conditions set forth in the sections of this policy and include: operations at their discretion.

- American Legion Hall (629 Lakey St.)
- Denton Civic Center (321 E. McKinney St.)
- Denton Senior Center (509 N. Bell Ave.)
- Denia Recreation Center (1001 Parvin St.)
- MLK Jr. Recreation Center (1300 Wilson St.)
- North Lakes Recreation Center (2001 W. Windsor Dr.)
- Emily Fowler Central Library (502 Oakland St.)
- North Branch Library (3020 N. Locust St.)
- South Branch Library (3228 Teasley Ln.)
- Central Fire Station (332 E. Hickory St.)

- ~~Fire Station #2 (110 Mockingbird Ln.)~~
- ~~Fire Station #4 (2110 E. Sherman Dr.)~~

~~12/5/2019~~

- ~~Fire Station #5 (2230 W. Windsor Dr.)~~
- ~~Fire Station #6 (3232 Teasley Ln.)~~
- ~~Fire Station #7 (4201 Vintage Pkwy.)~~

~~Non-profit~~ An organization with a 501(c)(3) tax status specifically formed for purposes other than operating a profit-seeking business.

GUIDELINES

1. General Guidelines for Inclement Weather Stations:

1.1. Designation of Inclement Weather

1. ~~When weather conditions fall within the Inclement Weather definition, designated City facilities can be opened as warming/cooling stations. The designated City facilities are heated and/or air conditioned with public access to restrooms, water fountains, and sitting areas during normal operations.~~

1.2. Public Outreach and Notification

1. ~~When the conditions for Inclement Weather are met, City staff will communicate to residents, public, and social service agencies that the designated facilities are available as Inclement Weather Stations through its various communications channels such as website, social media, or media alerts.~~
2. ~~City staff will create posters and flyers to help inform the community of services available during inclement weather.~~
3. ~~City staff will help to communicate other non-City facilities and services available for those in need during inclement weather, such as emergency overnight shelter available from non-profit agencies, transportation, or other non-City facilities that are open for public use during inclement weather.~~
4. ~~City staff will help to communicate ways in which interested community members can volunteer or donate to non-profits that provide facilities and services during inclement weather.~~

II. ~~1.3.~~ General Rules of Conduct

- A. ~~All persons~~ Everyone utilizing City facilities during inclement weather must follow specific facility/ and program ~~posted~~ policies and procedures. for which notice has been provided by posting, written notice, or express verbal notice.
- B. In addition to specific facility/ and program posted policies and procedures, any person in a City facility ~~should adhere to the following rules or the person may be asked~~ who engages in disruptive behavior may be required to leave the ~~premises:~~ facility. Disruptive behavior includes but is not limited to anyone who:

1. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Is under the influence of any controlled substance or ~~intoxicating liquor, alcohol.~~
3. Possesses, sells, distributes, or consumes any alcoholic beverage, except ~~as allowed at and during~~ approved ~~event events~~ where ~~the person is such actions are~~ legally ~~authorized to sell, distribute, or consume alcoholic beverages. permitted.~~
4. Engages in conduct that disrupts or interferes with the normal operation of the facility/program or ~~that~~ disturbs City staff or individuals. Such conduct includes, but is not limited to, disregard of staff directives, using abusive or threatening language or gestures, unreasonably loud or boisterous physical behavior or noise.
5. Intentionally destroys, damages, or defaces any City or other individual's property.
6. Brings in articles that create a hazard for ~~other individuals by others due to~~ their size, condition or substance.
7. Interferes with the free passage of City staff or ~~other~~ individuals into or out of any part of the facility.
8. Brings animals inside of the facility other than ~~those assisting persons with disabilities. registered service animals.~~
9. Fails to wear ~~shoes or shirts~~ appropriate clothing at all times inside ~~of~~ the facility.

III. The Denton Community Shelter

A. The Denton Community Shelter is the City's designated inclement weather shelter for daytime and overnight sheltering. During periods of inclement weather, capacity shall be expanded to accommodate anyone seeking shelter, up to the Certificate of Occupancy

III. IV. Parks and Recreation Facilities

- A. ~~2.1.~~ Overview: Park and Recreational ~~buildings and~~ facilities are designated ~~locations for emergency sheltering and~~ inclement weather stations during business hours as set forth in this policy. The activation and use of park buildings and facilities for this purpose will follow the implemented policies and guidelines established for each— location.
- B. ~~2.2.~~ Priorities and Conflicts: ~~Park~~ Parks staff ~~is~~ are responsible for providing a safe, clean, and comfortable environment for all park users. To that end, staff will evaluate activities and programs in progress for conflicts with ~~the activation of an emergency shelter and~~ inclement weather use.
 1. Conflicts ~~can~~ may include, but are not limited to, ~~incompatible use~~ incompatibility with special events or separation between minors in recreational care with adult users. It may be necessary to designate a staging area for ~~emergency shelter and~~ inclement weather users that does not interfere with or pose a safety issue to ongoing programs or activities. Temporary relocation of ~~shelter and~~ inclement weather activities will also be considered until conflicts are resolved, and a safe environment can be established for all users.
 2. Additionally, staff will review any scheduled programs, events, or activities that may conflict with ~~the activation of a shelter or~~ inclement weather use. Program and event organizers and/or renters will be notified as soon as possible of any potential conflicts in use. Similar actions will be evaluated such as establishing designated areas or temporary relocation to resolve any potential issues.

~~1.3.—Rules of Conduct: All park users are subject to the Rules of Conduct for park buildings, facilities, and open spaces.~~

~~1.4.—Inclement Weather Station Locations and Hours: The following Parks Facilities are designated as warming and cooling stations and will be made available to the public during regular operating hours during Inclement Weather:~~

~~•—Denton Civic Center (321 E. McKinney St.)~~

C. ~~Denia and Recreation Center (1001 Parvin St.)~~ Rules of Conduct.

~~•—MLK Jr. Recreation Center (1300 Wilson St.)~~

~~•—North Lakes Recreation Center (2001 W. Windsor Dr.)~~

~~The following Parks Facilities are designated as warming and cooling stations and will be made available to individuals age 50 and above in accordance with the facility's use and membership requirement.~~

~~•—American Legion Hall (629 Lakey St.)~~

~~•—Denton Senior Center (509 N. Bell)~~

~~1.5.—Emergency Shelter and Mass Care Under the City's Emergency Management Plan: Emergencies are unforeseen circumstances that call for immediate action to save lives and to protect property and public health and safety. Emergency shelters will be set up and operated in accordance with Annex C Shelter and Mass Care of the City's Emergency Management Plan.~~

1. ~~Other Requests: Inclement weather may also result in a need for the use of indoor facilities after operational hours. The use of Parks and Recreation Department ("PARD") facilities for overnight sheltering is only permitted under conditions set by Annex C Shelter and Mass Care of the City's Emergency Management Plan. Other requests for use of PARD facilities related to inclement weather are subject to the following:~~

~~1.—Per this policy, all after-hour use of PARD facilities are subject to rental fees and requirements.~~

~~2.—Requester must a local certified non-profit organization offering or delivering a service that is a recognized need or adopted program by the City.~~

~~3.—A minimum of 48-hour notice is required to request the use of a PARD facility after hours due to inclement weather. In most cases, weather forecasting will provide advanced warning of impending weather conditions. Unforeseen weather conditions will be reviewed on a case-by-case basis.~~

~~4.—In cases of unforeseen weather conditions, the City Manager or his/her designee can authorize the use of a PARD facility.~~

~~5.—Availability for inclement weather related use will be considered under the following conditions:~~

~~a.—Temperatures, actual or wind chill, fall below 32 degrees.~~

~~b.—Daytime heat index expected to meet or exceed 105 degrees or daytime air temperature exceeds 103 degrees (National Weather Service Heat Advisory)~~

- e. ~~Storm conditions that include hail~~
 - d. ~~Any amount of freezing rain, or when 2 to 4 inches of snow (alone or in combination with sleet and freezing rain) is present (National Weather Service Winter Weather Advisory)~~
- 6. ~~A review of programs, activities, and special events will be performed by PARD staff to identify and evaluate potential conflicts of the requested use with on-going and/or scheduled events. Staff will provide direction and recommendations with the primary goal of ensuring a safe environment for all users.~~
- 7. ~~City Policy 500.06 Use of City Facilities and Meeting Rooms Section 6.2 Priority will be used as a guide in recommending and providing accommodations.~~
 - a. ~~Parks Department programs and staff;~~
 - b. ~~Community building rentals;~~
 - c. ~~City sponsored or co-sponsored activities;~~
 - d. ~~City Boards and Commission meetings;~~
 - e. ~~Meetings of City staff;~~
 - f. ~~Uses requested by agencies or officials of local, county, state, or federal governments;~~
 - g. ~~Not for profit and civic organizations; and~~
 - h. ~~Other users with valid reservations.~~
- 8. ~~Security and minimum staffing will be required. The level of security and staffing will be determined by the nature of the event and/or activity.~~
- 9. ~~All proposed activities are subject to applicable policies and legal requirements such as but not limited to insurance and permits.~~
- 10. ~~Request for fee reimbursement related to the use of PARD facilities under this policy will be reviewed and approved by City Council. Approval will be based on an approved budget and administrative guidelines. PARD staff will initiate the refund process within 7 business days of approval.~~
- 11. ~~City Council will receive notification of all uses under this policy. Staff will provide Council with a quarterly report on the requests and budget status related to usage under this policy.~~

IV.V. Library Facilities

- A. **~~3.1. Overview:~~** Denton Public Library facilities are designated locations for inclement weather stations ~~– during business hours as set forth in this policy. The activation and use of Library buildings and facilities for this purpose will follow the implemented policies and guidelines established for each location..~~
- B. **~~3.2. Priorities and Conflicts:~~** Library staff ~~is~~are responsible for providing a safe, clean, and comfortable environment for all library users. To that end, staff will evaluate activities and programs in progress for conflicts with the activation of inclement weather use.
 - 1. Conflicts ~~can~~may include, but are not limited to, incompatible use ~~with~~during special events or separation between minors in library programs with adult users. It may be necessary to designate a staging area for inclement weather users that does not interfere with or pose a safety issue to ongoing programs or activities.

Temporary relocation of inclement weather activities will also be considered until conflicts are resolved, and a safe environment can be established for all users.

2. Additionally, staff will review any scheduled programs, events, or activities that may conflict with ~~the activation of~~ inclement weather ~~use~~activation. Program and event organizers will be notified as soon as possible of any potential conflicts ~~in use~~. Similar actions will be evaluated such as establishing designated areas or temporary relocation to resolve any potential issues.
- C. Rules of Conduct: All library users are subject to the Rules of Conduct for library facilities.

~~3.3. Inclement Weather Station Locations and Hours:~~ ~~The following Library facilities are designated inclement weather stations and will be made available to the public during normal operating hours.~~

- ~~Emily Fowler Central Library (502 Oakland St.), normal operating hours~~
- ~~North Branch Library (3020 N. Locust St.), normal operating hours~~
- ~~South Branch Library (3228 Teasley Ln.), normal operating hours~~

V.VI. Fire Stations

- A. **~~4.1.~~** Overview: The public access areas of Fire Station facilities are designated locations ~~for~~as inclement weather stations.
- B. **~~4.2.~~** Priorities and Conflicts: The Fire Department is responsible for providing a safe, clean environment for ~~Fire~~ personnel at each station. ~~In the event that~~If the activation of a Fire Department facility for inclement weather use conflicts with the normal operation of the Fire Department, it may be necessary to relocate the inclement weather activities until conflicts are resolved and a safe environment can be established for all. ~~For example, some Fire stations have limited public access space available and if necessary, individuals may need to be relocated if the space is full, if there are conflicts, or violations of rules of conduct.~~
- C. **~~4.3.~~** Rules of Conduct: All visitors are subject to the Rules of Conduct for Fire Station visitors.

~~4.4.~~

ROLES AND RESPONSIBILITIES

This section outlines roles and responsibilities for implementing the policy/directive.

I. City Council

- a. Receive and review reporting of overnight shelters, bed capacity, and availability.

II. City Manager

- a. Responsible for declaring Emergency Shelter
- b. Receive and review reporting of overnight shelters, bed capacity, and availability.

III. Community Services

- a. Maintain policies and procedures

IV. Fire Department/ Library/ and Parks and Recreation

- a. Providing a safe, clean, and comfortable environment for all park users.

V. Responsible Department/Position 1

- a. Activity 1

b. Activity 2

DEFINITIONS

- **Emergency Shelter and Mass Care Under the City's Emergency Management Plan**
– Emergencies are unforeseen circumstances that require immediate action to save lives, protect property, and ensure public health and safety. Emergency shelters will be established and operated in accordance with Annex C Shelter and Mass Care of the City's Emergency Management Plan.
- **Inclement Weather Station Locations and Hours:** The following Fire Station—
Inclement weather refers to atmospheric conditions such as temperature, wind, and precipitation that may impact public health, safety, and city services. This includes extreme heat, cold, and hazardous weather events that require coordinated responses to protect residents, especially vulnerable populations. Weather conditions are monitored and guide the activation of cooling or warming centers and emergency shelter operations.
- **Inclement Weather Stations** – Various City facilities are designated as inclement weather stations and will be made. These facilities are heated and/or air-conditioned with public access to restrooms, water fountains, and/or seating area. The City facilities designated for inclement weather stations are guided by the conditions set forth in the sections of this policy and include following facilities:
- **Inclement weather stations with public access to restrooms, water fountains, and seating area:**
 - Denton Community Shelter (909 N. Loop 288)
- **Inclement weather stations with public access to restrooms, water fountains, and seating area available** to the public in the designated days and times set forth below in only the public access area of each facility. **during business hours, and closed for City holidays or if the City Manager has issued an order closing City facilities:**
 - City Hall (215 E. McKinney St.)
 - Development Services Center (401 N. Elm St.)
 - Denton Civic Center (321 E. McKinney St.), normal operating hours
 - Denton Senior Center (509 N. Bell Ave.), normal operating hours
 - Denia Recreation Center (1001 Parvin St.), normal operating hours
 - MLK Jr. Recreation Center (1300 Wilson St.), normal operating hours
 - North Lakes Recreation Center (2001 W. Windsor Dr.), normal operating hours
 - Emily Fowler Central Library (502 Oakland St.), normal operating hours
 - North Branch Library (3020 N. Locust St.), normal operating hours
 - South Branch Library (3228 Teasley Ln.), normal operating hours
 - Central Fire Station (332 E. Hickory St.), ~~Monday-Friday, 8 a.m. to 5 p.m.~~ normal operating hours
- **Inclement weather stations with public access to restrooms and water fountains available during business hours and closed if the City Manager has issued an order closing City facilities:**
 - Fire Station #2 (110 Mockingbird Ln.), ~~Monday-Sunday, 8 a.m. to 9 p.m.~~ normal operating hours

- Fire Station #3 (1401 Underwood St.), normal operating hours
- Fire Station #4 (2116 E. Sherman Dr.), ~~Monday-Sunday, 8 a.m. to 9 p.m.~~normal operating hours
- Fire Station #5 (2230 W. Windsor Dr.), ~~Monday-Sunday, 8 a.m. to 9 p.m.~~normal operating hours
- Fire Station #6 (3232 Teasley Ln.), ~~Monday-Sunday, 8 a.m. to 9 p.m.~~normal operating hours
- Fire Station #7 (4201 Vintage Pkwy.), ~~Monday-Sunday, 8 a.m. to 9 p.m.~~normal operating hours
- Fire Station #8 (3131 S. Colorado Blvd.), normal operating hours
- Fire Station #9 (4990 Airport Rd.), normal operating hours

REFERENCES

- Denton Public Library Rules of Conduct Operating Policy
- Emergency Management Plan 2023

REVISION HISTORY

<u>Revision Date</u>	<u>Policy Owner</u>	<u>Summary</u>
<u>7/16/2019</u>	<u>Fleet and Facilities</u>	<ul style="list-style-type: none"> • <u>Initial Policy adoption and implementation</u>
<u>12/02/2025</u>	<u>J. Kent Community Services</u>	<ul style="list-style-type: none"> • <u>Policy updated to reflect on the shelters now available to the community</u> • <u>General updates to the policy template. Adding in a purpose statement, definitions, roles and responsibilities, and references.</u> • <u>Revised Policy Statement Adopted by City Council on 12/02/2025</u>