

# ***CITY OF DENTON***

## **POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE**

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 500.07
SUBJECT: USE OF CITY FACILITIES FOR INCLEMENT WEATHER	INITIAL EFFECTIVE DATE:
TITLE: USE OF CITY FACILITIES FOR INCLEMENT WEATHER	LAST REVISION DATE:

### **POLICY 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. The purpose of this policy is to outline the circumstances under which certain City facilities will be made available and general guidelines. 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**

Inclement Weather – Inclement Weather can generally be defined as abnormal weather conditions with extreme temperatures or extreme weather conditions. For the purposes of this policy, Inclement Weather will be defined as any day when one or more of the following conditions is met:

- 1) the temperature low is expected to fall below 32 degrees,
- 2) when the temperature high is expected to exceed 100 degrees, or
- 3) the City has declared an emergency for weather conditions such as snow/ice, hail, severe flooding, etc.

Inclement Weather Stations - Various City facilities are designated as 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:

- 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.)

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.07</i>
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- 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.

**1.3. General Rules of Conduct**

1. All persons utilizing City facilities during inclement weather must follow specific facility/program posted policies and procedures.
2. In addition to specific facility/program posted policies and procedures, any person in a City facility should adhere to the following rules or the person may be asked to leave the premises:
  - a. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
  - b. Is under the influence of any controlled substance or intoxicating liquor.
  - c. Possesses, sells, distributes or consumes any alcoholic beverage, except as allowed at an approved event where the person is legally authorized to sell, distribute, or consume alcoholic beverages.

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.07</i>
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- d. 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, abusive or threatening language or gestures, unreasonably loud or boisterous physical behavior or noise.
- e. Intentionally destroys, damages, or defaces any City or other individual's property.
- f. Brings in articles that create a hazard for other individuals by their size, condition or substance.
- g. Interferes with the free passage of City staff or other individuals into or out of any part of the facility.
- h. Brings animals inside of the facility other than those assisting persons with disabilities.
- i. Fails to wear shoes or shirts at all times inside of the facility.

**2. Parks Facilities**

- 2.1. Overview:** Park and Recreational buildings and facilities are designated locations for emergency sheltering and inclement weather stations. The activation and use of park buildings and facilities for this purpose will follow the implemented policies and guidelines established for each.
- 2.2. Priorities and Conflicts:** Park staff is 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 include, but are not limited to, incompatible use 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.
- 2.3. Rules of Conduct:** All park users are subject to the Rules of Conduct for park buildings, facilities, and open spaces.
- 2.4. 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.)
  - Denia Recreation Center (1001 Parvin St.)
  - MLK Jr. Recreation Center (1300 Wilson St.)

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.07</i>
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- 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)

**2.5. 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.

**2.6. 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)
  - c. 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;

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.07</i>
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- 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.

**3. Library Facilities**

- 3.1. Overview:** Denton Public Library facilities are designated locations for inclement weather stations.
- 3.2. Priorities and Conflicts:** Library staff is 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 include, but are not limited to, incompatible use with 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. 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.
- 3.3. Rules of Conduct:** All library users are subject to the Rules of Conduct for library facilities.
- 3.4. 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

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.07</i>
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- North Branch Library (3020 N. Locust St.), normal operating hours
- South Branch Library (3228 Teasley Ln.), normal operating hours

**4. Fire Stations**

- 4.1. Overview:** The public access areas of Fire Station facilities are designated locations for inclement weather stations.
- 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 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.
- 4.3. Rules of Conduct:** All visitors are subject to the Rules of Conduct for Fire Station visitors.
- 4.4. Inclement Weather Station Locations and Hours:** The following Fire Station facilities are designated inclement weather stations and will be made available to the public in the designated days and times set forth below in only the public access area of each facility.
- Central Fire Station (332 E. Hickory St.), Monday-Friday, 8 a.m. to 5 p.m.
  - Fire Station #2 (110 Mockingbird Ln.), Monday-Sunday, 8 a.m. to 9 p.m.
  - Fire Station #4 (2110 E. Sherman Dr.), Monday-Sunday, 8 a.m. to 9 p.m.
  - Fire Station #5 (2230 W. Windsor Dr.), Monday-Sunday, 8 a.m. to 9 p.m.
  - Fire Station #6 (3232 Teasley Ln.), Monday-Sunday, 8 a.m. to 9 p.m.
  - Fire Station #7 (4201 Vintage Pkwy.), Monday-Sunday, 8 a.m. to 9 p.m.