



PARKS AND RECREATION CODE OF CONDUCT

I. Purpose

The City of Irving is committed to deliver exceptional services and promote a high quality of life for residents, visitors, and businesses.

To clearly communicate expected conduct by City of Irving facility users and the consequences of unacceptable behavior.

II. Policy

Irving's Parks and Recreation facilities are family oriented to benefit city residents, non-residents, and guests. Patrons are expected to join the staff in promoting a pleasant environment and are asked to use mature judgement in choosing actions, clothing, language and be sensitive to the message it delivers to other patrons. The behavior of a patron must not disrupt the experience of others.

III. Responsibility

Individuals using the Parks and Recreation facilities are expected to behave in ways that show respect for themselves, other individuals, City employees and property.

Violation of the Code of Conduct may result in a verbal and/or written warning, immediate removal from the facility, suspension from City of Irving Parks and Recreation property, suspension of membership or usage, revocation of membership or usage, or appropriate legal action.

City of Irving Parks and Recreation management will investigate all reported code of conduct violations on a case-by-case basis and take proper action.

Individuals who witness or are subjected to violations in City Parks and Recreation facilities should notify staff for assistance or to report violations.

IV. Procedure

Code of Conduct Guidelines

- Follow and adhere to all City, State and Federal laws, regulations, and ordinances.
- Follow all facility rules.
- Behave in ways that show respect for self, others, staff, and property.
- Follow program rules or direction issued by city staff.

- Protect and respect the facilities and grounds of the City of Irving Parks and Recreation facilities including but not limited to equipment, supplies, furnishings, and property.

Unacceptable Conduct

- Abuse or intentional misuse of the recreation facility's equipment and property
- Activities inappropriate for family-oriented, public facilities
- Abusive or foul language to include verbal harassment, profanity, vulgarity, obscenity, or racial slurs
- Disregarding the rules and policies at recreation facilities
- Fighting or threatening harm with another patron or staff on premises
- Inappropriate dress
- Lack of respect to facility staff such as ignored request, intimidation, verbal abuse, verbal threats, physical threats, etc.
- Misuse of a membership card
- Non-payment of membership or program fees
- Sexual harassment
- Soliciting, panhandling, gambling, or excessive loitering
- Theft
- Disruption of a program or creating a disturbance

Recreation Center Rules

- A valid membership card or day pass is required to use the recreation center facilities. Participants must bring their card to the center's front desk to enter facility. Using another participant's pass to gain access is prohibited.
- Members/Participants under the age of 8 must be accompanied by an adult or guardian 16 years of age or older.
- Youth may not enter the center until school is released while in session. The exception would be for home school child(ren) who must be accompanied by an adult.
- All game balls must remain inside the gym at all times and not be bounced in other areas of the center.
- Only athletic gym shoes must be worn on the gym floors, except during special activities.
- No food or drinks are allowed in the gymnasium, except for water bottles with sports tops during exercise classes, and then only on cement areas.
- To check out equipment, participants must present an IPAR ID card for 12 years and older or .25¢ for under the age of 12. A photo ID card and driver's license must be used to checkout leather basketballs.
- Staff will not be responsible to hold keys, wallets, or any other personal items for equipment rental or safekeeping.
- No sleeping inside the building at any time.
- No running inside the building except in the gymnasiums and racquetball courts.
- Any abuse of equipment will be grounds for immediate suspension. Payment will be required for the damaged equipment if the equipment is deemed severely damaged.
- Shirts and shoes must be worn at all times. Only non-marking athletic shoes are allowed. Shorts and pants must fit appropriately at the waistline and should not sag.

- No alcoholic beverages allowed inside the building at any time.
- No smoking allowed inside the recreation centers or outside the entrances.
- Chewing tobacco and sunflower seeds are not allowed in the building.
- Projected sound is not allowed from speakers, phones or other devices. Headphones are acceptable.
- Showering is allowed only in facilities that have a shower room. Only members should have access to use showers.
- All personal items must remain with an individual when in and outside the facility. The City is not responsible for lost, stolen or damaged items.
- No animals allowed inside facility except for service animals.
- Firearms and hand weapons are only allowed in the facility with a concealed carry permit compliant with State Law.
- No toy firearms are allowed in the recreation centers.
- No wet bathing suits allowed in the building; cover-ups and shoes must be worn inside recreation facilities.
- No participants are allowed in the storage, mechanical, or kiln rooms. The kiln room is reserved for staff and authorized persons.
- The Irving Police Department will be contacted for anyone 15 years and under who is left unattended at closing time of the facility.

V. Disciplinary Action

- The City of Irving reserves the right to exclude from use or revoke privileges from anyone known to have violated any rule in this policy.
- Tier 1 Offenses: Foul language, inappropriate behavior (departments discretion), continuous horseplay, breaking building policies and rules.
- Tier 2 Offenses: Physical contact, verbal harassment, theft, vandalism, disrespecting the Parks and Recreation facilities and staff.

Step	Action	Tier
1	Immediate ejection from the facility	1
2	One-week suspension	1
3	One-month suspension	1, 2
4	6-month suspension	2
5	One-year suspension	2
6	Membership revoked/Lifetime Ban	2

- Each incident will be reviewed on a case-by-case basis.
- All incident reports will be reviewed by Irving Parks and Recreation management and patrons will be contacted within 48 hours regarding disciplinary action being taken.