

## **PARK RULES & PROCEDURES**

*County parks are for the enjoyment of all. Everyone is welcome and encouraged to utilize the County park system, and is asked to do so while observing the following park rules and procedures.*

### **DEFINITION OF TERMS:**

- **User** - any visitor to park property
- **Special Event** - a special event is any public or private gathering involving the use of Coconino County Parks and Recreation owned properties, and may include, but not limited to any combination of the following activities: entertainment, dancing, music, drama, sports/athletics, craft/vendor booths, displays, amusement rides and activities, parades, the sale or free distribution of merchandise and/or alcohol.
- **Facility Renter** - the responsible party of an organized activity, as listed on the facility use permit.

### **PARK HOURS:**

- 1) Park day-use hours are 6:00 a.m. – 10:00 p.m.
- 2) At Louise Yellowman County Park only, park hours are:
  - a. 6:00 a.m. – 10:00 p.m. – May 1 through September 30
  - b. 6:00 a.m. – 9:00 p.m. – October 1 through April 30
- 3) Between October 1 and April 30, park services are limited and utilities are shut off. At Louise Yellowman County Park only, park services are limited and utilities are shut off from December 1 through March 1.
- 4) Day-use areas are available on a first-come first-served basis, unless rented for exclusive use for private or public special events.

### **PROCEDURES:**

- 1) Fort Tuthill County Park ramadas and event facilities may be rented for private or public events. For more information call 928-679-8000.
- 2) Rules and procedures for renting or reserving facilities within Fort Tuthill County Park for special events are listed in the Fort Tuthill County Park Special Events – Facility Rules & Procedures document.
- 3) Subleasing of reserved park facilities is prohibited.

### **GENERAL PARK RULES:**

- 1) Users of Coconino County Parks & Recreation (CCPR) properties, facilities, and equipment are financially liable for any damage caused by their use, or by the actions of their guests, events, or activities.
- 2) County Parks are drug-free recreation areas. Drug consumption and possession is prohibited.
- 3) All litter and trash must be placed in trash receptacles.
- 4) Glass containers are prohibited on park properties.
- 5) Smoking is not allowed in any County building or in any outdoor venue where people are congregated into a seating area or waiting in a line for service.
- 6) The sale of any item, including but not limited to admission entry fees, food, refreshments, novelties, alcohol, is prohibited on CCPR property unless prior arrangements are made through CCPR and all applicable licenses, certificates, insurance, and permits are obtained.
- 7) Signs may not be affixed to trees or placed over existing signs. Signs may be tie-on banners or freestanding signs. All temporary signs must be removed immediately following the conclusion of an event or gathering.
- 8) Children must be supervised by adults at all times.
- 9) Offensive or disruptive behavior (including but not limited to loud music, barking dogs, loud conversations, profanity, etc.) or activities that interfere with other park users is prohibited.
- 10) Damaging, disturbing or removing vegetation from parks is prohibited.
- 11) Damage or defacement of park property is prohibited.

- 12) Skateboard use is not permitted on park structures such as benches, tables, stairs, walls, curbs, or other structures and park features not designed for skateboard use.
- 13) Climbing on walls, sculptures, park structures or fences is prohibited. Exceptions are for climbing walls and playground equipment.
- 14) Firing firearms and weapons is prohibited.
- 15) Fireworks and the use of projectile propelling devices such as but not limited to launching rockets and paintball guns, are prohibited.
- 16) CCPR is not responsible for injuries that may occur on park property.
- 17) CCPR reserves the right to deny any activity or event proposed to be conducted on CCPR property.
- 18) CCPR is not responsible for any personal property that is lost, stolen, or damaged on County park property.
- 19) Failure to follow all rules and policies set forth by CCPR, as well as all local and State laws, may result in eviction or removal from park.
- 20) All exceptions to rules or procedures must be approved in writing by CCPR.

### **CAMPING, CAMPFIRES AND BAR-B-QUE GRILLS:**

- 1) Camping is allowed in designated camping areas at Fort Tuthill County Park only. Overnight camping is not allowed in day-use areas, parking lots, on trails, or in any other area of a park.
- 2) Overnight parking is prohibited without prior permits.
- 3) Campfires are permitted in designated camping areas only and must be contained in approved fire rings, not closer than fifty (50) feet to any structure. Campfires are prohibited when fire restrictions are put into place due to fire danger conditions.
- 4) Only charcoal is allowed in barbecue grills, and only when fire restrictions are not in place.

### **PETS & LIVESTOCK:**

- 1) All pets shall be maintained on a leash and under physical or secured restraint at all times as per the Coconino County Leash Law, Regulation #11-1-2.
- 2) In order to maintain sanitation and public health standards, pets are not permitted in playgrounds, skate parks, ball courts or athletic fields.
- 3) Livestock is not permitted in parks. Exceptions will be made during the County Fair or when associated with a special event that has been approved and permitted by CCPR.
- 4) The county operates an equestrian stabling facility between May 1 and September 30 at Fort Tuthill County Park. Stalls are available for reservation and rent. See Coconino County Parks and Recreation Stables Rules and Procedures.

### **PARKING, MOTORIZED & NON-MOTORIZED VEHICLES:**

1. Use of parking lots for park-n-ride activities is prohibited.
2. Park users may not park vehicles in adjacent residential, private properties, business parking lots or on public thoroughfares.
3. Vehicles may travel on and park in established roads and parking lots only. Parking is not permitted along side roads, in forested or natural areas.
4. Vehicle maintenance and/or mechanic work, including oil changing, engine repair, etc., are prohibited on park property.
5. Motorcycles and ATVs being operated on park property must be registered and insured, and must have functioning spark arresters. Motorcycle and ATV drivers are required to possess the appropriate license endorsements.
6. Motorized vehicles may only be operated on designated roadways and parking lots; they are not permitted on park trails, natural areas, sidewalks, ball courts, athletic fields or landscaped areas. Coconino County trials are managed in accordance with Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services as amended by the United States Department of Justice on September 15, 2010.
7. Park speed limit is 20 mph or lower if so posted.

### **ATHLETIC COURTS & FIELDS:**

#### **Reservations**

1. Athletic courts and fields are available on a first-come first-served basis during park hours and whenever the athletic fields or courts are not reserved and/or scheduled activities are not in progress.

2. The athletic fields and courts may be rented for athletic practices, leagues, and instruction. Reservations for athletic fields or courts are available by contacting the Coconino County Parks & Recreation (CCPR) at (928) 679-8000 during normal business hours.
3. Organizations whose use of athletic fields or courts includes any of the following: admission, participant entry fees, leagues, instruction, special events, and tournament play, must comply with CCPR's special event application procedure.
4. CCPR will attempt to maximize sports field usage. First priority for scheduling will be for organized activities conducted by Coconino County Parks and Recreation; second priority will be for non-profit sports or youth organizations; third priority will be organized activities conducted by other public agencies; and fourth priority will be for organized activities conducted by private for-profit businesses.
5. Reservations are accepted on a first-come first-served basis, except when reservation requests for sports fields are for annual, recurring league game scheduling which affect multiple dates.
6. Reservation and special event fees and deposits are charged according to the current CCPR fee schedule and are due prior to facility use.
7. CCPR accepts cash, checks, money orders, and credit cards (Visa and MasterCard) for payment of fees and deposits.
8. All organizations using athletic courts or fields must provide CCPR with a Certificate of Insurance. This certificate must provide comprehensive public liability insurance coverage naming Coconino County as an additional-insured for the period of use. The minimum coverage required is \$1,000,000.
9. Refunds for cancellations will be paid at the following rates:
  - a. 100% - cancellations occurring 60 or more days prior to arrival date.
  - b. 50% - cancellations occurring between 30 and 59 days prior to arrival date.
  - c. 25% - cancellations occurring between 15 and 29 days prior to arrival date.
  - d. Rental fees will be forfeited for cancellations made less than 14 days prior to arrival date.

## **Rules**

1. Courts and ball fields are for sports activities only.
2. Bicycles, motorcycles, ATVs, or other motorized or non-motorized devices are not allowed on courts or ball fields, with the exception of wheelchairs or CCPR maintenance vehicles.
3. No stakes, posts, poles, or markers of any kind may be driven into athletic courts or fields.
4. Throwing, pitching, kicking or hitting balls or objects against the chain link fences or backstops is prohibited.
5. In order to maintain sanitation and public health standards, pets are not permitted on ball courts or athletic fields.
6. Alcoholic beverages are not permitted on the athletic fields and courts during public events without proper licensing, permits and insurance.
7. Striping or marking athletic courts and fields is prohibited.
8. Golfing, shot putting, javelin or discus throwing on athletic fields is prohibited, unless permitted through CCPR.
9. Use of metal cleats on athletic fields is prohibited.
10. CCPR reserves the right to cancel scheduled activities at any time at its sole discretion in the event of unacceptable playing conditions, which may result in damage to athletic fields and courts; injury to participants; or when reservation and permit procedures have not been met.

## **SKATE PARKS:**

The Coconino County Park system has one skatepark and it is located at Louise Yellowman County Park.

- 1) The skatepark is a non-supervised facility. Coconino County does not assume responsibility for injuries. Use of the skate park is at the one's own risk.
- 2) Skatepark hours are:
  - a. 6:00 a.m. – 10:00 p.m. - May 1 through September 30
  - b. 6:00 a.m. – 9:00 p.m. - October 1 through April 30
  - c. Skatepark may be used by skateboards, roller skates, inline skates, and BMX-type bicycles.
- 3) Skating is prohibited when surfaces are wet or iced over.
- 4) Skating features and skating bowls are to be kept free of trash and other potential obstacles. Properly dispose of all trash.
- 5) Portable skatepark elements or other obstacles are prohibited from being brought into skatepark.
- 6) Use of the following protective equipment is recommended: helmets, elbow pads, knee pads and shin guards.
- 7) Bicycles must cap axels (pegs) and handlebar ends in order to protect the skatepark surface.

## **WATER FEATURES**

- 1) Throwing objects into water features is prohibited.
- 2) Swimming or wading in water features is prohibited.