



SHIPPENSBURG COMMUNITY PARKS AND RECREATION AUTHORITY RULES AND REGULATIONS

Approved by SCPRA Board of Administration

February 2, 2017

I. Standardized Rules and Regulations for Use of Recreation and Park Areas

A. The following rules and regulations apply to all SCPRA facilities:

1. Recreation and Park Areas are open to the public daily from dawn to dusk, year-round except there is limited access to some facilities available from November 30 to April 1 as posted.
Some daily exceptions apply.
2. Proper care and use of recreation and park equipment and facilities, shelters, buildings, tables, benches, trees, shrubbery, etc. is required. The cost of any property damage shall be charged to the responsible person(s).
3. Littering in recreation and park areas is prohibited. Trash shall be placed in containers provided for this purpose.
4. Patrons of recreation and park areas shall respect the rights of others and conduct themselves in a reasonable and acceptable manner. Disruptive, intrusive, offensive, or criminal behavior is intolerable. Disruptive behavior includes noise in such a way that disturbs the quiet, comfort, or repose of others.
5. The use of alcoholic beverages and illegal substances in recreation and park areas are prohibited and will not be tolerated. Those possessing and/or using any alcoholic beverages or possessing and/or using any narcotic or illegal substances will be asked to leave the facility in police custody.
6. The use of abusive and/or foul language is prohibited. Patrons must behave in a respectful manner at all sporting events.
7. Dangerous practices and endangering the safety of others is prohibited at all times.
8. Where vehicular traffic is allowed in recreation and park areas, observe posted speed limits of 15 miles per hour or slower, depending upon conditions.
9. Recreational Vehicles (RVs), campers, trailers, and vehicles over 5 tons are prohibited within park drives and area parking lots unless previously authorized by the SCPRA.
10. Directional signs must be followed by all traffic and parking shall be in authorized parking lots and parking spaces only. Illegally parked cars will be ticketed.
11. No mini-bikes, snowmobiles, ATV's or animals shall be ridden in recreation and park areas; except, if previously authorized by the SCPRA.
12. No motorized vehicles may be operated on park pathways or unpaved areas, and parking of same shall be made in designated spaces where available. Exceptions to this include personal assistance vehicles.
13. Golf shots shall not be practiced in recreation and park areas.
14. Bicycles shall be ridden on hard surface road areas only and parking of same shall be made in bicycle racks where available. Some exceptions apply.
15. The use of playground apparatus shall be used primarily by children and youth only.



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16. Court areas and ball fields are open to the public except when scheduled by the SCPRA for organized leagues. Courts and ball fields must be reserved to supersede the "first come, first serve" rule.
17. Animals, including pets, are not to be brought into recreation and park area. Exception of dog(s), must remain on a leash.
18. Tennis shoes or sneakers must be worn on all court areas.
19. The building of fire in recreation and park areas shall be done in park grills only.
20. The discharge of firearms, fireworks, gun powder or explosives without the prior consent of the SCPRA is prohibited.
21. There shall be no wading in the water or sitting on walls at park fountains.
22. All park patrons must wear activity appropriate attire. Nudity is prohibited.
23. Park pavilions may be used by all patrons when not reserved by an organization. Pavilions may be reserved for a fee by contacting the SCPRA.
24. Skateboards shall not be ridden in any recreation and park area managed by SCPRA. Some exceptions apply.
25. In any Recreation and Park Area, the display of temporary signs or banners is subject to the approval of the SCPRA. Such displays must only be advertising a SCPRA permitted event or celebration or the commercial sponsor of a SCPRA event or celebration but may not advertise any practice, service, or product whose sale to minors is prohibited including but not limited to adult themes, tobacco, or alcoholic beverages.
26. Smoking or using tobacco products, as well as, the use of vaporizers and E-cigarettes is permitted only in public streets, parking areas and designated areas only; prohibited in all playgrounds, stadium, pool, pavilions, trails, and unpaved sections.
27. Metal detecting on park property is not allowed.
28. These rules and regulations are subject to revision or additions when deemed necessary by SCPRA.

II. SCPRA Main Office

For the purposes of these rules and regulations, the SCPRA Main Office shall include the front office space of the building at 677 Orrstown Road.

In addition to those Standardized Rules and Regulations for Use of Recreation and Park Areas:

- A. The following rules and regulations have been established for the protection and benefit of all users of the SCPRA Main Office. Parents are responsible for all minors under their supervision and shall instruct them to observe these rules and obey the instructions of all SCPRA employees.
- B. Any violation of these rules and regulations may result in the removal from the facility.



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C. These rules and regulations are subject to revision or additions when deemed necessary by SCPRA.

D. The SCPRA reserves the right to determine:

1. who shall be eligible to use the building
2. for what purposes, and
3. under what terms or conditions

E. General Guidelines:

1. SCPRA Main Office is open 8:30 a.m. – 11:30 a.m. and 12:30 am – 2:30 a.m. Monday through Friday. The facility is closed on weekday evenings, Saturday, Sunday, and holidays. However, the facility is available for program meetings or special events during approved times by SCPRA.
2. SCPRA Main Office follows the Federal Holiday Calendar. On those days indicated as official SCPRA holidays, the SCPRA Office will be closed.
3. Smoking and using tobacco products, including E-cigarettes and vaporizers is prohibited inside the facility.
4. No Dangerous, disruptive, intrusive, offensive, or violent behavior will be tolerated.
5. No loitering permitted.
6. Use the facility, tables, chairs, and all other equipment with care. The cost of any property damage shall be charged to the responsible person(s). Individuals and/or groups using the facility will be held responsible for any damages done under their supervision.
7. Animals or pets of any kind are prohibited in the facility; except as may otherwise be specifically approved by the SCPRA.
8. Persons under the influence of alcohol or drugs are prohibited from facility. Those possessing and/or using any alcoholic beverages or possessing and/or using any narcotic or illegal substances will be asked to leave the facility in police custody.
9. Abusive or foul language is prohibited.
10. Common sense with regard to using equipment and electrical facilities, preventing fires, maintaining safety, keeping exit doors clear, and the general care of the building should be kept constantly in mind.

III. Shippensburg Memorial Park Rules and Regulations

For the purposes of these rules and regulations, Shippensburg Memorial Park shall include the facility bordered by West Park Place to the Railroad and Park Place to the North and all property associated within. Exception of the Shippensburg Memorial Park Pool.



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In addition to those Standardized Rules and Regulations for Use of Recreation and Park Areas:

A. Pavilions, Ball Fields, Tennis Courts, Basketball Courts, Soccer Field, Veterans Stadium and Open Areas:

1. May be used by civic, social, religious and fraternal organizations, service clubs, institutions, special interest groups, and other worthwhile causes whenever possible.
2. Reservations and arrangements must be made at the SCPRA Office in person, over the phone, online and approved before privileges become effective. Fees must be paid at the time reservations are made.
3. A refund request one (1) week prior to rentals, will receive a refund 10% less or a \$3 surcharge fee, whichever is greater. NO REFUNDS will otherwise be given.
4. SCPRA activities take precedence at all times.
5. Use the facilities and all other equipment with care. The cost of any property damage shall be charged to the responsible person(s). Organizations, individuals and groups renting a facility will be held responsible for any damages done under their supervision.
6. The use of a facility shall not be granted to any individual or organization for personal or private gain (commercial or non-profit/charitable) unless otherwise approved by SCPRA.
7. When an event requires additional staffing, for any reason, the SCPRA reserves the right to demand reasonable reimbursement of expenses related to the assignment of staff functions to an event.
8. Individuals or organizations that rent a facility will also be responsible for removing any/all equipment, clothing, personal effects, articles or properties and the conclusion of their rental period and restoration of the facility to a satisfactory condition.
9. The SCPRA shall prioritize conflicting rental requests. At the sole discretion of the SCPRA Director, availability of the facilities may be adjusted. Further, SCPRA shall adjudicate any disputes between renters for use of the facilities.
10. In some cases, SCPRA may issue "Special Privileges" to individuals or organizations. Such privileges may include such things as the ability to borrow a key to a door. Such privileges are at the discretion of the SCPRA and may be modified or revoked at any time.
11. Individuals or organizations that rent a facility will be responsible for signing out all the necessary keys. A key security deposit will be collected and returned upon returning the signed out keys and inspection of the facilities. If the scoreboard and/or public address system is needed, the renters will be responsible for properly using and storing the system. Failure to comply may result in prohibiting future use. Finally, organizations, individuals and groups renting a facility will be held responsible for any damages done under their supervision.
12. SCPRA retains the privilege of receiving bids, granting contracts, or making arrangements for the concession rights at any facility, at all times.
13. All events must begin no later than 8:30 p.m. and end by 11:00 p.m.



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14. Motorized vehicles that require access to the field such as maintenance trucks, concession vehicles, fire apparatus, etc. must receive prior approval of the SCPRA.
15. Only authorized personnel are permitted to use the press box.
17. Veterans Stadium may not be used for regular practice sessions unless scheduled and approved by the SCPRA.

IV. Shippensburg Memorial Park Swimming Pool Rules and Regulations

For purposes of these rules and regulations, The Shippensburg Memorial Park Swimming Pool shall include the entire fenced in area surrounding the pool and the front entrance to the pool facility.

In addition to those Standardized Rules and Regulations for Use of Recreation and Park Areas:

A. The following rules and regulations have been established for the protection and benefit of all users of the Shippensburg Memorial Park Swimming Pool: Parents are responsible for all minors under their supervision and shall instruct them to observe these rules and obey the instructions of the Pool Management, lifeguards, and all other SCPRA employees.

B. The Park Director, Assistant Park Director, Office Manager, Pool Manager, Assistant Pool Manager, Head Lifeguard, Lifeguards, Concession Stand Workers, Admission Workers, or others designated in authority are responsible for enforcement of these rules and regulations. Any violation of these rules and regulations may result in removal from the pool area and/or, subject to the decision of the SCPRA Board, the loss of privileges to use the pool facility. In such cases, no refund of admission paid will be made.

C. These rules and regulations are subject to revision or additions when deemed necessary by the SCPRA Board.

D. Age Guidelines

1. Patrons must be 13 years of age or older to enter the pool without adult supervision.
2. Anyone under 13 years of age must be accompanied by a responsible adult (18 years or older) at all times.

E. General Pool Guidelines

1. Inflatable objects are prohibited in the main pool, US Coast Guard approved life jackets, swim suits with sewn in life jacket material, and beach balls are permitted. After 5 p.m., at the discretion of the lifeguards, certain limited use of inflatable objects may be permitted.
2. Goggles, facemasks and snorkels are permitted.
3. All patrons are required to either produce for inspection their season pass or pay the daily fee for entry. No exceptions shall be made.
4. The first time a patron forgets his/her pool pass they will be admitted upon verification of membership through our files, the second time a pass is forgotten they must pay a fee to receive a new pass.



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5. Membership cards are not transferable. If a card is used by someone other than the original authorized cardholder, it will be confiscated and no refund will be made. If it is determined that the original authorized cardholder is responsible for the unauthorized transfer, they may lose their membership privileges for the remainder of the season.
6. Lost cards must be reported to the pool cashier immediately.
7. Patrons paying the daily admission fee, who exit the pool facility, may re-enter later during the same day, without paying a second admission fee as long as they receive a re-admit pass at the counter before exiting.
8. No unauthorized persons are permitted in the pool facility after regular scheduled hours. Trespassers will be prosecuted.
9. Those needlessly distracting the attention of the lifeguards may be asked to leave the facility as such practice is dangerous.
10. It is recommended that persons take a shower before entering the pool as this helps keep dirt and germs out of the pool. Lifeguards reserve the right to insist that a patron shower.
11. Smoking, using tobacco products, using vaporizers and E-cigarettes, eating or chewing gum on the pool premises are not permitted.
12. NO OUTSIDE FOOD PERMITTED IN ANY AREA NOT RESERVED FOR "Picnic at the Pool":

Only the following exceptions will be made:

- Fresh Fruits & Vegetables
- Thermos Containers or Juice Boxes (Glass and cans are prohibited)
- Pre-packaged Infant Food in original packaging such as baby food
- Milk & Formula for Infants / Toddlers
- Food specific to medication being taken while at the pool

Note: If health issues require a special exception, please contact the SCPRA Director for specific permission.

**An area designated "Picnic at the Pool - Semi Private", within the pool facility will be available only by reservation. All outside food must be kept within the semi-private picnic areas and may not be brought to other parts of the pool facility. Questions, concerns or a request for clarification may be directed to the SCPRA Director.

13. NO RUNNING & NO HORSEPLAY Dangerous, disruptive, intrusive, offensive, or violent behavior will not be tolerated. Patrons must walk on all deck areas. Dunking, pushing, pulling, throwing, splashing, diving from the side



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of the pool, towel whipping, horseplay or wrestling on the decks or in the dressing rooms is prohibited. Twists, flips and jumping in backwards from the designated dive areas of the pool are prohibited.

14. Handsprings or headstands are not permitted.

15. Spitting, blowing your nose, urinating or depositing any foreign matter in the pool is strictly prohibited.

16. Persons with mouth, nose, or ear discharges, or any person with red and infected eyes, skin eruptions, open wounds, sores, or bandages are not permitted in the pool area.

17. Patrons are warned against swimming while under a doctor's care or while under the influence of prescription or over-the-counter medication. Consult your physician to determine whether swimming is safe for you.

18. Glass items are not permitted in the pool facility.

19. It is recommended that swim suits be worn in the pool. If one is not wearing a swim suit, proper undergarments must be worn under clothing.

20. Animals or pets of any kind are prohibited in pool facility; except as may otherwise be specifically approved by the SCPRA.

21. Persons under the influence of alcohol or drugs are prohibited from using the pool facility. Those possessing and/or using any alcoholic beverages or possessing and/or using any narcotic or illegal substances will be asked to leave the facility in police custody.

22. Abusive or foul language is prohibited.

23. No person shall interfere with an emergency rescue, accident, or emergency drill procedure.

24. Safety equipment, lifeguard chairs or furniture must not be altered, moved or used by unauthorized persons. Patrons are not allowed in the filter rooms or to handle pool chemicals or equipment.

25. Use the swimming facilities, tables, benches, trees and shrubbery and all other equipment with care. The cost of any property damage shall be charged to the responsible person(s).

26. SCPRA shall not be responsible for any damaged, lost, stolen, or misplaced articles or valuables.

27. Pool occupancy capacity and/or acceptable lifeguard load limits must not be exceeded at any time. Therefore, Pool Management reserves the right to bar admission to anyone to prevent overcrowded conditions when this becomes necessary.

28. Swimmers must exit the pool and/or leave the pool area immediately upon the signal or request of pool personnel, counselors, or group leaders.

29. No unauthorized person may teach swimming or conduct aquatic group activities without the prior approval of the SCPRA.



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30. Beach balls, sponge balls, water guns, pool noodles and diving toys are permitted in the main pool at the discretion of the lifeguards.

31. The pool can be reserved for pool parties and pool rentals.

32. "Picnic at the Pool" area within the Pool facility will be made available to the public for pre-reservation / rental on a daily basis for a group/family, but all outside food must be kept in the semi-private picnic area and not brought to other parts of the Pool facility.

F. Baby Pool Guidelines

1. Only children age 5 years old and younger are permitted in the Baby Pool. Supervising older children or adults may be permitted to enter the pool.
2. Toys and other inflatable pool items are permitted in the pool.
3. An adult must accompany a child at all times.
4. Children who are not potty-trained should wear swimmable (Swimmies) diapers.

H. Slide Guidelines

1. Must be 48" tall to ride the waterslide.
2. Remove all jewelry, sunglasses, and goggles before using the slide.
3. Jean shorts or swim trunks with metal zippers, eyelets or buttons are not permitted.
4. Do not step upon the slide until the landing zone is clear of the previous swimmer and instructed by the lifeguard.

I. Adult Swim

1. On crowded days, beginning at 2 p.m., and continuing through 6 p.m., adult swim periods can be held on the hour for 15 minutes. Adult Swims will be held at the lifeguards' discretion.
2. During adult swim, only adults are permitted in the main pool and go down the slide but they may be accompanied by children age 5 and younger.

L. Pool Policies Concerning Inclement Weather

1. If it is raining prior to opening, or if bad weather is eminent, SCPRA will determine if the pool may be opened. Call the Pool at 717-477-0889, SCPRA Main Office at 717-530-0261 for updates, www.shippensburgparkandrec.org, Facebook/ Twitter @ShipParkRec. If the weather sufficiently improves, at the discretion of SCPRA, the pool may open late or be re-opened.
2. Even if not raining, there shall be no swimming during any storm that includes the potential for lightning or thunder.



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3. If attendance at the pool facility is below a total of ten (10) patrons for a prolonged period of time, at the discretion of SCPRA, Pool Management may close the pool.

V. Dentler Village Park

For the purposes of these rules and regulations, Dentler Village Park shall include the fenced in facility on Mt. Rock Road.

In addition to those Standardized Rules and Regulations for Use of Recreation and Park Areas:

A. Additional Guidelines:

1. May be used by civic, social, religious and fraternal organizations, service clubs, institutions, special interest groups, and other worthwhile causes whenever possible.
2. Reservations and arrangements must be made at the SCPRA Office in person, over the phone, online and approved before privileges become effective. Fees must be paid at the time reservations are made.
3. A refund request one (1) week prior to rentals, will receive a refund 10% less or a \$3 surcharge fee, whichever is greater. NO REFUNDS will otherwise be given.
4. SCPRA activities take precedence at all times.
5. Use the facility and all other equipment with care. The cost of any property damage shall be charged to the responsible person(s). Organizations, individuals and groups renting the facility will be held responsible for any damages done under their supervision.
6. The use of the facility shall not be granted to any individual or organization for personal or private gain (commercial or non-profit/charitable) unless otherwise approved by SCPRA.
7. When an event requires additional staffing, for any reason, the SCPRA reserves the right to demand reasonable reimbursement of expenses related to the assignment of staff functions to an event.
8. Individuals or organizations that rent the facility will also be responsible for removing any/all equipment, clothing, personal effects, articles or properties and the conclusion of their rental period and restoration of the facility to a satisfactory condition.
9. The SCPRA shall prioritize conflicting rental requests. At the sole discretion of the SCPRA Director, availability of the facility may be adjusted. Further, SCPRA shall adjudicate any disputes between renters for use of the facilities.
10. In some cases, SCPRA may issue "Special Privileges" to individuals or organizations. Such privileges may include such things as the ability to borrow a key to a door. Such privileges are at the discretion of the SCPRA and may be modified or revoked at any time.



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11. Individuals or organizations that rent the facility will be responsible for signing out all the necessary keys. A key security deposit will be collected and returned upon returning the signed out keys and inspection of the facilities.

VI. Dykeman Park

All Standardized Rules and Regulations for Use of Recreation and Park Areas apply.

VII. Branch Creek Children's Park

All Standardized Rules and Regulations for Use of Recreation and Park Areas apply.

VIII. King Street Gazebo Park

All Standardized Rules and Regulations for Use of Recreation and Park Areas apply.

IX. Cressler Park

All Standardized Rules and Regulations for Use of Recreation and Park Areas apply.

X. Hamilton Park

All Standardized Rules and Regulations for Use of Recreation and Park Areas apply

XI. Athletic League and Program Policies

A. All athletic leagues and programs must abide by the Standardized Rules and Regulations for Use of Recreation and Park Areas.

B. Additional Guidelines:

1. All programs and athletic teams playing in leagues under the auspices of SCPRA shall be required to follow all established rules and policies. An activity fee will be assessed.
2. Shippensburg Area School District teams and non-profit sports organizations, may request the use of SCPRA playing fields when not in use by SCPRA; however, they will be responsible for all costs involved in the use of the field and facilities.
3. Local teams, groups, or organizations wishing to sponsor tournaments on areas and facilities which are under the jurisdiction of the SCPRA must request prior approval from SCPRA. They must also have adequate liability insurance



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coverage, a tournament must be state sanctioned where applicable, and all costs incurred by SCPRA in the maintenance and operation of the tournament must be reimbursed to them by the sponsoring organization.

4. Preference for use of recreation and athletic facilities shall be as follows in the order listed: SCPRA sponsored activities, local teams and organizations affiliated with the SCPRA, local teams and organizations not affiliated with SCPRA, residents, and finally non-residents of the Shippensburg area.

5. Any local program, team or leagues not under the direct auspices of the SCPRA must carry adequate accident and property liability when using any athletic field and facilities under the jurisdiction of the SCPRA.

6. The insurance shall provide protection for each team as well as SCPRA against lawsuits and judgments that may result from bodily injury and property damage claims arising out of each sports team's or league operation including games, practices, tournaments, and fund raising events.

7. A Certificate of Insurance must be presented, evidencing that the responsible parties maintain insurance, which will protect the Borough of Chambersburg from claims for damages for personal injury, including accidental death, as well as claims for property damages which may arise from the conduct of the league. The amounts of such insurance shall be as follows:

Public liability insurance in an amount of not less than \$1,000,000 for injuries, including accidental death, to any one person and property damage insurance in an amount of not less than \$1,000,000. The Certificate of Insurance shall name SCPRA as an additional insured and shall be provided by an insurance company authorized to do business in the Commonwealth of Pennsylvania and acceptable SCPRA.

8. Depending upon the duration and nature of the activities and the type of organization using the facilities, the SCPRA may permit use of the facilities without a Certificate of Insurance.

9. One program or athletic league may not monopolize a specific field when other teams or leagues need playing space also.

10. Any player or coach thrown out of a SCPRA League or Program shall be out of all SCPRA activities for a period of time determined by the SCPRA Director and SCPRA Board.