

DEPARTMENT POLICIES &  
POLICY:

FORT WORTH

COMMUNITY CENTER  
OPERATIONS

PARK & RECREATION

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Approved by Director



Date:

7/1/21

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**CITY OF FORT WORTH  
COMMUNITY CENTER  
POLICIES AND OPERATING  
PROCEDURES**

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This Department Policy, attached Department Operating Procedures (Attachment A), attached applicable City of Fort Worth Codes and Ordinances (Attachment B) establish the bases and requirements for providing Community Center operations. Attachment A may be updated with Park & Recreation Director Approval. Attachments B may be replaced or updated as updated by City of Fort Worth.

This document is a compilation of and replaces the following policies:

- Community Center Procedures Effective October 1, 1998
- Community Center Rental Policy and Procedures Effective October 13, 1998  
Revised: January 1, 2002
- Identification Card Program Effective July 1, 1995

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**Purpose**

City of Fort Worth Community Centers will be utilized primarily for activities and programs promoted, sponsored and co-sponsored by the Neighborhood Services or Park & Recreation Departments. The centers will be available for private reservations when not in conflict with the Community Centers' programs or operations, in accordance with the City of Fort Worth, Texas, Code of Ordinances, Chapter 24 (Attachment B).

City of Fort Worth, Texas, Code of Ordinances, Chapter 24-2 states: Compliance with all laws, ordinances, rules and regulations is a condition of the use of any public park, community center or recreation area of the city. It shall be unlawful for any person to remain in any park, community center, or recreation area within the city after being advised by an employee of the city or a peace officer that he or she is interfering with, disrupting, or preventing the orderly conduct of any supervised or unsupervised play, educational program, or amusement program in any park, community center, or recreation area within the city and having been asked to leave.

Community Centers are considered public facilities and can be used as shelters during a natural disaster or local emergencies. Facilities, when designated, will be used as cooling or heating stations during the time of extreme heat or cold.

All policies and procedures are subject to change if federal, state, or local government guidelines are mandated.

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**Hours:**

1. Unless special funding rules apply, centers may be open a maximum of 45 hours per week based on city general fund dollars. The exceptions to the 45 hour per week rule are centers that provide FW@6, Community Action Partners, Comin' Up, Best Years Clubs, and fitness centers with expanded hours.
2. The general public is only permitted entrance to centers during scheduled hours of operation except for emergencies, private rental reservations or at the discretion of the staff member opening or closing the center.
3. The closing hour for the center will not exceed past 12 midnight. This would not be applicable to community center supported activities such as lock-ins. Programs that extend past 12 midnight require prior approval by the Assistant Director.
4. City of Fort Worth staff has the right to close any part of the facility to accommodate programs, classes, rentals and special events. City programs and voting take precedence over general use and reservations.



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**Guidelines/Rules:**

To provide a safe and controlled community center, it is very important that the following guidelines and other posted rules and regulations be implemented (without any notice) at staff's direction. Violation of rules or any conduct that endangers the safety of customers, guests or staff or disrupts facility operations may result in permanent expulsion from all community centers.

1. Membership or day pass is required and must be scanned for use of facility. An account must be established for purchase of memberships and day passes. An adult must be listed as head of the household on each account.
2. Alcoholic beverages, illegal drugs, smoking products, e-cigarettes, smokeless tobacco and unlicensed weapons are prohibited in the facility. City of Fort Worth, Texas, Code of Ordinances (Attachment B), Chapter 29.5-2 further states that a person cannot smoke within 20 feet from the primary entrance or openable window of a facility or within a park. Drugs and alcoholic beverages are not permitted in or around community centers, parking lots, or park premises around community centers. Anyone under the influence of alcohol or other intoxicating substances will be asked to leave the premises and the Police Department will be called.
3. Rollerblades, roller shoes, roller skates, cleats, bicycles, scooters, hover boards, drones, and skateboards (or any similar items) are not allowed inside the building unless they are used as part of a center program.

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4. The City of Fort Worth is not responsible for lost, stolen, or damaged items. City staff will not hold, store, or obtain any item not directly owned or operated by the City of Fort Worth.
5. Fighting, use of profane or vulgar language, gambling and soliciting will result in expulsion from the facility.
6. Persons under 11 years of age must be supervised by an adult unless participating in a center program (children participating in a program may be released to a sibling age 16 or older). This policy is for the safety of children and all guests, to eliminate improper use and damage of equipment, and allow for easier and more consistent supervision. Parents will be given a warning the first time for unsupervised children. The second time the child and parent will be suspended from the center, at the discretion of the Center Supervisor/Coordinator.
7. School aged children will not be permitted in the center during school hours. Homeschooled children (where learning occurs outside of the public or private school environment) will be allowed in the facility during school hours with proof of enrollment in a home school curriculum. They must also be accompanied by their teacher/parent or enrolled in a center program.
8. Animals are not allowed in the facility, except for designated service animals, unless part of a center program and/or approved by Center Coordinator/Supervisor.
9. Drinks and food shall be permitted only in designated areas.
10. General horseplay, running, scuffling, etc. is not permitted in the facility.

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11. Misuse, abuse, threats, or damage to facility, a staff member, or any equipment will be grounds for expulsion.
12. Appropriate clothing must be worn in all areas of the facilities. Shirts and shoes must be worn at all times.
13. Guests may use the reception desk phone with approval of center staff. All calls must be limited to 3 minutes.
14. All ball playing (basketball, volleyball, football, etc.) except table tennis and billiards/pool, shall be confined to the gymnasium and prohibited in the lobby and other activity areas.
15. Community Center equipment must be checked out from staff using a center membership card. Abuse of equipment or not returning equipment will be grounds for removal from facility or forfeiture of use of said equipment, at the discretion of the Center Supervisor/Coordinator.
16. Equipment shall not be taken from assigned center for use at other locations. The Community Center Supervisor/Coordinator may make an exception to this rule for Center or City supported activities.
17. Customers should immediately report to center staff any and all injuries that occurred on site and/or equipment malfunctions.

**Behavioral Management:**

1. Guests must abide by all community center rules. If rules are not followed, a disciplinary action report will be filed. Copies are available upon request.

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2. A Community Center Supervisor/Coordinator may suspend any person for violation of any of the center rules. The length of the suspension will be based on the severity and frequency of the violation. Suspensions greater than one month requires approval by the Center's District Superintendent. Parents/Guardians will be notified if a child is asked to leave the center.
3. The staff person who witnesses the violation may, in the absence of the Supervisor/Coordinator, suspend the participant for the remainder of the day.
4. The staff person should inform the participant that he/she has the right to a conference with the Center Supervisor/Coordinator. Staff will provide contact information for Center Supervisor/Coordinator.
5. If a participant is suspended from a community center, customer accounts will be noted with an alert text to notify other City staff and facilities of the suspension.
6. At the discretion of the staff, Law Enforcement may be contacted and appropriate documentation filed.

**Memberships:**

1. All persons utilizing the community centers will purchase a membership card and must scan in each time they visit the center.
2. A membership card is not required for the following:
  - A. Registered groups that meet no more than once per month
  - B. Special Event Groups
  - C. Customers and guests renting the facility
  - D. Spectators of center programs
  - E. Volunteers/Restitution workers



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- F. Community Action Partner clients
- G. Voters
- 3. Procedure to obtain Membership Card
  - A. Guests must provide staff with valid government identification or birth certificate.
  - B. Guests 17 and under must have a parent/guardian present to purchase a membership card and for first-time day pass users.
  - C. Memberships are available for the following groups:
    - 1. Youth – 17 years and younger
    - 2. Adult – 18-59 years of age
    - 3. Senior – 60 years and older
    - 4. Family – 5 members or less of the same household
  - D. Membership cards are valid from the date of purchase and can be used at all community centers in the City of Fort Worth. Memberships allow general access to community centers excluding the fitness center. Additional fees for class registration may apply.
  - E. Gold, Silver, and Bronze Fitness Memberships are available at one month and one year increments for use at participating community centers. Fitness memberships provide access to fitness rooms, use of fitness equipment, and virtual classes during fitness room hours. Fitness memberships include center membership privileges. Fitness memberships vary amongst facilities. Please see staff for specific information.



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**Facility Use:**

1. Computer Lab
  - A. Membership cards are required to use the computer lab except for Community Action Partner clients seeking information needed for their files.
  - B. Customers must check in with front desk staff to use computers.
  - C. Children under 11 must have parent/guardian supervision.
  - D. Be courteous of others waiting. (30 minute time limit when others are waiting.)
  - E. Only one person per computer.
  - F. Food and drinks are not allowed in computer labs.
  - G. Use headsets if sound is on. Headsets may be checked out at the front desk subject to availability.
  - H. Computers are subject to availability, given center programs and activities.
  - I. Failure to comply with computer lab rules may result in participant removal from the computer lab and/or community center. Inappropriate or obscene material, pornography, or other materials that may be harmful to minors are not permitted. Please be aware that while the City of Fort Worth makes every effort to prevent your child from viewing inappropriate or pornographic materials; some websites deemed inappropriate may still be accessible.
2. Fitness Center
  - A. All persons utilizing fitness rooms must have a valid fitness membership card after an initial visit.

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- B. Individuals ages 12-15 must be accompanied by an adult while in the fitness center.
  - C. Children under the age of 12 are not permitted in the fitness center.
  - D. Fitness orientation is mandatory for ages 12-15 prior to first use of fitness equipment.
  - E. Appropriate workout attire and shoes are required at all times.
  - F. No food or drinks, except water, are allowed in fitness center.
  - G. Do not distract other members by grunting, dropping weights, or talking loudly.
  - H. Use headsets with personal electronic devices.
  - I. Limit cardiovascular workouts to 30 minutes during peak hours.
  - J. Allow others to "work in" on equipment between sets. Do not rest on equipment while others are waiting.
  - K. Operate equipment safely by lowering slowly to prevent injury to you or damage to the equipment.
  - L. Only staff is allowed to personal train in the fitness center.
  - M. Practice good personal hygiene to prevent germs and odors.
  - N. Re-rack and wipe off equipment after each use.
  - O. Ask staff to change TV channels.
  - P. Exercise at your own risk.
  - Q. Physician approval is recommended before starting any exercise program.
  - R. Community Center Staff reserves the right to enforce, interpret, or amend fitness center rules when deemed necessary.
3. Gymnasium

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- A. Customers must be in appropriate attire when using the gym. No sagging shorts or pants. Shirts must be worn at all times. Shoes must be worn in the gym. Hard sole and/or black sole shoes, flip-flops, slides, boots, and heels are prohibited. Only non-marking indoor court shoes will be allowed.
- B. Food, drinks, gum, tobacco products, vaping devices, alcohol, drugs, and spitting are not allowed in the gym.
- C. Dunking and goal hanging are not permitted.
- D. Excessive or aggressive play (i.e. abusive or vulgar language, pushing, shoving, fighting, or bullying) is not permitted.
- E. Children under 11 years of age are required to have adult supervision.
- F. There is no running on or around the bleachers.
- G. Open play hours will be posted. However, community center staff have the right to reserve the gymnasium to accommodate the need for programming and reservations.
- H. Customers desiring to participate in pickup games (volleyball, basketball, pickleball, etc.) must check in at the front desk for the process for joining waitlist or pickup games. Share the court.

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This list of Operating Procedures represents the specific duty requirements and tools Park & Recreation Department employees use and execute in order to assist department employees with Community Center expectations and requirements.

**Fiscal Services**

1. Check and Money Order Acceptance Procedures
  - A. All checks or money orders for programs and activities should be payable to "City of Fort Worth." A valid government issued ID is required for all check payments. Checks and Money Orders must be made for the exact amount due for classes or programs. Postdated checks will not be accepted.
  - B. In the event a check is returned unpaid for insufficient or uncollected funds, the City may present the check electronically. In ordinary course of business, checks will not be provided to the customer with their bank statement, but a copy can be retrieved by other means. The following actions will also apply:
    - (1) The account will be suspended until sufficient payment is rendered.
    - (2) A \$25 NSF fee will apply.
    - (3) The program fee plus the NSF fee will need to be paid at the Cashier's Office located in City Hall.



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- (4) Once the payment is made, a receipt from the Cashier's Office must be submitted to the community center for the account to be cleared.
      - (5) The participant will be notified of a NSF check and may not participate in a registered program until the account is cleared.
    - C. The cashing of personal checks at the community center is not permitted.
  - 2. Credit or Debit Card Acceptance Procedures
    - A. Community Centers accept all major credit cards.
    - B. Community Centers follow Payment Card Industry (PCI) standard for credit card security.
    - C. Customers must provide a valid government issued ID when paying with credit card.
    - D. Customers on a scheduled payment plan must notify staff if their card has expired, been lost, or changed. If new payment information is not provided when requested, the participant will be withdrawn from program, membership or rental.
    - E. Credit card information is stored offsite through a third party payment processor. Staff does not have access to full credit card information.
  - 3. Refunds
    - A. Refunds will not be given once a program, class, field trip, special event or reservation has started. A 24 hour minimum notice is required.
    - B. Membership fees are non-refundable.
    - C. Refunds will not be given for transportation charges.



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- D. A credit for the amount of the class, field trip or special event can be applied to a future transaction if requested a minimum of 24 hours prior to the start of the class, field trip or special event.
- E. If facility reservation cancellation request is made at least 2 weeks prior to the rental, 100% of the deposit and fees will be refunded. If the reservation cancellation is made within two weeks of the rental, all deposits fees will be forfeited.
- F. A \$10 processing fee will be assessed for all refund requests.
- G. All refunds must be approved by the Center Supervisor/Coordinator. Refund requests will be processed by the form of the original payment. Payments made by cash will be refunded by check. It is the customer's responsibility to notify staff if the original form of payment has changed, i.e., credit card number.

**Rentals, User Groups, and Monthly Agencies:**

- 1. Rental Fee Schedule
  - A. All deposit and reservation fees are set and approved by City Council.
  - B. A refundable deposit shall be collected for each reservation to use a community center to ensure that the facility is maintained and cleaned according to the rental agreement. The deposit fee is due when making the reservation.
  - C. The deposit fee is separate from the reservation fee.
  - D. Reservations shall be made a minimum of 14 days prior the event. The deposit fee must be paid at the time of the reservation and all remaining fees must be paid a minimum of 14 days prior to the event.

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Failure to pay the rental fees 14 days prior to the event shall result in the reservation being canceled and loss of deposit. Rental requests made within 14 days of the rental are at the discretion of the Community Center Supervisor/Coordinator and will be charged the late booking fee.

- E. Once the reservation is complete, deposit fees shall be refunded depending upon inspection of facility.
- F. Under certain conditions, the City of Fort Worth may be forced to cancel a reservation prior to the event. Possible reasons for cancellation include, but are not limited to: a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees the City of Fort Worth shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The city will attempt to notify the renter as soon as possible if such a cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if such a cancellation shall occur.
- G. In addition to the rental rates, a staffing fee shall be charged for use of the community center before and after normal working hours and on days the community center is closed.
- H. Additional staffing fees may be assessed at the discretion of the Community Center Supervisor/Coordinator.
- I. A limited number of tables and chairs shall be available for use by renter.

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- J. Center staff shall be responsible for setting up and taking down tables and chairs from the pre-approved floor plan. Floor Plans are due at time of booking.
- 2. Concessions/Admissions Fees
  - A. Rentals for which the lessee plans to charge an admission or sell concessions (food, drink or commodities) within the community center or surrounding premises shall be required to pay the City a percentage of the gross revenue. The purpose of these fees are to realize \$50.00 or 10% of gross revenue, whichever is greater, for commercial for-profit and \$25.00 or 5% of gross revenue, whichever is greater, for non-profit tax exempt level of return on revenues generated by others on City property. The lessee shall be required to present a financial report to the Community Center Supervisor/Coordinator for the tracking of admission and concession fees for the purpose of assuring required payments to the City. This report is due fourteen (14) days after the rental along with any fees due to the City.
  - B. The above fee is not applicable in the case of Community Center Advisory Council or support groups that support the community center, and in which one hundred (100%) percent of the net proceeds of the organization are directed to the community center programs, supplies, equipment and/or other approved functions.
  - C. To qualify for non-profit-tax exempt status, the lessee must provide a copy of its tax-exempt status, i.e., 501(c)(3) organization or a verifiable not for profit organization.
- 3. Fee Waivers:



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- A. Requests to waive rental fees must be approved by City Council.
  - B. The Department operates facilities and programs that all compete with public and private sector facilities for business and periodically need to make adjustments in response to market demands and for promotional and educational purposes. The Director or their designee has approval by City Council to adjust or waive fees in response to market demands such as seasonal, weather-related, and facility condition-driven factors; customer service resolutions; memberships; advertising opportunities; special marketing promotions; and educational purposes. The cumulative impact of the fee modifications shall not negatively impact by more than 10% the annual fee revenue projections for the Department.
4. Ongoing Reservations
- A. There shall be no on-going reservations, such as programs, events, activities, or meetings. On-going shall be defined as meetings or events occurring more than once per month. Exceptions, as approved by the Director, would complete an agreement, or be incorporated into the center's programs. Exceptions shall be made on a case-by-case basis, with consideration for the type of event, amount of time and frequency requested, and if the proposed event fits within the mission of the Department.
  - B. The on-going and/or frequent use of a center for reservations does not meet with the covenants of the bond funds used to build these facilities; nor is it acceptable for the citizens of Fort Worth to subsidize such activities.

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- C. Community Center programs take priority over reservations.
- 5. Procedures for Building Reservations
  - A. It shall be the responsibility of the customer requesting the reservation to comply with and enforce the rules and regulations. Any violation of these rules shall be grounds for prohibiting future use of Department facilities after review and ruling by the Director or his/her designee.
  - B. Reservations shall be on a “first come, first served” basis. Center Staff shall reserve the right to deny requests for reservations and/or cancel reservations for cause only at the direction of the Center’s District Superintendent.
  - C. Customers making the reservation shall determine the exact time the facility is needed.
    - (1) All set-up, break-down, decorating, and cleaning time must be included in the reservation time.
    - (2) Admittance into the facility shall not be made prior to the specified time.
    - (3) If the reservation extends beyond the reserved designated time, additional rental and staff time charges will be assessed.
    - (4) In the event additional reservation time is needed; staff must be notified immediately. Additional reservation time is at the discretion of the staff.
    - (5) Additional reservation time and staff charges must be paid prior to the booking.
    - (6) The number of guests shall be restricted to the stated capacity of each room or fewer as required by State, County, or City orders.



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- (7) The deposit will be forfeited if the space is not left in as good or better condition than found.
- D. The Center's Supervisor/Coordinator must approve requests for reservations on major holidays. Centers may also be used throughout the year as polling places for elections and as needed for emergency shelters.
  - E. Alcoholic beverages, tobacco products, and drugs are not permitted in or around community centers, parking lots, or park premises.
  - F. Decorations shall not be attached to the building; decorations shall be fireproof; no open flames, including, but not limited to chafing dishes, candles, etc. Glitter and confetti are not permitted.
  - G. Parents, guardians or adult sponsors (18 years or older) shall be required to request a reservation, as well as sign the permit for youth groups under 18 years of age.
  - H. Two adult chaperones (18 years or older), shall be required for a function of 30 or less youths (under age 18) with one additional chaperone for each additional group of 15 youths.
  - I. Chaperones must be present when the facility is open and remain throughout the activity. Chaperones may not vacate the area until all youth leave the facility and immediate area.
  - J. All events must conclude by 11 p.m., and cleaning of the community center must be completed by 12 midnight. Cleaning time must be included in the reservation time.
  - K. A uniformed Fort Worth Police Officer shall be provided at the expense of the group or person who reserves the community center when

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required to have security on duty for the function by the Community Center Supervisor/Coordinator. The decision to require police security shall be at the discretion of the Community Center

Supervisor/Coordinator. Badge number and phone number of security shall be provided to the Community Center Supervisor/Coordinator 48 hours prior to reservation.

- L. Customers making the reservation shall be responsible for damages to property and equipment.
- M. Any equipment or supplies left by the renter will be at their own risk, and with prior staff approval. All supplies and equipment left in the building at the close of each reservation shall be placed in a location designated by the Department representative. Supplies and equipment shall be removed no later than Noon on the business day following the reservation or renter will forfeit deposit and future rental opportunities.
- N. All areas utilized in the reservation must be cleaned before the rental is concluded. All rooms and amenities utilized in the reservation should be left in as good or better condition than prior to the event. All trash should be disposed of in the dumpsters. The community center staff member in charge will inspect all rooms utilized at the conclusion of the reservation. It will be the responsibility of the user to get with the staff member to sign the inspection report at the conclusion of the reservation period.
- O. Lessee, as additional consideration, shall covenant, promise and agree to hold the City of Fort Worth harmless and indemnify it against any

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and all suits, damages, claims, causes or actions which may arise out of the use of the property.

- P. It shall be the responsibility of the person signing the permit to comply with and enforce all rules and regulations. Any violation of these rules shall be grounds for prohibiting future use of Department facilities after review and ruling by the Director or designee.
  - Q. Commercial Photography Fees shall be assessed according to approved fee schedule.
  - R. A certificate of insurance is required to use a private bounce house at the community center, park or surrounding area. As an alternative, some community centers have their own bounce houses that can be reserved for an additional fee.
6. Gymnasium Reservations
- A. Reservations must abide by all policies and rules.
  - B. If a half court is reserved, the gym curtain must be pulled and in place, thus allowing the other half to be used for another rental, open play or another class. If a gym curtain is not available, cones or some other dividing items must be in place to designate the reserved space.
  - C. Full court rentals may only be permitted during operating hours if they do not interfere with open play and scheduled programs.
  - D. No coaches or assistant coaches are allowed to be on or around the gym floor area directing practices or drills unless they have paid for a private reservation.
  - E. Teams participating in the City of Fort Worth Youth Sports Program (YSP) are allowed to practice at community centers for free, only



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during the YSP season, two weeks prior to the first game through playoffs. The current schedule is 1/2 court, one hour a week. Once no more games are scheduled, usage of the gyms for free is canceled.

- F. If a community center operates its own leagues and/or tournament play, they can establish procedures for teams to practice.
  - G. No monies can be exchanged on City property, unless previously approved and concession/admission fees shall apply.
7. Special Notice:
- A. Use of community centers shall not be permitted to groups which practice, profess, or have as their policy (official or unofficial), discrimination against persons on the basis of sex, race, religion, sexual orientation, color or national origin; nor shall access be permitted to groups affiliated with organizations which practice, profess or have a policy of such discrimination.
  - B. The Center Supervisor/Coordinator reserves the right to consider all relevant sources of information in arriving at a determination of such discrimination, including the articles of incorporation, constitution and bylaws, and published materials of the applicant or of organizations with which it is affiliated.

**Programs:**

- 1. Registration
  - A. Membership cards are required to register for programs.
  - B. Registration fee is due at the time of registration.
  - C. Most classes are limited in size. Registration is on first come, first served basis.

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- D. If a class reaches capacity, additional names are placed on a waiting list, which provides a name and phone number in the event that a class opens or in case a new class is arranged.
  - E. Classes/programs will not be prorated due to missed classes/late registration.
  - F. Late fees will be assessed if a child is not picked up by the designated time for After School, School Break and Camp programs. These fees must be paid in full before the child can return to the program.
2. Standards of Care
- A. The Standards of Care are intended to be minimum standards by which the City of Fort Worth will operate the City's Youth Programs. The programs operated by the City are recreational in nature and are not licensed by the state of Texas as certified day care programs.
  - B. The Texas Department of Family and Protective Services and/or Texas Health Human Services has issued an exemption determination certificate to the City of Fort Worth.
3. Youth Sports Program
- A. The Program has been established to:
    - (1) Introduce youth to a healthy, positive, athletic experience.
    - (2) Provide year round, alternative activities.
    - (3) Promote values associated with group participation such as teamwork, unity, cooperation and sense of belonging.
    - (4) Give children the opportunity, regardless of ability, to engage in sports activities and have fun.



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(5) Establish a sense of responsibility to someone other than themselves.

B. The Program provides:

- (1) Seasonal sports leagues at a nominal fee.
- (2) Free sports clinics for players and coaches.
- (3) Coaches meeting prior to each season.
- (4) Game officials and on-site coordinators.
- (5) Game facilities.
- (6) Practice and game equipment.
- (7) Background checks for all volunteer coaches. Volunteer Coaches will be issued a free membership card.

C. Registration

- (1) All registration fees must be paid at the time of registration.
- (2) Players may be permitted to play up one age group upon approval by the Sycamore Community Center Coordinator.
- (3) Age is determined as of September 1st of the current school year.
- (4) In the event that there are not enough players to make a full team at the original center of registration, a child can be transferred to another team at a different community center by center staff only. The parent will be asked to provide a second choice of community center during registration to facilitate this process.
- (5) The registration fee helps offset the cost of the program.
- (6) Memberships are not required to participate in a Youth Sports program. A "Sports Registration/Waiver Form" must be signed by the youth's parents or guardians at the community center upon

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registration. This form must be on file with the Park & Recreation (PARC)/Neighborhood Services Department (NSD) Centers at which the child is registered before the child is allowed to participate. All registration fees must be turned in at the time of registration.

**Political Activities:**

**1. General**

Refer to the following policy for more information: POLICY FOR RESERVING COMMUNITY CENTERS FOR POLITICAL ACTIVITIES

**2. Voting**

- A. The Department abides by the Tarrant County Elections Center schedule.
- B. As community centers are polling locations for elections, community center programs and classes may be moved to alternate locations or rescheduled pending availability, or cancelled to accommodate election needs.

**Emergency Management:**

**1. Inclement Weather Policy**

- A. Sometimes it is in the best interest of employees and citizens to limit the services provided by the City due to inclement weather/disaster. If the City closes all or some of its business services, an announcement will be made through the appropriate media.
- B. Schedule:

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IF	THEN
FWISD closes	Centers open at 12 pm -5 pm
FWISD delays opening	Centers open when FWISD opens or regular hours, whichever is later
FWISD closes early	Centers close at 5 pm, all activities after 5 pm closed
CMO sends non-essential personnel home	Centers close at 5 pm, all activities after 5 pm closed
CMO delays CFW opening	Centers open @ CMO time or regular hours, whichever is later
Non-School Day	If regularly open, Centers open 12 pm – 5 pm

C. All City of Fort Worth community centers are designated emergency shelters. Should a center be activated as an emergency shelter, the hours of operation will comply with the needs of the Emergency Management Office.

**Community Action Partners (CAP):**

1. The City of Fort Worth serves as a Community Action Agency through the Community Action Partners program providing comprehensive social services to economically disadvantage individuals, families, and the elderly.
2. Community Centers within the Neighborhood Services Department have CAP offices. The centers are the following:

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- A. Andrew Doc Sessions Community Center
  - B. Como Community Center
  - C. Martin Luther King Community Center
  - D. Northside Community Center
  - E. North Tri-Ethnic Community Center
  - F. Southside Community Center
  - G. Worth Heights Community Center
3. Clients can apply by appoint, calling 817-392-5790, by picking up an application from any of the locations and mailing it to the Services. The following assistance is available through the CAP sites depending on available funds.
- A. Utility Service Assistance – Electric, gas or propane bill assistance.
  - B. CAP Works/Case Management – Job Skills, training and employment assistance.
  - C. Veterans Program – Rent, mortgage or utilities assistance for veterans.
  - D. Volunteer Income Tax Assistance (VITA) – free income tax preparation program.
  - E. Weatherization Assistance Program – Services to improve the energy efficiency of qualifying homes.
  - F. Smart flush – Low flush toilets available to City of Fort Worth residents.
  - G. Rising Starts Youth Leadership Academy – Leadership and enrichment program for ages 13-18.
  - H. Angel Tree/Cowboys Santas – Holiday toy program for income eligible residents.
  - I. Silver Stars – Holiday gift program for senior adults.



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- J. HVAC assistance – Heating, Ventilation and Air Conditioning repair assistance.
- K. Camp Fort Worth scholarship program – Voucher to partially waive summer day camp registration with the City of Fort Worth for income eligible families.
- 4. Clients can apply on-site by making an appointment through the appointment line at 817-392-5790. They can also mail in their application or apply online by visiting [www.fortworthtexas.gov/cap/energy-assistance](http://www.fortworthtexas.gov/cap/energy-assistance).
- 5. Detailed information as well as eligibility requirements and documentation needed can be found at [www.fortworthtexas.gov/cap](http://www.fortworthtexas.gov/cap).

**DEPARTMENT POLICIES & FORT WORTH  
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**ATTACHMENT B**

**City of Fort Worth Codes and Ordinances**

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*The following sections may be located at:*

[https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth\\_tx/0-0-0-1](https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth_tx/0-0-0-1)