



PARKS POLICIES AND PROCEDURES

MISSION

Wrangell Parks and Recreation's Mission is to support active lifestyles through a variety of health, wellness and wilderness opportunities.

Adopted

March 2017

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Policies and Procedures

These policies are not all inclusive. Should a situation arise not covered in these policies and procedures during a function held at Wrangell Recreational Facilities, the Borough staff has the authority to take any step deemed necessary and appropriate to resolve it.

General Policies

Hours

Wrangell recreational facilities are open seven (7) days a week, unless otherwise posted as authorized by the Parks and Recreation Department.

The Parks and Recreation Office is open Monday – Friday, 8:00 A.M. – 4:30 P.M. except for holidays observed by the Borough.

Liability

Wrangell Parks and Recreation, its employees and agents are not responsible for injuries to persons or damages of loss of property; rather, this is entirely the responsibility of participants. Signatories further agree to pay for damages to the recreational facilities and equipment which results from their use of the recreational facilities.

Littering (WMC 9.16.010; 9.16.020)

It shall be prohibited for any person to throw or deposit litter on the grounds, streets, paths, pond, or stream in any recreation facility, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the recreation facility. Where public receptacles are not provided, all such litter shall be carried away from the park by the persons responsible for its presence and shall be properly disposed of elsewhere. It shall be prohibited to take into, carry through, or put into a recreation facility, any litter generated outside of the recreation facility.

Harvesting Trees (WMC 13.12.045)

No unauthorized person shall cut, top, remove or otherwise damage any tree or shrub, whether dead or alive, standing or downed, within any public park, recreation area, trail, conservation area, park reserve, or other public greenway area. Any person who violates this section shall be guilty of a civil violation and shall be liable on conviction to a fine not exceeding \$300.00.

Vehicle regulations (WMC 13.12.040)

No person in a park shall drive any vehicle on any area except the park roads or parking areas, or such other areas as may on occasion be specifically designated as temporary park roads or parking areas by the director.

Lost and Found

Wrangell Parks and Recreation Department is not responsible for lost or stolen items. Items found should be turned into the Parks and Recreation Office. Items not claimed after thirty (30) days will be donated to charity. All inquiries regarding lost items can refer to the Parks and Recreation Office.

Weapons (WMC 10.32.010; 10.36.010)

It shall be prohibited for any person to discharge a firearm or any weapon or similar device in a recreation facility, with the exception of the shooting range where firearms may be discharged. A weapon is defined as, a thing designed or used for inflicting bodily harm or physical damage. It shall be prohibited for any person to take on Parks and Recreation property any weapon, or to use, carry or employ any weapon or similar device in a recreational facility. On-duty law enforcement employees and those legally authorized to a carry permit shall be exempt from the limitations set forth in this section.

Fires

It shall be prohibited for any persons to build or maintain a fire in a Borough recreation facility except in designated areas which are clearly marked with grills placed by the Parks and Recreation employees or by permission, for other grills, by the Parks and Recreation Director.

Fireworks (WMC 9.12.010; 9.12.020; 9.12.030; 9.12.040)

No person shall cause to be ignited, discharged, or fired any fireworks or firecracker within the parks (Pursuant to Wrangell Municipal Code 9.12. Violation of any provision of this chapter shall be punishable as provided for in WMC 1.20.010.)

Animals (WMC 7.01; 7.04; 7.08)

Animals are defined as all non-human members of the kingdom Animalia. No person shall have or bring an animal within the parks unless the animal is on a leash or under competent voice control of the animal. The owner or other person in charge of the animal must immediately remove any waste on park property caused by the animal or be subject to a fine. An animal may be removed from the park, according to Wrangell Municipal Code if the

animal is allowed to run at large within the public space or otherwise become a nuisance within the park.

Parking (WMC 11.30)

Use of the parking lot is allowed by renting the Fields/Shelters; however, exclusive use of the parking lot is not guaranteed. Parking around concession stands, in the grass, or in the right-of-way is prohibited; however, vehicles may drive to the concession stands or shelters, for loading and unloading, provided a hard surface driving path is provided. Vehicles should not be left standing, parked in fire lanes, or parked in a recreation facility during hours when the recreation facility is closed. In such instances, the vehicles may be towed from the recreation facility at the owner's expense.

Smoking (WMC 10.46.010)

Wrangell park facilities are a smoke-free environment. Smoking is allowed in parking areas only. The use of marijuana within Wrangell's park facilities is strictly prohibited.

Alcoholic Beverages (WMC 10.44)

Alcoholic beverages are permitted within Wrangell's park facilities according to all state and local laws. Supplying alcohol to minors is strictly prohibited, and it is the responsibility of the contracting adult to ensure minors are not served alcohol.

Distribution or sale of alcohol is allowed only as local and state laws and regulations allow and requires prior approval by the Parks and Recreation Director. Any such authorization for the distribution or sale of alcohol shall be conditioned upon the licensed liquor dispenser providing proof of existence insurance coverage as required by its liquor license and state law and naming the City and Borough of Wrangell as additional insured.

Minors and Supervision of Children

Organized groups composed of youth, persons under the age of 18, shall, at the discretion of the Parks and Recreation Director, be supervised by at least one adult, persons 18 years of age or older, for each twelve (12) youth at all times while using any Wrangell Parks and Recreation Facility. The adult who will be responsible for the activity must make the reservation for use of the facility.

Liability Insurance

Events open to the general public may be required to provide the Borough with liability in the amount of \$1 million per occurrence and \$1,000,000 aggregate. Such insurance shall name the City and Borough of Wrangell as an additional insured. Exceptions to the requirement of liability insurance may be made by the Parks and Recreation Director.

General Solicitation, Selling, and Advertising

No individual or group shall solicit donations or vend, offer for sale or dispose of any goods, set up or maintain any exhibit, concert, or similar activity at any Wrangell Parks and Recreation facility without approval of the Parks and Recreation Director.

Political speech activities do not require prior approval. However, such activities are subject to the following rules:

1. No political speech activity shall have a duration of longer than two (2) hours.
2. No political speech shall interfere with or affect any other public or private activity taking place at a Wrangell Parks and Recreation facility.
3. Any individual engaging in political speech activity shall ensure that ingress and egress, to and from the Wrangell Parks and Recreation facility being utilized, remains unimpeded.

No individual or group shall install or place any banner or signage or similar device at any Wrangell Parks and Recreation facility without approval and designated location by the Parks and Recreation Director.

Fields and Shelters

Reservation Application and Agreement

Any scheduled event or event requiring guaranteed access to Wrangell's recreation facilities must have a fields/shelters reservation application and agreement on file with the Parks and Recreation Department for the use of the specified facility. This agreement is a legal and binding document. It is the responsibility of the signatory to notify the Parks and Recreation Department, in person, of any changes made to these documents. Failure to do so could lead to the cancellation of an event or loss of access to the requested facility. Misrepresentation of the type of event being held will also lead to cancellation of an event, with the possibility of forfeiture of any fees paid.

All signatories must fill out the Reservation Application and Agreement Form. Reservations will be accepted by mail, email, fax, or in person, on a first-come, first-serve basis. Reservation applications should be submitted at least seven (7) days in advance of the date requested to allow for application review and processing. Reservations will be accepted no more than one year in advance of the reservation date. Priority will be given to all Parks and Recreation Department- sponsored activities and Borough-wide special events by allowing these reservations to be made more than one-year in advance of the reservation date.

Applications will be approved for specific fields/shelters, depending on group size, type of activity, and availability. Applications will be reviewed, and use will be prioritized. Once

dates are approved and booked, the Parks and Recreation Staff will assess fees; all charges must be paid in full to complete the reservation. The applicant must sign and date the Rental Application and Agreement Form. The applicant is the responsible party for the function and must be present the day of the function. Until a signed rental agreement is on file there is no agreement for use.

Rental of a field or shelter does not provide private use of the adjacent fields and or other public park open spaces.

Rental to Responsible Parties

Only persons twenty-one (21) and older may contract for the use of recreational facilities if alcohol will be present. The Parks and Recreation Department reserves the right to cancel any function that is deemed detrimental to Wrangell.

Compliance (Park Staff)

During any function held on the recreational facilities, Parks and Recreation Department Staff may have full access to said facilities to ensure compliance with the terms of the contract, as well as with the policies and procedures. Staff has the authority to close any function found to be non-compliant.

Inappropriate Behavior

Wrangell Parks and Recreation Department operates a family-oriented facility. Use of the facilities implies an expectation of being respectful towards those who may be impacted by the activity or function. Inappropriate behavior by any person will not be tolerated. Inappropriate behavior includes but is not limited to verbal abuse of staff or other participants, vandalism of Borough property, illegal activities during a function, or putting at risk other users of the facilities. Staff has the authority to remove any person, or close any function, when inappropriate behavior is demonstrated.

Fee Schedule

See attached Fee Schedule

Fee Waiver

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Parks and Recreation programs and is unavailable elsewhere in the community. Fee waivers are granted at the discretion of the Parks and Recreation Director. A written request for a waiver of the requirement for reservation, stating the justification, must be submitted to the Parks and Recreation Director seven

days prior to the event.

Refusal or Cancellation of Use

The Parks and Recreation Director has the right to refuse or cancel any application or contract through either written or verbal notice with an appropriate explanation to the signatory. If the Parks and Recreation Department, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made to the signatory. Requests for refunds may be granted with a minimum seven-day advance cancellation of the reservation.

Fields

Tournaments

Request to schedule tournaments shall be provided to the Parks and Recreation Department no later than the first week of February for spring and summer sports and the first week of August for fall sports.

Inclement weather

Persons or organizations are responsible for decisions regarding closure of the field or park due to inclement weather or other unsafe conditions. Parks and Recreation staff may cancel a field event due to conditions which would cause either unsafe continued use of the field or damage to the field.

Restrooms

Restroom facilities are provided at Shoemaker Bay Park, City Park, downtown, and Volunteer Park. Restroom facilities are closed from mid-October through mid-April, depending on the weather.

Playgrounds

Playgrounds are provided for the enjoyment of children in a number of recreational facilities. Playgrounds may be reserved to guarantee availability for special events by contacting the Parks and Recreation Department office (see 2a above – Reservation Application and Agreement).

The following basic playground rules are recommended for your safety and the safety of others:

- Play carefully.
- Do not use play equipment improperly.

- No bare feet. Proper footwear is required.
- Report any damage or vandalism to the Parks and Recreation Director as soon as possible.
- Playgrounds are closed from dusk to dawn.
- Playgrounds are closed when surface material is frozen.
- Adult supervision is required.

RV Park and Tent Camping

General Information

There are 25 spaces available for RVs, of which nine are located in the Shoemaker Bay Harbor parking lot and sixteen, with electrical connection, are located north and adjacent to the Shoemaker Bay Harbor parking area. Wrangell Municipal Code, Section 13.12.030 allows up to ten (10) days in the RV parks. RV fees are to be paid daily. All sites are checked daily and the receipt must be displayed in the window of the renter’s vehicle. Overnight RV parking is not allowed in the parks.

At the discretion of the Parks and Recreation Director, the 10-day length of stay might be extended. Long-term parking is not allowed.

There are two areas for tent camping. At the Shoemaker Bay Recreation Area tent camping is allowed adjacent to Institute Creek to the north. Wrangell Municipal Code, Section 13.12 allows up to five (5) days in the tent campground at Shoemaker Bay Recreation Area. At City Park tent camping is allowed within the grassy area; however, there is no camping in Public Day Use areas or Shelters. Wrangell Municipal Code, Section 13.12 allows up to forty-eight hours (48) in the tent campground at City Park. Tent camping is free.

RV Park Spaces

NORTH RV PARK- Entrance is located to the right (water side) from Zimovia highway prior to reaching the harbor parking lot entrance. Space numbers run 1-16.

Space #	Size of Space	Space #	Size of Space
1	13' x 15' back in	9	17' x 42' back-in
2	13' x 32' back in	10	17' x 42' back-in
3	13' x 24' back in	11	14' x 48' back-in
4	16' x 19' back in	12	15' x 48' back-in
5	11' x 24' back in	13	13' x 70' back-in
6	15' x 24' drive in	14	14' x 70' back-in
7	15' x 25' drive in	15	17' x 30' back-in
8	16' x 40' back in	16	13' x 46' back-in

HARBOR RV PARK-Enter through the harbor parking lot. The RV area is to the left, along the trees and creek line. Spaces numbers run 17-25.

Space #	Size of Space	Space #	Size of Space
17	15' x 25'	22	14' x 25'
18	13' x 25'	23	14' x 25'
19	14' x 25'	24	13' x 25'
20	13' x 25'	25	13' x 25'
21	14' x 25'		

RV Park Rules

1. Park in stalls identified for RVs only.
2. Permits must be displayed visibly, inside window facing access road.
3. Animals must be leashed and their waste picked up and disposed of by Owner.
4. No Loud Noise 10:00 pm to 8:00 am
No Generators 10:00 pm to 7:00 am
5. Fires and barbecue pits may not be left unattended, open fires are prohibited.
6. No camping in Public Day Use areas or Shelters.
7. Campers are responsible for disposing of trash and litter and for maintaining an orderly campsite.

Registration Procedure

1. RVers shall complete a permit form and place it, with required fees, in the pipe safe located near the entrance of each RV area. Permits should be attached to the inside of the RV window where it is clearly visible to the Park & Recreation staff.
2. Check out time is 4:00 pm.
3. 10 Day Stay Limit-Wrangell Municipal Code, Section 13.12.030.
4. RV fees are non-refundable and must be paid in advance.

Appendices

- a. Parks Listings and Fee schedule
- b. Field/Shelter Reservation Agreement Application

Appendix A

Parks Overview and Locations

The Parks and Recreation Department, which is fairly new and still growing, has a total of 53 acres of park land. Our facilities include; an indoor swimming pool, racquetball court, weight room, gym and an indoor and outdoor shooting range (indoor range is only open in the winter months), two tennis courts, ball fields, park shelters, a number of parks two trails in town, and a kayak/canoe portage trail. In addition to our facilities, other recreational facilities throughout Wrangell include a number of hiking trails, and a 9-hole golf course.

In the past several years we have had a number of parks developed by the former Alaska Pulp Corporation. These parks have all been constructed using reusable wood products and include the Outdoor Shooting Range, Volunteer Park, Muskeg Meadows Golf Course, as well as our RV Park.

In addition to our parks, the US Forest Service has a number of campgrounds and trails you might be able to take in during your stay. During the summer months the Forest Service provides naturalists on board the ferries who offer information about the various communities in Southeast Alaska.

If you any questions about Wrangell or other towns and sites in Southeast Alaska, please feel free to contact us. If we cannot answer the question, we will try to send you in the right direction.

1. City Park

- a. City Park is located approximately one mile south of downtown along Zimovia Highway. The park is a waterfront park with scenic views of the inside waters and surrounding islands. It is adjacent to a historic cemetery and the community garden. The park has four covered shelters, fire rings and picnic tables. Tent camping is allowed on a 48-hour basis only and there are restroom facilities available.

2. Shoemaker Bay Recreational Area

- a. Five miles south of town is Shoemaker Bay Recreational Area. This is a Wrangell favorite and is heavily used year-round. The park has a picnic shelter with a fireplace and picnic tables, tennis court, horseshoe pits, playground equipment, and public restroom facilities. Sports equipment used for horseshoes and croquet are available for use at no charge from the Parks and Recreation Department. The park area fronts not only the ocean but also Institute Creek and offers easy access to the tidelands and stream frontage. Shoemaker Bay Park is located next to Shoemaker Bay Harbor, a tent camping area, and near the Shoemaker Bay RV Park. Rainbow Falls Trail is located upland from this area, providing hiking and spectacular sight-seeing opportunities.

3. Volunteer Park
 - a. Just as the title implies, this multi-faceted park was constructed with volunteer help by local folks. This Park consists of a running track area (partially completed), a tennis court, sand volleyball court, two ball fields (for kids and adults), concession stand and public restrooms. For hikers and walkers, the Volunteer Park Trail, directly behind the ballfields, provides a 1.5 mile walk through Southeast Alaska rainforest country, offering forested and muskeg terrain. Wrangell hosted the Southeast Alaska and State of Alaska Little League Tournaments in 1996. This new recreational facility will be used to host other baseball and softball tournaments in the future. The running track area is also used for kite-flying, rocket launching and other outdoor sporting events.
4. Covered Playground
 - a. The Covered Playground is an open sided basketball court. It is also available for craft fairs and festivals.
5. Kyle Angerman Playground
 - a. The Kyle Angerman Playground is adjacent to the Wrangell Library and Post Office in town and offers an outdoor basketball court and playground equipment.
6. Shoemaker RV Park
 - a. There are 25 spaces available for RVs. We have nine spaces, located in the Shoemaker Harbor parking lot. There are sixteen spaces, just north and adjacent to the Shoemaker Harbor parking area. In addition to the RV sites we do have an area for tent camping. There are spaces for six tents located across from the RV stalls in Shoemaker Harbor parking area. For those needing electricity, the sixteen stalls in the north parking area have electrical hook-ups. The fee for these spaces is \$30.00 per day. Those located in the harbor parking lot, without electricity, are \$20.00 per day. Fees are to be paid daily. Please deposit money in the pipe safe where your vehicle is parked. All sites are checked daily and your receipt must be displayed in the window of your vehicle.
7. Mount Dewey Trail
8. Petroglyph Beach Historical Site
 - a. Petroglyph Beach in Wrangell has the highest concentration of petroglyphs in Southeast and was designated a State Historic Park in 2000. There is an accessible boardwalk to a deck overlooking Petroglyph Beach, the Stikine River and Zimovia Straits. Replicas of several designs are displayed on the deck for visitors to make rubbings on. Access to the beach is provided directly from the deck overlook. During construction of the interpretive facility, two new petroglyphs were unearthed, buried in the sand. One of these petroglyphs was long thought lost and its rediscovery was a delight to the local Tlingit natives and Wrangell residents.

Wrangell Recreational Park Facilities Fee Schedule

Park Shelter Reservation- Up to 3-Hrs.	\$15.00
Park Shelter Reservation - Over 3-Hrs.	\$30.00
Non-Electric Site / Night	\$20.00
Site with Electric Hook-Up / Night	\$30.00

Appendix B

See page 14.