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Title of Document:	Use of Regional Center Facilities by Outside Groups and Off-duty Employees
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Applicability:	DDSN Regional Centers

I. PURPOSE

This directive establishes guidelines governing the use of Regional Center Facilities and equipment by private groups and individuals, employees of other state agencies, and off-duty employees of the Department of Disabilities and Special Needs (DDSN). Its general intent is to recognize that such use, while requiring reasonable control, tends to encourage community knowledge of departmental programs and makes available to individuals a wider range of activities and developmental or recreational experiences.

II. POLICY

A. Approval of Applications

1. Facility Administrators are delegated authority to approve applications for the use of Regional Center Facilities following the priorities set out below.

2. The attached application is to be completed by the requesting group and maintained in Regional Center files.

3. The Facility Administrator will provide a summary of utilization of Regional Center Facilities by outside groups/individuals to the District Director on a periodic basis.

B. Use Priorities

1. First priority is given to applicants who propose to conduct activities involving people who live at Regional Centers or other people who receive services from the department or any of its sponsored programs.

2. Second priority is given to applicants who propose activities involving other people with disabilities.

3. Third priority is given to community groups requesting the use of a departmental facility or area not generally available in the community at the time of application and through which positive public relations affecting the image of the state and the department might logically be expected to occur.

C. General Guidelines

The following apply to all groups and individuals engaged in activities approved by Facility Administrators on departmental property.

1. Non-interference with programs: No activity is to be scheduled which interferes with the ordinary conduct of the programs and services provided at the site.

2. Length of stay: Hours will be from 8:00 A.M. to 10:00 P.M.

3. Supervision of Minors: A minimum of one adult, provided by the group using the facilty, is required for every 15 children, except as specified below.

4. Supervision of swimming pools: No group is to have access to swimming facilities unless supervised by a **certified lifeguard provided by the group.** When children (17 or younger) are involved, an adult-child ratio of not less than 1:10 must be maintained by the group requesting the facility. A designated departmental employee is to be available during the time of use and is to inspect and secure the facility upon completion of the activity. The departmental employee **will not act as a lifeguard or counselor** with the group; his/her responsibility is only to insure that the group is appropriately utilizing the facility. Additionally, the employee will supervise the entry of the group to the facility and report the name and address of the person responsible for the group and the number of people

in the group to the facility administrator. Upon completion of the activity, the employee will supervise the exit of the group from the facility.

5. Liability Insurance: Groups using swimming pools, gymnasiums, and other department facilities or equipment posing a potential personal hazard are required to show evidence of adequate liability coverage for the duration of the approved period of use and/or will sign a statement relieving the department of all liability (see attached application form).

6. Fees: The Facility Administrator may charge a fee for use of Regional Center property by community groups. The fee will not exceed the additional costs incurred by the Regional Center.

D. Specific Restrictions

The following apply to all persons participating in approved activities and may not be waived or adjusted. Failure to comply will result in the immediate expulsion of the offending group from departmental property and may result in legal action being taken by the department in accordance with state law.

1. Destruction of property: No building, sign, equipment, or structure of the department is to be removed, destroyed, or defaced. This applies equally to any tree or other natural formations on the grounds.

2. Possession of weapons and explosive devices: No firearms, fireworks, archery equipment or other potentially dangerous device is permitted on departmental property except when specifically authorized for display or demonstration purposes by the Facility Administrator. Authority for this decision may not be delegated.

3. Use of State funds: Funds may not be expended to support any activity occurring on departmental property and conducted by private community groups which are not sponsored by the department. Purchase of canteen items, meals, and other commodities and articles normally sold on a cash basis will be at the prevailing rates set for departmental employees and individuals upon authorization by the facility administrator.

4. Fishing: State fishing laws are in effect and each person so engaged over 25 and under 65 years of age must possess a valid license.

5. Hunting: Hunting is prohibited on departmental property.

6. Use of boats: No boat may be launched onto any pond or lake located on departmental property without the specific approval of the Facility Administrator. All boats must be appropriately licensed and meet state and federal safety regulations.

7. Possession of alcoholic beverages, narcotics, or illegal drugs: No alcoholic beverages, narcotics or illegal drugs are to be brought onto or consumed on departmental property.

8. Speeding: No vehicle is to exceed the speed limits posted on departmental property.

9. Fires: Fires may not be built except in authorized locations and under the direct supervision of a departmental employee during the time of its use.

10. Use of departmental vehicles: No state vehicle is to be used to transport persons or property of approved groups.

11. Advertising: No persons or associations may solicit business while engaged in activities authorized by this directive.

12. Use of Profit oriented groups: Only non-profit, charitable groups or those of a public nature will use departmental facilities.

13. Disorderliness: Anyone acting in a disorderly or unruly manner may be asked to leave or physically escorted from departmental property by the police.

Unusual requests or requests exceeding the parameters of this directive are to be referred to the State Director.

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To access the following attachments, please see the agency website page "Attachments to Directives" under this directive number.

Attachment A: FACILITY USE APPLICATION