

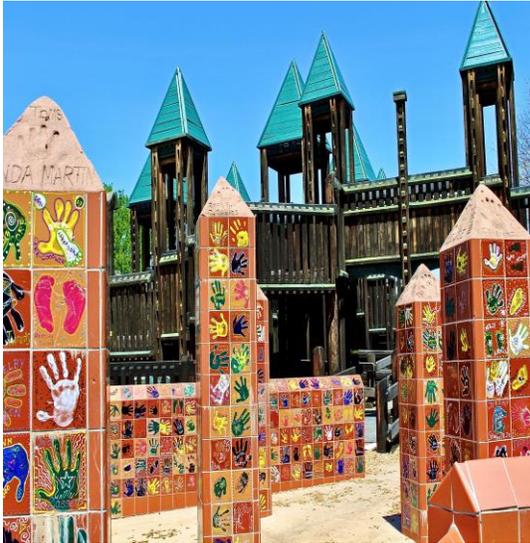
City of

Lawton

Parks & Recreation

City Park Usage Information

Lawton Interactive Park Map



<https://www.lawtonok.gov/departments/parks-and-recreation/find-a-park>

Lawton Parks & Recreation

Clean-Up Procedures for Usage of City Parks

Administrative Policy 9-3

SUBJECT: Clean-Up Procedures for Usage of City Parks.

PURPOSE: To implement clean-up procedure requirements that apply to all events reserved at City Parks, including contracted events held at Elmer Thomas Park and/or the Lake Helen Stage Area and City of Lawton sponsored or co-sponsored events.

BACKGROUND: Clean up procedures and requirements are in assisting the Parks and Recreation Department in providing clean and safe parks for the citizens of our community.

POLICY: The following list of clean-up procedure requirements are applicable to all events reserved at City Parks including contracted events held at Elmer Thomas Park and/or the Lake Helen Stage Area and City of Lawton sponsored or events. If a contracted event requires the 1000.00 clean-up deposit the deposit will not be refunded to the applicant and/or promoter of the event until these requirements are met and approved by the Parks and Grounds Administrator.

Clean Up Procedures for Usage

- All litter and debris to be picked up bagged and deposited in dumpsters if available and or trash cans in the park area reserved, to include blowing litter and debris.
- All trash cans for the event will be bagged by the applicant.
- All litter and debris in and around the shoreline of Lake Helen in the reserved area will be picked up.
- Sweep and pick up all trash and debris in all restroom and pavilion facilities used.
- Any and all litter and debris that will not inside dumpsters and/or trash cans will be taken to the by applicant.
- All signs and advertising placed within park and/or medians throughout the city for the promotion or informational purposes for the event will be removed.
- All areas of the park reserved will be inspected prior to the event and damages will be noted. The Parks and Grounds Administrator will inspect the area(s) after the event to determine if area meets requirements for cleaning deposit to be refunded in full for paid contracted events.
- The Parks and Grounds Administrator will access any and all damage to grounds and facilities and cost of repairs will be charged to applicant/promoter. The Parks and Grounds inspection will be made twenty-four hours after event or on Monday morning after a weekend event is held.
- If the procedures are not followed additional fees could be assessed.

Thank you for your cooperation in adhering to these procedures that will assist the Parks and Recreation Department in providing clean and safe parks for the citizens of our community.

Lawton Parks & Recreation

Respect and Responsibility Administrative Policy 9-6

- **SUBJECT:** Lawton Parks and Recreation Respect and Responsibility
- **PURPOSE:** The purpose of this policy is to establish guidelines, standards, and procedures for behavior at Lawton Parks and Recreation Community Centers, parks, and facilities. The City of recreational properties and facilities, including but not limited to Community Centers, parks, park pavilions, outdoor pools, sports and associated parking lots exist to provide residents with opportunities to participate in sport and other recreational activities in a safe and positive environment. It is critical, then, for the City, through its Parks and Recreation Department, to do all things necessary to ensure that preventative measures are in place so that incidents of violence or inappropriate behavior do not occur in its recreational properties and facilities.
- **BACKGROUND:** It is an unfortunate reality that, on occasion, patrons of Lawton Parks and Recreation display behaviors or take actions that are not conducive to a safe recreational environment. This policy is designed to establish standards of behavior expected of all patrons, and procedures that staff members can initiate when these standards are breached. Consequences laid out in this policy are progressively based on repeated offenses or the magnitude of the undesirable behavior. There are also provisions for appeal. This policy was reviewed and endorsed by the Parks and Recreation Commission on December 7, 2022.
- **DEFINITIONS:** Patron- any user of Lawton Parks and Recreation Community Centers, facilities, amenities, parks, or playgrounds.

The City of recreational properties and facilities, including but not limited to Community Centers, parks, park pavilions, outdoor pools, sports and associated parking lots exist to provide residents with opportunities to participate in sport and other recreational activities in a safe and positive environment.

It is critical, then, for the City, through its Parks and Recreation Department, to do all things necessary to ensure that preventative measures are in place so that incidents of violence or inappropriate behavior do not occur in its recreational properties and facilities.

All patrons using any Lawton Parks and Recreation properties and facilities are expected to demonstrate courtesy and respect, behave in a responsible manner, exercise self-discipline, respect the rights and privileges of other participants and city staff, respect the property of others and city property, cooperate and assist city staff in maintaining safety, order and discipline.

INAPPROPRIATE BEHAVIOR AND/OR VIOLENCE

1. Endangering the health and safety of other members, participants, patrons or staff.
2. Disrupting a program or creating a disturbance at a facility.
3. Refusal to follow program and/or facility rules and guidelines.
4. Use of verbal harassment and assaults (profanity and/or loud verbal assaults including racial, ethnic, cultural and/or sexual slurs or any hate speech) directed at patrons, participants, volunteers, and staff.
5. Theft, damage, or vandalism of private or City facilities, equipment or supplies.
6. Threats and attempts to intimidate
7. Throwing of articles in a deliberate or aggressive manner.
8. Aggressive behavior toward another individual.
9. Physical intimidation of another individual.
10. Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited.
11. Inappropriate or offensive dress, including, but not limited to, dress which is too revealing and clothing which displays obscene or offensive words or images.
12. Possession of weapons including, but not limited to guns, knives, clubs, brass knuckles, or threats of these weapons.
13. Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening an individual, wearing or displaying colors or items of dress, etc.
14. Inappropriate display of affection, including but not limited to prolonged kissing and touching of any private area of the body.
15. Supervisory staff has say on all rule interpretations and may adapt rules if they feel safety is a concern to any patron.

Enforcement Steps

All Lawton Parks and Recreation employees and contract employees are authorized to initiate enforcement of the City of Lawton Parks and Recreation policies and rules and regulations at city programs and properties. Depending on the severity of the rule being broken, staff will determine the action and steps taken to correct the issues.

Lawton Parks and Recreation personnel and contract employees reserve the right to contact law enforcement at any time they are not able to control the situation. In extreme cases of misconduct, police may be asked by personnel to issue a criminal trespassing warning.

When inappropriate behavior, violence or vandalism is witnessed employees will:

1. Assess the situation to determine if the policy should be enacted.
2. Approach the party, without jeopardizing one's safety, and request they cease the inappropriate behavior and/or violence immediately. This should never be done by yelling or raising your voice.
3. Advise the party that failure to cease the inappropriate behavior, violence or vandalism that jeopardizes the safety of others or themselves will result in police being called and advise that they will be trespassing.
4. If individual refuses to cease inappropriate activity, do not engage in a verbal or physical confrontation with them, they were told just call the police (911) to report the situation immediately and issue a notice of trespass to offenders.
5. Advise Supervisor/On Call Personnel.
6. Complete an Expulsion and/or Incident/Accident Report.
7. Follow up action shall be taken and documented.

Consequences

The following chart represents guidelines and outlines the consequences for acts of inappropriate behavior, violence, vandalism, or inappropriate use of technology in City of recreational properties and facilities. It is understood it does not include all types of inappropriate behavior, violence, vandalism, or inappropriate use of technology, and that each incident will be evaluated on the information available at the time, and that the consequences outlined below are guidelines and may be adjusted to the severity of conduct and/or actions involved. Any restrictions/suspensions apply to all City of Lawton recreational properties and facilities.

Subsequent acts of inappropriate behavior, violence, vandalism, or inappropriate use of technology will/may result in criminal charges.

When inappropriate behavior, violence or vandalism have transpired during a City of Lawton program/activity, league or by a recreation center patron, fees will not be refunded for any person that has been removed or suspended. Some programs and/or leagues may have stricter or more detailed behavior policies.

APPEAL FOR RE-INSTATEMENT

To be considered for re-instatement, the individual and their parent/guardian (if under 18 years of age) must arrange a meeting with Lawton Parks and Recreation Director or Deputy Director with in seven (7) days of the incident.

To be considered for re-instatement on a probationary basis beginning at the second occurrence. A commitment must be evident from the individual and their parent/guardian to adhere to the City of Lawton recreational properties and facilities rules and policies.

There will be no reconsideration by the City with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual may request reconsideration of the facts on which the suspension is based. Such request must be addressed to the Parks and Recreation Director or Deputy Director. All consequences resulting from their decision are final.

When vandalism has been committed, not only will the individual(s) responsible be subject to suspension as outlined below but will also be required to reimburse the City for the cost of repair.

Respect & Responsibility Consequence Chart

Inappropriate Behavior	Description	1 st Offense	2 nd Offense	3 rd Offense
Nonviolent Nature	<ul style="list-style-type: none"> Disruptive behavior or creating a disturbance Refusal to follow the rules & regulations Inappropriate verbal language & nonverbal signs Illegal acts such as use of tobacco products, e-cigarettes, alcohol & drugs Inappropriate/offensive dress Inappropriate display of affection Inappropriate use of technology 	<ul style="list-style-type: none"> Verbal Warning Sent home for the day 7 Day Suspension Other suspension to be determined by Director 	<ul style="list-style-type: none"> 1-mth suspension 3-mth suspension Other suspension to be determined by Director 	<ul style="list-style-type: none"> 3-mth suspension 6-mth suspension Other suspension to be determined by Director
Potential to Incite Violence	<ul style="list-style-type: none"> threats & attempts to intimidate verbal assaults throwing of articles physical intimidation 	<ul style="list-style-type: none"> 6-mth Suspension Police contacted Immediate ejection & 1-yr suspension Other suspension to be determined by Director 	<ul style="list-style-type: none"> 6-mth Suspension Police contacted/ Immediate ejection & 1-yr suspension Other suspension to be determined by Director 	<ul style="list-style-type: none"> 1-yr suspension Police contacted/ Immediate ejection & 3-yr suspension Other suspension to be determined by Director
Physical Violence	<ul style="list-style-type: none"> physical contact fighting 	Police contacted & Immediate ejection & <ul style="list-style-type: none"> 6-mth suspension 1-yr suspension 3-yr suspension Other suspension to be determined by Director 	Police contacted & Immediate ejection & <ul style="list-style-type: none"> 6-mth suspension 1-yr suspension 3-yr suspension Other suspension to be determined by Director 	Police contacted & Immediate ejection & <ul style="list-style-type: none"> 3-yr suspension 5-yr suspension Other suspension to be determined by Director
Vandalism	<ul style="list-style-type: none"> glass breakage, graffiti, theft, arson, property damage 	Police called and a report filled. Those involved as perpetrating vandalism will be required to pay 100% restitution for the damage. Depending on severity of the offense a suspension may be applied by the Parks and Recreation Director.		



INCIDENT/ACCIDENT REPORT

INFORMATION ABOUT INDIVIDUAL INVOLVED IN INCIDENT/ACCIDENT	
Name	Phone #
Address	Age
City	State Zip
If minor name of parent/guardian	Phone #
INFORMATION ABOUT THE INCIDENT/ACCIDENT	
Date of Occurrence	Time of Occurrence : <input type="checkbox"/> am <input type="checkbox"/> pm
Location of Occurrence Name of Building/Property	Specific Location Gym, Meeting Room, Playground, Etc.
Site Conditions dry, wet, muddy, etc.	Activity Open play, program, swim lesson, etc.
Describe what happened, how it happened, factors leading to the event, and objects involved:	
Were there any witnesses? <input type="checkbox"/> YES <input type="checkbox"/> NO If you need additional space is needed, please attach separate sheet with names and contact information	Witness Name/Phone #
Is there an Injury? <input type="checkbox"/> YES - Accident <input type="checkbox"/> NO - Incident	
Part of Body Injured: (Left Arm, Neck, Right Leg)	Nature of Injury: (Sprain, Break, Cut, Bruising)
Was First Aid administered? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> REFUSED	By whom?
If yes, describe first aid given: (Please explain and provide detail. Use additional pages if necessary)	
Was 911 called? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, time called: : AM PM
EMS Services: <input type="checkbox"/> Accepted <input type="checkbox"/> Refused Transport: <input type="checkbox"/> Accepted <input type="checkbox"/> Refused Hospital Name: _____	<input type="checkbox"/> Sent to Hospital - Hospital <input type="checkbox"/> Advised to see Physician <input type="checkbox"/> Remained at site <input type="checkbox"/> Released to Parent/Guardian <input type="checkbox"/> Other: _____
Police Response? <input type="checkbox"/> YES <input type="checkbox"/> NO Case/Report #	
If emergency services (police, fire, EMS) are called, notify your Supervisor and the Parks Director	

CONTACT INFORMATION	
Was parent/guardian or emergency contact notified? <input type="checkbox"/> YES <input type="checkbox"/> NO	By Who/Whom? (list staff member)
Was parent/guardian present at the time of the incident? <input type="checkbox"/> YES <input type="checkbox"/> NO	Time Notified: : AM PM
Name of Contact Notified:	Relationship of Contact to Person:
Please explain efforts or conversations: (If relevant; not needed for all accidents or incidents)	
FOLLOW UP/SUPERVISOR COMMENTS	
Was the incident/accident reported when it happened? <input type="checkbox"/> YES <input type="checkbox"/> NO	To whom?
Was protective equipment needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Was protective equipment available? <input type="checkbox"/> YES <input type="checkbox"/> NO
What act, failure to act, and/or condition contributed to this incident/accident?	
Action or activity implemented to prevent future incidents/accidents:	
Other Comments	
Staff member completing this form	Date
Follow-up/Supervisors Comments	
Investigated by (Immediate Supervisor):	Reviewed by Department Director:
Signature _____ Date _____	Signature _____ Date _____

Pavilion Rentals

Facility rental permits allow citizens day use of a of a park pavilion/area within the City of Lawton.

Pavilion rentals are \$25/hr with a two-hour min. (full day rentals vary in price.)

Gatherings larger than twenty-five(25) individuals will require an event permit; fees are based on attendance numbers.

Sound systems larger than a handheld Bluetooth speaker are subject to a \$25 sound permit fee.

Note: Facility rental permits should be submitted 30 days prior to the rental date as required by City policy to allow sufficient time to route through all required departments.



Contact the Parks and Recreation Department at 580-581-3400 for more information.

Aquatics Facilities

Municipal Pool *Closed for Renovations*

Located on 11th Street and J Avenue, in Mattie Beal Park. The Municipal pool is open Memorial day through Labor Day, noon to 8 p.m. Tuesday through Sunday. Admission is \$1 for ages 5 and older.

Pool Rental Information

Reservations may be made after posted public swim hours. Pool reservations are subject to availability. The pools may not be rented during normal operational hours. No Monday reservations.

Wading Pools

Free to the public and are open to children ages 12 and under. Operating 1-5 p.m. Monday-Friday

- 35th Division - located at 6th and Columbia
- Harmon - located at 14th and Bell
- Mocine- located at 9th and Douglass

Splash Pads

Also free to the public. Visiting minors must be accompanied by an adult.

- Clement Washington Sr. Splash Pad - located at 6th and Belmont
Hours: 1-5 p.m. Monday-Friday
- Elmer Thomas Splash Pad - located in Elmer Thomas Park, 2nd and Ferris
Hours: 8 a.m. to 8 p.m. Daily





PARKS AND RECREATION DEPARTMENT

1405 SW 11th Street, Lawton, Oklahoma 73501
(580) 581-3400
www.lawtonok.gov

PUBLIC FACILITY RENTAL APPLICATION

APPLICATION DATE: _____

REQUESTED RENTAL DATE: _____

APPLICANT INFORMATION

Name: _____ Organization (if applicable): _____
Daytime Telephone No: _____ Emergency Telephone No.: _____
Address: _____
City/State/Zip: _____
Email Address: _____

RENTAL INFORMATION

Proposed Location of Rental: _____ (attach Google map)
 Park Pavilion Holiday House Porch (North or South) Patriot Pavilion in ETP
Rec Center: Classroom/Dining Room Gym Kitchen (in addition to room rental)
 Municipal Pool Sports Field Other: Please describe _____
Purpose of Rental: _____

Types of Activities Planned: _____

Proposed Start Time (to include set-up): _____ Proposed End Time (to include tear down): _____

Estimated Number of Participants: _____

Is this permit in conjunction with an Event Permit? YES NO

Is a Sound Permit required per Article 7-23? YES NO

(Cost is in addition to facility rental fee)

Is Private Security Being Provided by Applicant: NO YES

(If YES, please provide contact information below)

Security Company: _____ Security Contact Telephone No.: _____

Liability Insurance Provided: YES NO Policy #: _____ Expiration Date: _____

ADDITIONAL CITY ASSISTANCE (additional cost may apply)

Requested City Assistance: _____

Cost of each available service is listed in the Fee Schedule, A-19-702

I certify under penalty of perjury that the information contained on this application is true and correct. I further understand that any incorrect information contained on this application may result in the revocation of any permit issued and/or criminal prosecution.

SIGNATURE OF APPLICANT: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

My Commission Expires: _____ Notary Signature: _____

My Commission Number: _____

PARKS AND RECREATION DEPARTMENT ACTION

Date Approved: _____ Approved by: _____

Total Permit Cost: _____ Rental Receipt No: _____

Sound Permit Receipt No: _____

REV 08/22



PARKS AND RECREATION DEPARTMENT

1405 SW 11th Street, Lawton, Oklahoma 73501
(580) 581-3400
www.lawtonok.gov

EVENT PERMIT APPLICATION

APPLICATION DATE: _____

- PRIVATE-MINOR**
(25-99 people)
\$25.00 Application Fee
- PUBLIC-MINOR**
(100-499 people)
\$75.00 Application Fee
- PUBLIC-MAJOR**
(500+ people)
\$100.00 Application Fee

PROPOSED DATE(S) OF EVENT: _____

APPLICANT INFORMATION

Name: _____ Organization (if applicable): _____
 Daytime Telephone No: _____ Emergency Telephone No.: _____
 Address: _____
 City/State/Zip: _____ Email Address: _____

EVENT INFORMATION

Proposed Location of the Event*: _____
 Purpose of Event: _____
 Type of Activities Planned: _____
 Proposed Start Time (to include set-up): _____ Proposed End Time (to include tear down): _____
 Estimated Number of Participants: _____
 Is Private Security Being Provided by Applicant: NO YES (If YES, please provide contact information below)
 Security Company: _____ Security Contact Telephone No.: _____
 Liability Insurance Provided: YES NO Policy #: _____ Expiration Date: _____
 * Site Plan is required to be submitted indicating event boundaries with nearby streets labeled

REQUESTED CITY ASSISTANCE

Requested City Assistance: (Such as trashcans, tables/chairs, electricity, etc.) _____

Cost of each available service is listed in the Fee Schedule, A-19-702

Is a Sound Permit required per Article 7-23? (Cost is in addition to event permit fee) YES NO
 Is a Public Facility Rental Permit also being requested? (Cost is in addition to event permit fee) YES NO

PARADE INFORMATION (if applicable)

Number of Parade Entries: _____ Spacing Between Entries: _____
 Minimum Speed: _____ Maximum Speed: _____
 Length, in miles or fraction thereof: _____

-OVER-

I certify under penalty of perjury that the information contained on this application is true and correct. I further understand that any incorrect information contained on this application may result in the revocation of any permit issued and/or criminal prosecution.

SIGNATURE OF APPLICANT: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

My Commission Expires: _____ Notary Signature: _____

My Commission Number: _____

DEPARTMENTAL RECOMMENDATION

FIRE CHIEF
COMMENTS: _____

Estimated Assistance Cost: \$ _____

SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

POLICE CHIEF
COMMENTS: _____

Estimated Assistance Cost: \$ _____

SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

SOLID WASTE SUPERINTENDENT
COMMENTS: _____

Estimated Assistance Cost: \$ _____

SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

TRAFFIC ENGINEER
COMMENTS: _____

Estimated Assistance Cost: \$ _____

SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

CITY ATTORNEY
SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

CITY MANAGER
SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

PARKS AND RECREATION DIRECTOR
COMMENTS: _____

Estimated Assistance Cost: \$ _____

SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

ACTION

Total Permit Cost: _____ Denial Letter Date: _____
 Issuance Date: _____ Receipt No.: _____



PARKS AND RECREATION DEPARTMENT

1405 SW 11th Street, Lawton, Oklahoma 73501
 (580) 581-3400
 www.lawtonok.gov

SOUND AMPLIFYING PERMIT APPLICATION

APPLICATION DATE: _____

APPLICANT INFORMATION

Name: _____ Organization (if applicable): _____
 Daytime Telephone No: _____ Emergency Telephone No.: _____
 Address: _____
 City/State/Zip: _____ Email Address: _____

EQUIPMENT OPERATOR (IF DIFFERENT THAN APPLICANT)

Name: _____ Organization (if applicable): _____
 Daytime Telephone No: _____ Emergency Telephone No.: _____
 Address: _____
 City/State/Zip: _____ Email Address: _____

EVENT INFORMATION

Proposed Location of the Event: _____
 If location is on private property, has owner given permission to have outdoor sound amplification? YES NO
 Purpose of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

SOUND EQUIPMENT INFORMATION

Brand Name: _____
 Number of Speakers: _____ Watts of Power: _____ Voltage: _____
 Direction of Sound: _____
 Is an Event Permit also being requested? (Cost is in addition to event permit fee) YES NO
 Is a Public Facility Rental Permit also being requested? (Cost is in addition to event permit fee) YES NO

I certify under penalty of perjury that the information contained on this application is true and correct. I further understand that any incorrect information contained on this application may result in the revocation of any permit issued and/or criminal prosecution.

SIGNATURE OF APPLICANT: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

My Commission Expires: _____ Notary Signature: _____

My Commission Number: _____

-OVER-

DEPARTMENTAL RECOMMENDATION

POLICE CHIEF _____

COMMENTS: _____

SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

PARKS AND RECREATION DIRECTOR _____

COMMENTS: _____

SIGNATURE: _____ DATE: _____ APPROVAL DENIAL

ACTION

Total Permit Cost: _____ Denial Letter Date: _____

Issuance Date: _____ Receipt No.: _____

REV 08/22