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## **SECTION 1 Norman Parks and Recreation Department Organization**

### **1.1 Norman Parks and Recreation Department Mission Statement**

Our Mission is to provide the community of Norman with safe, inclusive, and accessible parks, recreation, and cultural experiences that enhance the quality of life for residents of all ages.

### **1.2 Norman Parks and Recreation Department Vision Statement**

The Norman Parks and Recreation Department envisions a thriving, active, and diverse community where all people can experience recreation, culture, nature, and a true sense of belonging.

We strive to set the highest standard for excellence in parks, recreation, culture, and community services, creating inclusive spaces, promoting wellness, and enhancing the quality of life for all residents of Norman.

## **SECTION 2 Rules and Regulations Governing Parks, Facilities and Open Spaces**

### **2.1 Definitions and Terminology**

*For the purpose of this manual the following words and phrases shall have the following meanings:*

- a. **“Animal”** – any mammal, bird, reptile, amphibian, fish and invertebrate.
- b. **“Bullying”** – behavior that is intentional, repetitive and hurtful, resulting in an imbalance of power between the bully and the target. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (non-verbal bullying or emotional bullying); and sending intimidating messages through technology (cyber bullying).
- c. **“Community Parks”** – areas suited for community-wide recreational facilities, such as athletic **complexes**, large swimming pools, or areas of natural quality for outdoor recreation, such as walking, viewing, sitting, or picnicking. May be any combination of the above depending upon site suitability and community need.
- d. **“Director”** – the Director of the Parks and Recreation Department of the City of Norman, or their designee.

- e. **“Employee”** – any person employed by the City of Norman, Oklahoma.
- f. **“Greenspace or Greenbelt”** – A publicly owned or managed natural area intended to preserve open space, protect environmental resources, and provide visual relief within the urban landscape. Greenspaces or greenbelts may include undeveloped land, natural vegetation, buffers between neighborhoods or roadways, drainage corridors, floodplain areas, or wildlife habitat.
- g. **“Neighborhood Parks”** – areas for neighborhood recreational activities, such as field games, court games, crafts, playground apparatus area, picnicking, walking or jogging trails, or other related activities.
- h. **“Park Areas and Facilities”** – any park, playground, or other structure designated by legal instrument, formal acceptance, or custom, under the jurisdiction of the City of Norman Parks and Recreation Department.
- i. **“Park Board”** – the Norman Board of Parks Commissioners.
- j. **“Park Event”** – any organized public or private activity, gathering, or celebration conducted in whole or in part on City of Norman park property, as further described in Section 2.6.1.
- k. **“Permit”** – any written license issued by or under the authority of the Parks and Recreation Department and/or the City of Norman.
- l. **“Special Use Park”** – areas designated for a specific purpose, activity, or facility that does not typically occur in neighborhood or community parks. Examples may include, but are not limited to, bike parks, golf courses, aquatic centers, athletic complexes, cultural or historic sites, and natural resource areas. The Norman Board of Park Commissioners must adopt the plan or purpose of Special Use Parks.
- m. **“Trail”** – A designated linear route within a park, greenspace or greenbelt intended for public travel by pedestrians, cyclists and other authorized non-motorized users. Trails provide recreational opportunities such as walking, jogging, running, hiking and biking, as well as transportation connections between parks, neighborhoods and community destinations. Trails may be paved or unpaved and may include amenities such as signage, benches,

lighting or wayfinding but are not intended for motorized vehicular use unless expressly allowed by the Parks and Recreation Department.

## **2.2 Park, Facility and Open Space General Rules and Regulations**

### **2.2.1 Park Hours**

Park hours shall be set by the Director and confirmed by the recommendation of the Park Board. The Director can temporarily change the hours of a park for a special event, park event, emergency or other park-related reasons.

Signs shall be posted which indicate specific times and park areas to be closed. Any person remaining in a posted area without a permit during closed times shall be considered as trespassing and may be removed by the Norman Police Department.

- a. Neighborhood Parks:  
Open Daily 6:00 a.m. – 9:00 p.m.
  
- b. Community Parks:  
Open Daily 6:00 a.m. – 11:00 p.m.
  
- c. Special Use Parks:
  - i. Bishop Creek Eco Park
    - a. April – October 6:00 a.m. – 9:00 p.m.
    - b. November – March 8:00 a.m. – 6:00 p.m.
  - ii. Creekside Bike Park
    - a. April – October 6:00 a.m. – 9:00 p.m.
    - b. November – March 8:00 a.m. – 6:00 p.m.
  - iii. Edwards Park
    - a. Daily 6:00 a.m. – 11:00 p.m.
  - iv. Legacy Park
    - a. Daily 6:00 a.m. – 11:00 p.m.
  - v. Sutton Wilderness Nature Park
    - a. April – October 6:00 a.m. – 9:00 p.m.
    - b. November – March 8:00 a.m. – 6:00 p.m.
  - vi. Westwood Park
    - a. *Season Hours as set by the Director*

### **2.2.2 Prohibits Acts and Items**

*The following acts shall be prohibited within any public park, facility, trail or greenspace under the jurisdiction of the City of Norman Parks and Recreation Department, provided that no provision hereof shall apply to any act performed by any officer, agent or employee of the City of Norman while in the performance of duties:*

**a. DO NOT LITTER, DEFACE OR REMOVE PARK PROPERTY.**

To litter, mark, deface, disfigure, tamper with, displace or remove any buildings, bridges, tables, benches, fireplaces, decorative structures, railings, paving or paving materials, water lines, other public utilities, parts and appurtenances, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts, or other boundary markers, or other structures or equipment(s), facilities or park property or appurtenances whatsoever, either real or personal.

**b. DO NOT MOLEST, DAMAGE OR REMOVE TREES, PLANTS OR LANDSCAPING MATERIALS.**

To damage, cut, carve, mark, transplant, or remove any plant or injure the bark, or pick flowers or seed of any tree; to plant, dig in or otherwise disturb grass areas, or in any other way injure the natural beauty or usefulness of any open or green space; to cut any tree, dead or alive, whether erect or felled; to collect leaves, bark, woodchips, wood, mulch, or other organic material, or soil for any purpose, without the written permission of the Director.

**c. DO NOT PLANT TREES, PLANTS OR ANY LANDSCAPE MATERIALS.**

To plant, set out, or otherwise place any plant material, tree, shrub, or flower within any park area or facility without the written permission of the Director.

**d. DO NOT PLACE SIGNAGE OF ANY KIND IN PARK, TRAIL AND/OR GREENSPACE.**

Attach or place any sign, banner or advertisement anywhere in a park area or facility, trail or greenspace, including to any tree, fence, railing, bridge, bench, or other structure or into the ground, without prior approval from the Director.

**e. NO HUNTING OF ANY KIND.**

To hunt, harm, kill, trap, pursue, throw objects at any animal, give or attempt to give any such animal noxious substance or anything disagreeable to said animal, or to have in one's possession any wild

animal, its young, or nest. Any collections are subject to approval by the Director and shall follow state and federal regulations.

f. **NO ANIMALS IN PARKS, TRAILS OR GREENSPACES UNLESS LEASHED.**

To possess, allow, or permit any animal, into any park area or facility, trail or greenspace unless said animal is under the immediate control of its handler. It shall be the duty of the handler to properly collect and dispose of any waste material. No animal, except service animals under control of their owners, shall be allowed within any building, park pond, splashpad or swimming pool area, unless in conjunction with a program approved by the Director. Any handler of an animal which is creating a disturbance or whose animal is not being properly supervised may be evicted from the park area or facility, trail or greenspace. Furthermore, it shall be unlawful for any person to abandon any animal, of any nature, in any park area or facility, trail or greenspace.

g. **NO FIRE OF ANY KIND.**

To make a fire in any park area or facility, trail, or greenspace for any purpose; to throw away or discard any lighted match, cigar, cigarette, tobacco, paper or other material; or to ignite or set off any fireworks, or other incendiary device in any park area or facility, trail or greenspace. Exceptions for the use of grills may be allowed for rentals and/or events pursuant to a valid park or special event permit, as described in Section 2.8 of this manual.

h. **RESTROOM USE ONLY IN DESIGNATED AREAS.**

To use any portion of any park area or facility, trail or greenspace for toilet purposes, except where specifically provided for in the public restrooms or comfort stations.

i. **NO UNAUTHORIZED VEHICLES.**

To use any motorized vehicles or scooters of any type, including all-terrain vehicles, upon or to park in any park area or facility, trail or greenspace, except upon a parkway or parking lot.

j. **NO ALCOHOL OR CONSUMPTION OF ALCOHOL WITHOUT EVENT PERMIT.**

To possess or consume any beverage containing alcohol within any park area or facility, trail or greenspace, with the exception of events, parks or facilities that allow the consumption of alcohol pursuant to a valid permit.

**k. NO SMOKING, VAPING OR USE OF TOBACCO OR MARIJUANA PRODUCTS.**

No smoking, vaping or any use of tobacco or marijuana products on any park property including, but not limited to, city trails, Westwood golf course and parking lots, pursuant to city ordinance. (O-2425-11)

**l. OBEY AND LISTEN TO PUBLIC SAFETY AND PARK OFFICIALS.**

To interfere with, disobey or ignore any lawful order of a public safety and/or park department officials while in the performance of duties in any park area or facility, trail or greenspace.

**m. NO REVENUE GENERATING ACTIVITY WITHOUT APPROVAL.**

To conduct, advertise, or attempt any revenue-generating activity on park property without prior authorization.

No individual, business, nonprofit organization, team, league, vendor or group shall engage in any revenue-generating activity within any park area or facility, trail or greenspace under the jurisdiction of the City of Norman Parks and Recreation Department without the prior written approval of the Director or their designee.

This includes, but is not limited to:

- i. Selling goods, food, merchandise or services.
- ii. Soliciting donations, tips or contributions.
- iii. Conducting fee-based classes, camps, lessons, clinics, guided activities or personal training.
- iv. Operating concessions, mobile vendors, pop-up shops or food trucks.
- v. Hosting tournaments, special events, or activities that charge admission, collect vendor fees or generate revenue in any form.

Permitted activities must adhere to all applicable City ordinances, department policies, licensing requirements, insurance and liability standards and must hold a valid rental agreement, vendor permit, or special event permit as issued by the Parks and Recreation Department and/or the City of Norman.

Unauthorized revenue-generating activity is strictly prohibited and may result in removal from the property and revocation of permits

n. **NO UNAUTHORIZED WATERCRAFT ON PARK PONDS OR WATERWAYS.**

Swimming, wading, diving, floating, or entering the water in any park pond or waterway is strictly prohibited. The use of inflatable tubes, rafts, floats, inner tubes, pool toys, air mattresses, or any other inflatable recreational device is not permitted in any park pond or waterway.

Only non-inflatable, non-motorized, hand-powered watercraft such as kayaks, canoes, and paddleboards are allowed, and only at parks and bodies of water specifically designated by the Parks and Recreation Department. All other watercraft use is prohibited.

All permitted watercraft use must comply with the following:

- i. Only non-motorized, hand-powered watercraft are allowed.
- ii. Users must wear appropriate personal flotation devices.
- iii. No launching from undeveloped shoreline areas, except at designated access points.
- iv. Fishing, wildlife and conservation regulations must be followed at all times.
- v. Watercraft use is at your own risk.
- vi. Enter and exit only at designated launch points
- vii. The Director or their designee may temporarily restrict or suspend watercraft use due to hazardous conditions, maintenance or environmental protection needs.

The following parks are currently authorized for non-motorized watercraft use:

- i. Northeast Lions Park

o. **NO UNAUTHORIZED FISHING.**

Fishing is only permitted at designated parks, ponds, lakes, or waterways under the jurisdiction of the City of Norman Parks and Recreation Department. All fishing activities are subject to City policies and applicable state and federal laws, including regulations established by the Oklahoma Department of Wildlife Conservation (ODWC).

**i. State Licensing and Regulatory Compliance**

All persons required by Oklahoma law to possess a valid state fishing license must do so while fishing in City parks or waters. Anglers are responsible for understanding and complying with current ODWC regulations, including licensing exemptions, Free Fishing Days, species restrictions, size limits, daily bag limits, and legal methods of take.

**ii. Close to Home Fishing Regulations**

Where applicable, fishing in City parks designated under Oklahoma's "Close to Home" fishing program shall comply with all associated ODWC requirements, including but not limited to:

- a. A maximum of three (3) rods and reels per person;
- b. No more than three (3) hooks per line (treble hooks count as one (1) hook);
- c. Rod-and-reel fishing only;
- d. Aggregate daily limits for applicable species such as panfish and channel catfish.

**iii. Designated Fishing Locations**

Fishing is allowed only in areas specifically designated by the Parks and Recreation Department. Fishing in non-designated ponds, lakes, waterways, drainage features, or water control structures is prohibited. Posted signage and site-specific rules regarding such things as catch and release policies and "Close to Home" regulations shall govern allowable fishing locations.

**iv. Wading and Water Entry**

Wading into ponds, lakes, streams, or waterways is prohibited unless expressly permitted by posted signage or written authorization from the Parks and Recreation Department. Wading that disturbs aquatic habitat, shoreline vegetation, spawning areas, or wildlife is prohibited. All water entry is at the individual's own risk.

**v. Prohibited Fishing Methods**

Unless otherwise authorized by the Parks and Recreation Department or ODWC regulations, the following are prohibited within City parks:

- a. Netting, trapping, snagging, spearing, noodling, gigging, or bowfishing;
- b. Use of trotlines, limb lines, jug lines, or unattended fishing devices;

c. Use of explosives, chemicals, or electrical devices.

**vi. Fish Handling and Conservation**

- a. Fish retained, where allowed, must meet all state size and daily bag limits.
- b. Undersized, protected, or foul-hooked fish must be immediately and carefully returned to the water.
- c. Anglers shall properly dispose of all fishing line, hooks, bait containers, and waste.
- d. The transfer of live fish or bait between waterbodies is prohibited unless allowed by ODWC regulations.

**vii. Safety and Conduct**

Fishing activities shall not interfere with other park users, trails, playgrounds, or facilities. Aggressive behavior, unsafe casting practices, or obstruction of public access areas is prohibited.

**p. NO CAMPING.**

Camping shall be prohibited at all times, unless otherwise permitted as a special event pursuant to Norman City Code Section 20-3001 et. seq. For the purposes of this provision, "Camping" shall mean the use of any public park or facility, trail or greenspace under the control of the City of Norman Parks and Recreation Department for living accommodation purposes, such as sleeping activities, making preparations to sleep (including the laying down of bedding for the purpose of sleeping), storing of personal belongings, and/or using a tent or other structure for habitation. These activities constitute camping if, in light of all the circumstances, it reasonably appears that in conducting one or more of these activities, the participant is in fact using the area as a living accommodation.

*The following items shall be prohibited within any public park or facility, trail or greenspace under the jurisdiction of the City of Norman Parks and Recreation Department, provided that no provision hereof shall apply to any use by any officer, agent or employee of the City of Norman while in the performance of duties:*

**q. NO GLASS CONTAINERS.**

**r. NO DRONES OR REMOTE-CONTROL AIRCRAFT.**

**s. NO FIREWORKS, EXPLOSIVES OR PYROTECHNIC AGENTS.**

- f. **NO CONTROLLED DANGEROUS SUBSTANCES AND/OR ASSOCIATED PARAPHENALIA.**

### **2.2.3 Prohibited Behaviors**

- a. **NO BULLYING AGGRESSION OR UNSAFE BEHAVIOR.**

Bullying, aggression, or other unsafe behavior are prohibited at all park areas and facilities, trails and greenspaces. This policy applies not only to a participant who directly engages in an act of bullying but also to participants who, by their indirect behavior, condone or support another participant's act of bullying. No city employee, volunteer, or contractor, shall permit, condone, or tolerate bullying.

- b. **NO HARASSMENT OR INTIMIDATION TACTICS.**

- c. **NO USE OF PROFANITY, VULGAR LANGUAGE OR OBSCENE GESTURES.**

- d. **NO LOUD MUSIC.**

### **2.2.4 Severe Weather Policy**

All park areas and facilities, trails and greenspaces are subject to closure due to severe or hazardous weather events. The safety of patrons, staff, and participants is the primary concern. Use of any park area or facility, field, court, playground, trail, or greenspace is at the user's own risk during inclement weather. Users are expected to exercise caution and vacate the premises when conditions are unsafe.

The following rules shall apply:

- a. When lightning is detected within ten (10) miles, when thunder is heard, or lightning is seen, all outdoor activities must be suspended immediately, and participants must seek shelter in a vehicle or enclosed building. Activities may not resume until thirty (30) minutes after the last detected lightning strike within ten (10) miles, or the last occurrence of thunder or visible lightning.
- b. Turf fields, courts, and playgrounds shall be closed if water accumulates to the extent that use may cause damage to the surface or pose a slipping hazard.

- c. Outdoor activities shall be suspended during tornado warnings or other weather emergencies. Patrons must follow posted evacuation routes or seek appropriate shelter as directed by public safety officials.
- d. Splash pads, pools, and aquatic facilities must be cleared immediately during lightning, thunder, or severe storm warnings.
- e. The Director or their designee may close any park area or facility, trail or greenspace at their discretion when severe weather conditions are imminent or ongoing.

## **2.3 Facility Specific Rules and Regulations**

### **2.3.1 Outdoor Sports Facilities**

- a. Outdoor sports facilities include, but are not limited to, basketball courts, volleyball courts, multipurpose and turf fields, baseball/softball fields, and paddle sports courts. Outdoor sports facilities are play at your own risk.
- b. Facilities shall be open only during designated park and/or facility hours.
- c. Courts and fields are available on a first-come, first-served basis when not reserved. Users must share and rotate play when others are waiting.
- d. Proper athletic footwear must be worn at all times.
- e. Hanging on rims, nets, fences, or goals is prohibited.
- f. Do not move or tamper with goals, bases, pitching mounds, bleachers, dugouts, benches, or other equipment without approval from the City of Norman Parks and Recreation Department.
- g. For baseball and softball fields: only Parks and Recreation staff may perform dragging, chalking, lining, or other field maintenance. Unauthorized field alterations are prohibited.
- h. Food, including but not limited to, gum and sunflower seeds; or beverages, other than water, are prohibited on courts or turf fields.
- i. Bicycles, skateboards, rollerblades, scooters, strollers, tents, stakes, canopies, chairs with pointed legs, or other objects that may damage the court, turf, or field are prohibited.

- j. Organized practices, games, leagues, or tournaments require a permit from the City of Norman Parks and Recreation Department.
- k. All litter, equipment, and water bottles should be disposed of in the designated receptacles.
- l. Be aware of weather conditions and their impact on playing surfaces.

### **2.3.2 Paddle Sports Facilities (ex. Tennis or Pickleball)**

- a. Courts are play at your own risk and are designated for tennis and pickleball only; proper equipment must be used.
- b. Courts are open at the times designated by their park or facility location.
- c. Courts are available on a first-come, first-served basis if not rented by a patron. Users must share and rotate play when others are waiting.
- d. Permanent nets shall not be removed or altered. Additional lines or markings may not be added to the courts.
- e. Pickleball may be played on lined tennis courts with portable nets.
- f. Food, including but not limited to, gum and sunflower seeds; or beverages, other than water, are prohibited on the courts.
- g. Bicycles, skateboards, rollerblades, scooters, strollers, tents, stakes, canopies, chairs with pointed legs, or other objects that may damage the court surface are prohibited
- h. Tournaments, leagues, private lessons, paid training, or fee-based use are prohibited unless preauthorized by the City of Norman Parks and Recreation Department.
- i. All litter, equipment, and water bottles should be disposed of in the designated receptacles.
- j. Be aware of weather conditions and their impact on playing surfaces.

### **2.3.3 Splash Pads**

- a. Splash Pads are play at your own risk and are unsupervised facilities.

- b. An adult must accompany children under the age of ten (10) in the splash pad play area. No child shall be left unattended at the splash pad.
- c. To use the splash pad play area, adults must be accompanied by a child under the age of fourteen (14).
- d. Swim diapers are required for all children under the age of four (4) years old at splash pads.
- e. All participants must conduct themselves in a courteous, safe and family-oriented manner.
- f. Pets or animals are prohibited in the splash pad area.
- g. Bathing, soap, detergent, or shampoo are prohibited in splash pads.
- h. Users must dispose of all litter in designated receptacles.
- i. Use of the splash pads in inclement weather is prohibited.

#### **2.3.4 Skate Parks**

- a. Skate parks are play at your own risk and are unsupervised facilities.
- b. The skate park is open only during designated park hours.
- c. Patrons must share the facility and take turns to allow fair use.
- d. Participants at skate parks are required to wear helmets. The use of pads, gloves, and additional protective gear is strongly recommended.
- e. Modifying, painting, or altering skate park features is prohibited. Additional obstacles or homemade ramps are not permitted.
- f. The use of wax or foreign substances on surfaces is prohibited.
- g. Food, including but not limited to, gum and sunflower seeds; or beverages, other than water, are prohibited within the skate park.
- h. Only skateboards, inline skates, scooters, and bicycles are permitted. Motorized devices and RC vehicles are prohibited.

- i. Organized events, competitions, or lessons require a permit from the City of Norman Parks and Recreation Department.

### **2.3.5 Dog Parks**

- a. Dog parks are use at your own risk and are unsupervised facilities. Dog parks are not training facilities. Use of the dog parks are subject to the following use agreement:
  - i. By entering this dog park, the park user agrees to hold the City of Norman harmless and free from liability from any action of any park users or their dogs. Park users agree to fully comply with posted rules.
- b. Dog parks are only open during designated park hours.
- c. Children under ten (10) years old are not permitted. All permitted children are not allowed to run with, shout at, or chase after dogs in the park.
- d. Handlers must be at least eighteen (18) years old.
- e. No more than two (2) dogs per handler.
- f. Dogs in heat are prohibited.
- g. Dogs must be four (4) months or older to enter.
- h. Dogs must be licensed and vaccinated. Dogs must wear a collar with identification and rabies tags at all times.
- i. Handlers must carry a leash at all times. Dogs must be leashed when entering or exiting the park. Dogs in park shall remain off leash. Handlers must remain in the park with their dog while off leash. Dogs must be in the view and within voice control of their handler
- j. Dogs showing any signs of aggression must be leashed and/or immediately removed from the park.
- k. Handlers must pick up after their dogs. Waste bags and waste stations are provided. Please place waste in a bag and then in a waste station.

- l. Handlers shall fill in any holes your dog digs.
- m. Food (for dogs or handlers), with the exception of training treats, and raw hides are prohibited.
- n. Small dog areas are for dogs thirty (30) pounds or less.

## **2.4 Special Use Park Specific Rules and Regulations**

Special Use Parks within the City of Norman provide unique recreational, cultural, ecological, and educational opportunities. Because these parks contain specialized amenities, sensitive natural resources, or purpose-built facilities, the following rules and regulations apply in addition to all general park rules and prohibited acts. No rule below shall apply to acts performed by City employees or authorized contractors in the performance of official duties.

### **2.4.1 George M. Sutton Wilderness Park**

Sutton Wilderness Nature Park is a large natural area within Norman's park system, covering approximately 240 acres of undeveloped land. The park is maintained by the City of Norman Parks and Recreation Department and is valued for its natural beauty and wildlife habitat. Sutton Wilderness is intended for passive recreation and nature appreciation, such as hiking, wildlife observation, and environmental education. It is not designed for intensive development or sports facilities.

#### **a. Operating Hours**

These seasonal hours are set to balance public access with safety and conservation needs.

- i. April – October: 6:00 a.m. – 9:00 p.m.
- ii. November – March: 8:00 a.m. – 6:00 p.m.

#### **b. Specific Prohibited Activities**

- i. Trapping of animals and/or wildlife.
- ii. Collection of any biological or geological specimens without a valid park or special event permit.
- iii. Cutting or collection of wood.
- iv. Possession of a bow, slingshot, air gun, firearm, or any other device to hurl projectiles.
- v. Starting or maintaining a fire.
- vi. Introduction of plant or animal species.

### **2.4.2 Bishop Creek Eco Park**

Bishop Creek Eco Park is designed to preserve natural ecosystems and provide environmental education and passive recreation opportunities such as walking, wildlife observation, nature study, eco-friendly recreation and watershed protection. A Bishop Creek Watershed Based Plan exists to guide conservation efforts, stormwater management, and habitat restoration in the park and surrounding watershed.

#### **a. Operating Hours**

These seasonal hours help balance public access with ecological protection.

- i. April – October: 6:00 a.m. – 9:00 p.m.
- ii. November – March: 8:00 a.m. – 6:00 p.m.

### **2.4.3 Edwards Park**

Edwards Park is located next to the Santa Fe Depot, a historic landmark and cultural facility in Norman, often associated with arts and cultural programming. It is managed in partnership with local arts organizations and plays a role in community events and heritage preservation. Edwards Park provides an area for passive recreation activities, community events and celebrations, small gatherings, and unique cultural activities.

### **2.4.4 Legacy Park**

Legacy Park is a Special Use Park/Urban Plaza Park located in the University North Park shopping district. Legacy Park is designed for community gatherings, concerts, and passive recreation, rather than sports or high-impact activities. Its amphitheater and water features support cultural programming and leisure. Built in 2010, it features: 1) a large pond with programmed lights and fountains; and 2) an amphitheater designed for community events and performances. This makes Legacy Park a signature destination for cultural and recreational activities in Norman. Users shall comply with the specific rules and regulations outlined in the park or special event permit required for organized activities.

### **2.4.5 Creekside Bike Park**

#### **a. Specific Safety Rules**

- i. Mountain biking has inherent risks, hazards, and dangers that cannot be eliminated. Knowing your skill level is important but crashing and falling are part of the sport.
- ii. This facility is unsupervised and use is at your own risk. Ride within your abilities and observe all trail skill-level indicators.
- iii. Helmets and protective gear are always required.
- iv. Safety-check your bike and gear before riding.
- v. Motorized Vehicles and remote-controlled items are prohibited.
- vi. Pedestrians must stay off trails and features, except where permitted (the playground). Watch for bikes when crossing trails and stay visible.
- vii. Pets must be restrained and are not allowed on the trails and jumps.
- viii. Children eight (8) and under must be accompanied by an adult.
- ix. Be aware of weather conditions and their effect on park features.

**b. Use of Jumps and Features**

- i. Progress slowly from "Beginner" to "Advanced" as your skills improve over time.
- ii. One rider at a time on jumps. Look before you jump.
- iii. Clear landing areas quickly.
- iv. Travel in one direction, do not travel backwards up any jumps.
- v. Construction of new jumps or modification of existing jumps is prohibited.

**c. Trail Riding Rules**

- i. Stay on the trail. Intentional skidding out while on the trail is prohibited.
- ii. Know the course. Conditions can change frequently, so always inspect where you are riding.
- iii. Only ride trails within your abilities. Bail-out paths are located next to all elevated features.
- iv. Ride single-file on trails and avoid riding alone.
- v. Call out when passing, yield to uphill traffic, and watch for and yield to crossing pedestrians.
- vi. Creation of new trails or short-cuts out of established trails is prohibited.

**2.4.6 Westwood Park**

Westwood Park was established in 1967 on 137 acres of farmland near the Interstate-35 corridor. It originally provided a municipal golf course, tennis courts, and a community swimming pool, making it one of Norman's major parks. Westwood's primary purpose is to serve as a community recreation destination for golf, tennis and the aquatic facility. Operating hours and specific rules and regulations for Westwood Park can be found in Section 2.5.2 of this manual.

## **2.5 Recreation Facilities Specific Rules and Regulations**

### **2.5.1 Young Family Athletic Center (YFAC)**

#### **a. Operating Hours.**

The YFAC will be open to the public on non-holiday weeks a minimum of eighty (80) hours. The Parks and Recreation Department commits to having the center available for Norman residents for: 1) passive activities at an average of seventy (70) hours per week, and 2) a minimum of one hundred (100) hours of community open gym/swim annually, at no cost by opening the facility to the public for such scheduled passive activities.

#### **Monday – Friday**

- Pool: 7:00 am – 7:00 pm
- Gym: 8:00 am – 8:00 pm

#### **Saturday**

- Pool: 10:00 am – 4:00 pm
- Gym: 10:00 am – 6:00 pm

#### **Sunday**

- 12:00 pm – 4:00 pm

Closed to the public on the following holidays recognized by the City of Norman: *New Years Day, MLK Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, and Christmas Day.*

#### **b. Scheduling Policies and Procedures.**

##### **i. Community/Operational Partner Rentals:**

Community/Operational Partners must enter into annual agreements that specify all YFAC spaces to be used, dates and times for usage, and fees to be paid. Such agreements shall set forth the reservation payment terms, insurance requirements, and any other applicable

and reasonable term(s) related to the use of the YFAC by such Partner.

ii. Event Rentals:

Reservations for the YFAC can be made up to two (2) years in advance for event rentals and must be made no less than fourteen (14) days before the event.

Reservations are on a first-come, first-served basis. The YFAC/Parks and Recreation Department cannot guarantee a reservation until the rental is paid in full.

To reserve dates as an event rental at the YFAC, a deposit of at least twenty percent (20%) must be paid when the facility is reserved. Without this, a reservation is not valid. Lessee must be at least eighteen (18) years old to enter into a contract. Signed agreements are binding.

All rental fees, layouts, security forms, cleaning fees, deposits, sponsorship, and agreements with Norman Regional Hospital System (NRHS) for sports medicine or other additional costs associated with the event must be paid in full before the start of the rental per the terms of the contract.

Admission fees proposed must be submitted and approved by the YFAC/Parks and Recreation Department when the rental agreement is submitted.

Event times at the YFAC must end no later than 11:00 p.m. on Sunday-Thursday, with the building completely vacated by midnight. Events must end by midnight on Friday and Saturday, with the building completely vacated by 1:00 a.m.

Event rental fees are subject to different rental fees than practice or private party rentals.

Alcohol can be approved at events with the written permission of the Director. Alcohol will not be allowed at youth events under any circumstances.

Any event at the YFAC will require proof of insurance that reflects coverage for activities with a minimum of one million dollars in liability

insurance, naming City of Norman, Oklahoma, as a Certificate Holder or Additional Insured.

AFTER PAYING ALL FEES, the YFAC/Parks and Recreation Department will issue a facility rental permit. The permit will be mailed or emailed. If the permittee pays in person at the downtown office, Parks and Recreation will provide a copy of the permit at purchase.

Permits are issued only for the individual or organization whose name is on the permit. If a transfer is requested, the permittee must request an amendment with the YFAC/Parks and Recreation Department.

The permittee should take a copy of the permit to their scheduled event in case of a conflict.

iii. Private Practice or Private Party Rentals:

Reservation for practices or parties can be made up to one hundred and twenty (120) days in advance.

Reservations must be scheduled during regular operating hours for the YFAC and are subject to availability.

Each group is limited to a maximum of two (2) rentals per week.

Any cancellations will be subject to the City's cancellation policy.

If renting more than fifty percent (50%) of the lanes in the competition pool, renter will be required to rent the entire pool.

Discounts for the meeting rooms are available if rented in tandem with the Multi-Purpose Gym or the Competition or Recreation Pools.

c. Payment Policy.

Payment can be made by cash, personal check, cashier's check, money order, or credit card.

Payment for events must be paid in full fourteen (14) days before the start of the rental.

Payment for private practice or private party rentals is due at the time of booking.

Personal checks cannot be accepted for reservations made less than fourteen (14) days before the rental date.

**d. Cancellation Policy.**

All cancellations of contracted events must be submitted to the City in writing and will be subject to a cancellation fee that will be deducted from any refunded deposits.

Reservation deposits will be forfeited in full if an event is canceled less than one hundred and eighty (180) days before the event.

Reservation deposits will be forfeited in full if a practice or private party is canceled less than forty-eight (48) hours before the practice or private party.

The YFAC/Parks and Recreation Department reserves the right to cancel any event, practice, or private party for any reason.

Events, practices or private parties that the YFAC/Parks and Recreation Department cancels will be fully refunded to the lessor.

**2.5.2 Westwood Park**

**2.5.2.1 Golf Course**

**a. Purpose and Authority**

This section establishes the official policies, procedures, and operational rules governing play, conduct, and use of facilities at Westwood Golf Course. These policies are adopted by the City of Norman Parks and Recreation Department and are enforced by the Director of Parks and Recreation, the Golf Course Manager, or their designee.

The City reserves the right to interpret, enforce, suspend, or revoke privileges under these policies in order to protect public safety, preserve City property, ensure equitable access, and maintain the integrity of the golf course.

**b. Hours of Operation**

Opening times are subject to weather, course conditions, maintenance needs, and daylight availability.

- o January 1 – March 31: 8:00 AM

- April 1 – May 14: 7:30 AM
- May 15 – August 15: 7:00 AM
- August 16 – September 30: 7:30 AM
- October 1 – December 31: 8:00 AM

The Golf Course is open on all holidays with the exception of the following:  
Thanksgiving and Christmas

**c. Sunset-Based Operations**

Sunset-based operations supersede posted seasonal hours when applicable.

- Tee times may be issued until two (2) hours prior to sunset.
- All play must conclude, and all golf cars must be returned, no later than sunset, unless otherwise authorized by staff.
- Walk-up green fees, depending on availability, may be purchased in person up to one (1) hour before sunset.

**d. Rules of Play**

**I. General Rules**

All play is governed by the Rules of Golf and any posted Local Rules.

Each player must possess a valid green fee receipt or verification and present it upon request.

All players must have a golf bag and clubs.

Play is continuous for 18 holes or 9 holes depending on the green fee purchased; time between nines is limited to four (4) minutes.

Starting on Hole #10 is prohibited without authorization from the Starter or Pro Shop.

**II. Group Size and Pairing**

Standard group size is four (4) players.

Groups of five (5) are allowed only at staff discretion and may be restricted based on course conditions.

The Starter has full authority to pair singles, twosomes, or threesomes to manage course flow.

### **III. Pace of Play**

Expected pace of play is as follows:

- 9 holes: 2 hours and 15 minutes
- 18 holes: 4 hours and 30 minutes

Golf course staff may take corrective action to maintain pace of play, including:

- Requesting groups to pick up pace
- Directing groups to skip holes
- Reassigning or removing players from the course

### **e. Weather and Course Closures**

Play must be discontinued immediately when:

- The weather warning siren is activated
- Staff determine conditions pose a safety risk
- Lightning, high winds, extreme temperatures, or other hazards are present

Failure to comply with weather directives may result in removal from the course and loss of privileges

The Golf Course Manager or designee may close the course or restrict play due to frost, saturated conditions, extreme temperatures, maintenance or environmental protection needs.

Cart path only restriction may be implemented to prevent turf damage.

### **f. Tee Times and No-Show Policy**

#### **I. Reservations**

- i. Weekday tee times may be booked up to one (1) week in advance.
- ii. Weekend tee times may be booked beginning the preceding Saturday.
- iii. Groups requiring multiple tee times must contact the golf course directly.

**II. No-Show Definition**

- i. A no-show occurs when a reserved player or group fails to check in at least ten (10) minutes prior to their tee time.

**III. Enforcement**

- i. No-shows may be charged green fees for unused reservations.
- ii. Repeated no-shows may result in suspension of reservation privileges.
- iii. Appeals may be submitted to the Golf Course Manager for review.

**g. Golf Carts**

**I. General Use**

- i. Golf carts are rented for a maximum of 18 holes.
- ii. Drivers must be 16 years of age and possess a valid driver's license.
- iii. No more than two (2) persons per golf car.
- iv. Golf carts must remain on golf course property and be operated only as directed by staff.
- v. Golf carts must be returned no later than sunset.
- vi. Golf carts must stay in designated areas as set forth by course staff.
- vii. Course staff may further limit cart designated areas dependent on weather or course conditions.
- viii. No driving the cart within 30 feet of greens or tee areas unless on a concrete cart path.

**II. Damage and Liability**

- i. The renter is financially responsible for damage beyond normal wear. The City is not liable for injuries or property damage arising from golf car use except as required by law.

**III. Cart Allocation**

- i. 2 players: 1 cart
- ii. 3-4 players: 2 carts
- iii. 5 players (if approved): 3 carts
- iv. Single riders pay a full cart fee unless paired with other single players or approved by staff for a single-rider situation.

**h. Reasonable Accommodation and Mobility Devices**

The City of Norman provides reasonable accommodations to individuals with disabilities in compliance with the Americans with Disabilities Act (ADA).

Individuals may use personal mobility devices, including other power-driven mobility devices, when reasonable and safe.

ADA mobility devices are exempt from driver's license and age requirements.

Devices must not operate within 30 feet of greens or teeing areas, unless on designated paths.

Accommodations may be restricted only when legitimate safety concerns exist.

Requests should be made in advance when possible.

**i. Instruction and Driving Range**

-  
All instructors must be contracted, background-checked, insured, and approved by the City.

Approved instructors will be listed on the golf course website. The City reserves the right to terminate instructor privileges at any time.

Driving Range will close 1 hour before sunset during peak season and 30 minutes before sunset during winter season.

**j. Golf Etiquette and Conduct**

- o Proper golf attire is required at all times.
- o Soft-spike golf shoes or flat-soled athletic shoes are required.
- o Glass containers are prohibited.
- o Outside alcoholic beverages are prohibited per Oklahoma law.
- o Personal coolers are prohibited except for medical or dietary needs.
- o Intoxicated patrons will be immediately removed and may be suspended.
- o Fighting, harassment, or unsafe behavior will result in removal and possible suspension.

**k. Liability and Assumption of Risk**

Golf is an activity involving inherent risks. The City of Norman, Norman Municipal Authority, and Golf Course personnel are not responsible for personal injury or property damage resulting from normal play. Staff will assist in identifying responsible parties when incidents occur.

## **I. Enforcement and Appeals**

Failure to comply with these policies may result in a verbal warning, removal from the course, or suspension or revocation of playing privileges without refund. Appeals may be submitted in writing to the Golf Course Manager or Director of Parks and Recreation.

### **2.5.2.2 Tennis Center**

#### **a. General Court Rules**

All players must check in at the front desk before using any court.

Court assignments are made by staff.

Athletic shoes with non-marking soles must be worn on all courts.

Pickleball play is restricted to the indoor courts only.

The 36-foot youth courts are reserved for players in junior development programs and children 10 and under. Please do not use youth courts for adult play.

Respect all court surfaces. Do not drag equipment or engage in any behavior that damages the court surface.

Players 12 and under must be always accompanied by an adult 18 or older unless enrolled in a supervised program.

#### **b. Safety and Conduct**

Bullying, harassment, foul language, and unsportsmanlike conduct will not be tolerated. You will be asked to leave without refund.

Running, roughhousing, and horseplay in the clubhouse, pro shop, and spectator areas is prohibited.

Smoking and vaping are strictly prohibited in all indoor and outdoor areas of the facility.

In the event of lightning or severe weather, all outdoor courts must be vacated immediately.

**c. Prohibited Items and Behaviors**

- Alcohol or illegal substances
- Glass containers on or near courts
- Weapons of any kind
- Outside food or drink in the pro shop or lounge (beverages in sealed containers are permitted courtside)
- Animals on court surfaces, except service animals required by law
- Personal audio speakers without headphones
- Bikes, scooters, or skateboards on court surfaces
- Use of courts for activities other than tennis or designated pickleball play

**2.5.2.3 Aquatics Center**

**a. General Pool Rules**

Before entering the swimming or activity areas, read and follow all warning and instructional signage.

Per Oklahoma state law, all swimmers must shower before entering and re-entering the pool. Wash off dirt, creams, lotions, and other water contaminants.

No aggressive rough-housing, including splashing, dunking, or play fighting.

Bullying, harassing, foul language, and violent behavior will not be tolerated — you will be asked to leave.

This is a family-friendly facility. Appropriate swimming attire is required.

Swim diapers and swimsuits are mandatory for all non-toilet-trained individuals. Swim diapers can be purchased at the Customer Service window.

Please use the changing tables in the restroom for diaper changes. Smoking or vaping is strictly prohibited within the facility. Patrons with infectious conditions or contagious diseases are not allowed in the pool.

Running is not permitted.

Enter and exit the pool using the designated ramps, ladders, or zero-depth area.

**b. Child Drop-Off Policy**

Swimmers between the ages of 13 and 15 cannot be dropped off at the Westwood Family Aquatic Center unsupervised unless they meet one of the following criteria:

- Supervised by an adult aged 18 years or older
- Completion of the Jr. Elite Lifeguard Program
- Completion of the Teen Aquatic Safety Program (T.A.S.P.) — registration required 24 hours in advance at [normanparks.com](http://normanparks.com) or the Customer Service Desk

**c. Slide and Amusement Safety**

Our slides and attractions involve physical exertion and contact with hard surfaces or water, which may pose risks.

If you are pregnant or have physical limitations such as back or heart conditions, please refrain from participating.

Ask staff for guidance on any specific slide or safety concerns.

Using the park, including its slides and attractions, is at your own risk.

**d. Prohibited Items within the Park**

- Animals (except service animals required by law)
- Glass or any other breakable objects that may pose a hazard
- Coolers
- Outside food or drinks
- Alcohol

- Non-prescription [drugs — text partially cut off]
- Weapons of any kind
- Water toys, noodles, or personal flotation devices (unless U.S. Coast Guard-approved)

**e. Bag Checks**

Bag checks are conducted upon entering the premises for safety and smooth operations, following these guidelines:

- Staff may ask you to open your bag for observation, but will not touch or rummage through its contents.
- They will be specifically looking for outside food, drinks, and glass items.
- Please refrain from bringing weapons, illegal drugs, vaping pens, or any other prohibited items.

**f. Ejection Policy**

Follow the rules to avoid ejection from the park for you and your group without a refund. The park reserves the right to eject patrons at their discretion and will determine whether a refund (less any fees) is warranted.

**2.6 Trail and Greenbelt Specific Rules and Regulations**

**a. Hours of Use.**

- i. Trails and greenbelts are open during designated park hours.
- ii. Use of trails outside posted hours is prohibited, unless preauthorized by the Director.

**b. Permitted Uses.**

- i. Trails are designated for walking, jogging, running, and use of ADA-compliant mobility devices.
- ii. Strollers and wagons used for children or individuals with disabilities are permitted.
- iii. Dogs are only allowed on trails when leashed and under the handler's full control at all times.
- iv. Fishing and wildlife viewing are allowed only in areas specifically identified for such purposes.
- v. Bikes are only permitted at the following locations:
  - i. Creekside Bike Park

**c. Prohibited Uses.**

- i. Motorized and/or electric vehicles including ATVs, dirt bikes, golf carts, scooters, motorcycles, R/C vehicles, and similar devices are prohibited unless required for maintenance, emergency, or official City business.
- ii. Horse or equestrian use are prohibited, unless signage indicates a designated equestrian trail.
- iii. Glass containers, fireworks, grills, open flames, and alcohol are prohibited, except with an approved event permit.

**d. Trail Etiquette and Right-of-Way.**

- i. All users must stay to the right side of the trail, unless passing.
- ii. Announce "Passing on your left" or use a bell when overtaking slower users.
- iii. Cyclists must maintain a safe and controlled speed appropriate for conditions and crowd density.
- iv. Slower users, such as walkers, joggers, or families with strollers, have the right-of-way.
- v. Users traveling downhill must yield to those traveling uphill when on natural surface trails.
- vi. Groups should travel in single file when others are present to avoid obstructing the path.
- vii. Stopping on the trail surface is prohibited. Users must move off to the side to avoid blocking traffic.

**e. Pets.**

- i. Pets must remain on a leash no longer than six (6) feet at all times.
- ii. Handlers must immediately pick up and properly dispose of pet waste in provided receptacles.
- iii. Aggressive, uncontrolled, or excessively disruptive animals must be removed from the trail system.
- iv. Pets are not permitted in sensitive wildlife or restoration areas marked with signage.

**f. Environmental Protection and Wildlife Safety.**

- i. Stay on the established trail surface at all times. Do not create shortcuts or unsanctioned paths.
- ii. Feeding, harassing, or disturbing wildlife is prohibited.
- iii. Stay out of areas designated as wetlands, erosion-prone zones, or habitat restoration sites.

- iv. Collection of plants, rocks, wood, soil, water or any other natural materials is prohibited.
- v. Dispose of litter in proper containers. Users must pack out waste when receptacles are not available.

**g. Severe Weather and Hazardous Conditions.**

- i. Users must vacate trails immediately during thunderstorms, lightning, tornado warnings, or any hazardous weather.
- ii. Trails may be temporarily closed due to flooding, fallen trees, ice, or maintenance needs. Users must respect posted closures and barriers.
- iii. Use trails at your own risk during wet or muddy conditions; damage caused by misuse may result in enforcement action.

**h. Trail Closures and Maintenance.**

- i. The Director, or their designee, may close any trail or greenbelt for maintenance, safety, or environmental protection.
- ii. Users must not bypass barriers, signs, or closure fencing.
- iii. Report downed trees, safety hazards, or vandalism to the City of Norman Parks and Recreation Department.

## **2.7 Rentals and Park Events**

Programs and activities initiated or sponsored by the City of Norman Parks and Recreation Department shall have first priority. All other groups will be allowed usage on a first come, first served basis, regardless of interest.

**a. Procedures for Obtaining Permits for Park Property Reservations.**

- i. Appropriate permits shall be obtained by application in person, email, or by telephone with the Parks and Recreation Department, 225 N. Webster, Norman, Oklahoma, on weekdays between 8:00 a.m. and 5:00 p.m.
- ii. Reservations for all available park facilities and ball fields shall be obtained as follows:

Reservations are taken up to six (6) months in advance.

After checking availability of facility, obtain any necessary permits and variances.

All fees and deposits are due at the time the reservation is made.

Events expecting to last two (2) hours or more and expected to attract 1,000 people or more will be required to obtain and complete a Special Event Application with the City Clerk's office.

- iii. Reservations for Firehouse Art Center, Sooner Theater, Cleveland County Historical Museum and Norman Depot shall be obtained as follows:

Inquiries for reservations should be made through the directors of each respective facility.

**b. Acts Requiring Permits.**

It shall be prohibited for any person to perform any of the following acts within any park area or facility, trail or greenspace without having first obtained a permit from the Parks and Recreation Department. Fees may be required for some permits.

- i. Give any theatrical entertainment, moving picture show, parade, procession, public gathering, festival, concert, or other outdoor presentation.
- ii. Use a loudspeaker, public address system, amplifier, or any other device to amplify and direct sound without obtaining the associated Noise Variance Permit from the Norman Police Department.
- iii. Dig, bury, erect, build, uncover, place or remove any object, or store any materials or equipment of any kind.
- iv. Sell, offer for sale, or give away without charge any food, drink, merchandise, service, or any other article.
- v. Use any park area or facility, trail or greenspace for any commercial purpose, including but not limited to, the production of films, photographs, sports camps, clinics, or advertisements, whether for sale to individuals or groups.
- vi. Attempt to take off or land in any type of aircraft. Any person applying for a permit to conduct such activities shall submit, with the application, evidence that all other applicable permits have been issued, including, but not limited to, those issued by the Federal Aviation Administration or Civil Aeronautics Board.

Furthermore, no such aircraft shall be operated at an altitude of less than 1,000 feet from the earth unless engaged in an activity for which a permit has been issued or engaged in normal takeoff and landing procedures at an approved airport. No person shall engage in any trick or acrobatic flying, parachute, or drop any object from any aircraft. Provided, however, this paragraph shall not apply to emergency situations when necessary for the protection of human life.

- vii. Solicit contributions for any purpose, whether public or private, or offer for sale any article in any park area or facility, trail or greenspace. Provided, however, this shall not apply to any person acting pursuant to a valid contract with or permit issued by the City of Norman.
- viii. Hold any event, party, or gathering of more than 150 people and/or charge admission or registration.

c. **Permits.**

Permits for special events and concessions in all park areas and facilities, trails and greenspaces shall be obtained by application to the City of Norman Parks and Recreation Department in accordance with the procedures of this subsection.

A person seeking issuance of a permit hereunder shall file an application stating:

- i. The name and address of the applicant.
- ii. The name and address of the person, persons, corporation, or association sponsoring the activity.
- iii. Contact phone number.
- iv. The day and hours for which the permit is desired.
- v. The park area or facility, trail or greenspace for which the permit is desired.

- vi. The nature and purpose of the activity for which the permit is desired.
- vii. Variances required from the park rules and regulations or ordinances.
- viii. Number of people expected at event.
- ix. Any other information reasonably necessary to a determination as to whether a permit should be issued hereunder.
- x. That all local, state and federal laws and regulations will be complied with.

Standards for issuance of a permit shall include the following findings:

- i. That the proposed activity or use will not reasonably interfere with or detract from the general public's enjoyment of the park area or facility, trail or greenspace.
- ii. That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
- iii. That the proposed activity or use will not include violence, profanity, crime or disorderly conduct.
- iv. That the proposed activity will not entail extraordinary or burdensome expense or police operation by the City of Norman. It shall be understood that necessary security shall be the responsibility of the applicant.
- v. That the park area or facility, trail or greenspace desired has not been reserved for other use on the requested date and hour.
- vi. That the sponsor will abide by the rules and regulations promulgated by the City of Norman.
- vii. That the sponsor will comply with all appropriate Health Department rules and regulations.

- viii. That the number of permits requested by any one group or person for any activity similar in nature and purpose does not exceed one (1) per week.
- ix. Within ten (10) days after the receipt of an application, the Director shall notify the applicant in writing of his decision to grant or deny a permit. Any aggrieved person shall have the right to appeal to the City Manager within five (5) working days of receipt of whether the permit shall be issued.
- x. The applicant may be required to submit evidence of liability insurance, with the City of Norman as an additional insured, in an amount equal to the limits provided in the "Oklahoma Governmental Tort Claims Act" for activities or events which are not sponsored or co-sponsored by the City of Norman.

### **2.7.1 Park Events**

#### **a. Park Event Definition.**

Any organized activity, gathering, or celebration conducted in whole or in part on City of Norman park property that:

- i. Is reasonably anticipated to attract no fewer than twenty five (25) persons and no more than one thousand (1,000) persons at any one time.
- ii. Requires only minimal temporary infrastructure, which may include but is not limited to small tents, inflatables, portable tables/chairs, or similar non-permanent installations.
- iii. Involves limited public safety needs, such that the event does not require extraordinary police, fire, or emergency medical services beyond routine park operations.
- iv. May include the presence of no more than five (5) food trucks properly licensed through the City Clerk's Office.
- v. Shall not include any other vendors selling food, beverages, or merchandise onsite, other than the permitted food trucks.

#### **b. Park Event Exclusions.**

A Park Event shall not include:

- i. Events anticipated to exceed one thousand (1,000) attendees, which shall be regulated under the City's Special Event permitting process.
- ii. Events requiring road closures, extensive traffic control, or significant security presence.
- iii. Events that include vendor sales of merchandise, concessions, or prepared food beyond the permitted number of food trucks.
- iv. Events that include the sale, service, or distribution of alcoholic beverages.

**c. Permits Required.**

All Park Events shall require issuance of a Park Event Permit by the Parks & Recreation Department, rental of the requested park area, and compliance with applicable rules and regulations of the City of Norman and any applicable state and federal rules and regulations.

**2.8 General Public Request for Permanent Structure or Project on Park Property.**

A volunteer program which gives the community the opportunity to work with the City of Norman Parks and Recreation Department to have a fixture installed in a park. Projects must be appropriate for an outdoor park setting and align with the mission and goals of the City of Norman Parks and Recreation Department. Any group or organization may submit a proposal with a letter of support from the organization, ensuring: 1) a minimum one-year commitment, 2) provision of maintenance on the fixture, and 3) provision of maintenance reports. Parks and Recreation staff will review the application, and the Director shall be the initial authority for approval of applications. If approved by the Director, the group or organization shall be required to present the proposal to the Park Board for final approval. If approved by the Park Board, Parks and Recreation staff will provide the organization with the Park in the Project Agreement.

**SECTION 3 Park Property Index**

**3.1 List of City of Norman Parks Properties**

	PARK SITE	ADDRESS	ACRES	TYPE	EST.	WARD
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1	12th Avenue Recreation Center	1701 12th Avenue NE	5.6	Recreation/Community Center	1974	6
2	Adkins Crossing Park	2136 24th Ave SW	6.7	Neighborhood Park	1913	2
3	Adult Wellness & Education Center	602 N. Findlay	4.35	Recreation/Community Center	2023	4
4	Andrews Park	201 W. Daws	17.2	Community Park	1891	4
5	Bentley Park	3701 Wiltshire Dr.	7.2	Neighborhood Park	2023	5
6	Berkeley Park	3750 Astor Dr.	3.1	Neighborhood Park	1982	8
7	Brookhaven Park	1801 N. Brookhaven Blvd	3	Neighborhood Park	1980	3
8	Brookhaven Square Park	3350 Millbrook Drive	3	Neighborhood Park	1979	3
9	Canadian Trails Park	3600 Canadian Trails Dr.	2.5	Neighborhood Park	1984	2
10	Cascade Park	3499 Astor Dr.	4.5	Neighborhood Park	2004	8
11	Castlerock Park	4190 Brownwood Lane	10	Neighborhood Park	1993	8
12	Centennial Park	411 W. Symmes St	0.28	Neighborhood Park	1988	4
13	Cherry Creek Park	530 W. Stonewell Dr.	6.2	Neighborhood Park	1977	3
14	Chisholm's Cattle Trail Park	2515 Wyandotte Way	5.6	Neighborhood Park	1964	6
15	Colonial Commons Park	1909 Beaumont Dr.	5.1	Neighborhood Park	1979	1
16	Colonial Estates Park	1641 E. Lindsey	17.2	Neighborhood Park	1963	1
17	Creekside Bike Park	1317 Regent St	14	Special Use Park	2019	1

18	Creighton Park	1921 Creighton Dr.	2	Neighborhood Park	2003	6
19	Crestland Park	2201 Alameda Park Dr.	7.1	Neighborhood Park	1978	6
20	Deerfield Park	2505 Queenston Ave	2.4	Neighborhood Park	2007	6
21	Double Tree Greenbelt		4	Greenbelt		6
22	Doubletree Park	2010 Timbercrest St	1.5	Neighborhood Park	2003	6
23	Eagle Cliff Greenbelt		4.5	Greenbelt		7
24	Eagle Cliff Park	4029 Eagle Cliff Dr.	8	Neighborhood Park	1979	7
25	Earl Sneed Park	1381 Classen Blvd	1	Neighborhood Park	1989	4
26	Eastridge Park	1700 N. Clearwater Dr.	6	Neighborhood Park	1982	5
27	Eastwood Park	1001 S. Ponca	6.9	Neighborhood Park	1955	4
28	Edwards Park	200 S. Jones Ave	1.5	Special Use Park	1918	4
29	Faculty Heights Park	1017 E. Lindsey	1.1	Neighborhood Park	1949	4
30	Falls Lakeview Park	3280 108th Ave NE	2.5	Neighborhood Park	1977	5
31	Firehouse Art Center	444 S Flood Ave	N/A	Cultural Center	1971	4
32	Frances Cate Park	333 N Carter	14.5	Neighborhood Park	1977	4
33	George Sutton Wilderness Nature Park	1920 12th Ave NE	240	Special Use Park	1978	6
34	Griffin Community Park	1001 E. Robinson	160	Community Park	1978	6
35	Hall Park Greenbelt		20	Greenbelt		6

36	High Meadows Park	1525 High Meadow Dr.	3.3	Neighborhood Park	1971	6
37	Highland Village Park	416 Lake Grove Court	6	Neighborhood Park	2017	8
38	June Benson Park	401 S. Peters Ave	0.75	Neighborhood Park	1982	4
39	Kevin Gottshall II Memorial Park	5399 Cypress Lake Dr.	3	Neighborhood Park	1984	3
40	Kiwanis Park	635 Sherwood Dr.	3.5	Neighborhood Park	1966	4
41	Legacy Park	1898 Legacy Park Drive	8	Special Use Park	2015	8
42	Legacy Trail	200 S. Jones Ave	15	Liner/Trail	1993	4
43	Links Park	4199 E. Cedar Lane Rd.	3.6	Neighborhood Park	2025	5
44	Lions Memorial Park	514 Parkside Dr.	10	Neighborhood Park	1979	3
45	Lions Park	450 S. Flood	5.1	Neighborhood Park	1894	4
46	Little Axe Community Center	1000 168th Ave NE	N/A	Recreation/Community Center	1977	5
47	McGeorge Park	631 E. Eufaula	1.5	Neighborhood Park	1978	4
48	Monroe Park	1601 S. McGee Drive	4.1	Neighborhood Park	2012	2
49	Moore Lindsay Historical House	508 N. Peters	0.65	Cultural Center	1980	4
50	Normandy Park	209 Westside Dr.	2.6	Neighborhood Park	1960	2
51	Northeast Lions Park	1800 Northcliff Ave	40	Neighborhood Park	1975	6
52	Oak Tree South Park	2881 Oak Tree Ave	4.1	Neighborhood Park	1982	7
53	Oakhurst Park	1900 Oakhurst Ave	2.2	Neighborhood Park	1980	1
54	Pebblebrook Park	2500 Overbrook Dr.	2.9	Neighborhood Park	1984	5

55	Prairie Creek Park	2025 Pendleton Dr.	3.5	Neighborhood Park	1982	8
56	Reaves Park	2501 Jenkins Ave	79.9	Community Park	1960	7
57	Reaves Park Center	121 E. Constitution	N/A	Recreation/Community Center	1976?	7
58	Rock Creek Park	3175 W. Rock Creek Rd	4.5	Neighborhood Park	2008	8
59	Rotary Park	1501 W. Boyd	5.7	Neighborhood Park	1954	2
60	Royal Oaks Park	430 Coalbrook Dr.	5.2	Neighborhood Park	1993	6
61	Ruby Grant Park	3110 West Franklin Road	148.8	Community Park	2021	8
62	Russell Bates Park	800 24th Ave NW	5.5	Neighborhood Park	1993	2
63	Ruth Updegraff Park	505 N. Peters	0.5	Neighborhood Park	1915	4
64	Santa Fe Depot	200 S. Jones Ave	N/A	Cultural Center	1985	4
65	Saxon Park	2700 36 <sup>th</sup> Ave. S.E.	67	Community Park	1997	5
66	Sequoyah Trail Park	410 Sequoyah Trail	1.9	Neighborhood Park	1964	6
67	Songbird Park	1500 Skyler Way	6.7	Neighborhood Park	2018	7
68	Sonoma Park	1432 Glen Ellen Cr	2	Neighborhood Park	1996	6
69	Sooner Theatre	101 E. Main St.	N/A	Cultural Center	1977	4
70	Southlake Park		3.5	Neighborhood Park	2004	5
71	Springbrook Park	816 Branchwood Dr.	2.3	Neighborhood Park	1982	3
72	Summit Lakes Park	3000 Summit Crossing Pkwy	2.7	Neighborhood Park	2005	1
73	Sunrise Park	324 Skyline Dr.	2.4	Neighborhood Park	1971	1
74	Sutton Place Park	301 Sandpiper Ln	2.5	Neighborhood Park	1978	6
75	Tulls Park	100 W. Vida Way	2.2	Neighborhood Park	1947	8

76	Vineyard Park	3113 Woodcrest Creek Dr.	3.3	Neighborhood Park	2004	6
77	Walnut Ridge Park	700 Ridgecrest Ct	1	Neighborhood Park	1986	4
78	Westwood Park	2400 Westport Dr.	137	Special Use Park	1967	2
79	William Morgan Park	1701 Schooner Dr.	2.5	Neighborhood Park	1987	8
80	Woodcreek Park	1509 Concord Dr.	10	Neighborhood Park	1984	1
81	Woodslawn Park	1317 Regent St	4.9	Neighborhood Park	1947	4
82	Young Family Athletic Center	2201 Trae Young Drive	11	Recreation/Community Center	2024	8

## SECTION 4 City of Norman Parks and Recreation Department Fee Schedule

### 4.1 Facility Fee Rentals

Facility	Rental Type	Rate	Deposit
12th Avenue Recreation Center	Full Facility Rental	\$75 per hour	\$100 refundable deposit
12th Avenue Recreation Center	Basketball Court	\$35 per hour	
12th Avenue Recreation Center	Multi-Purpose Room	\$25 per hour	
12th Avenue Recreation Center	Mirror Room	\$35 per hour	
12th Avenue Recreation Center	Fitness Room	\$35 per hour	
12th Avenue Recreation Center	Pickleball Court	\$25 per hour	
12th Avenue Recreation Center	Tennis Court	\$25 per hour	
12th Avenue Recreation Center	Full Paddle sport Court Rental	\$200 per day with Event Permit	

Little Axe Community Center	Community Center (Kitchen excluded)	\$20 per hour	\$100 refundable deposit
Little Axe Community Center	Multi-purpose room with kitchen	\$10 for each additional hour	
Westwood Tennis Center	Outdoor Tennis Court	\$25 per hour	
Westwood Tennis Center	Outdoor Junior Court	\$20 per hour	
Westwood Tennis Center	Indoor Tennis Court	\$25 Per hour	
Westwood Pool	Full Facility Rental (entire park)	\$2,500	\$500 refundable deposit
Westwood Pool	Party Zone Pool Party (30 guests, 2 hrs)	\$250 Season Pass Holder / \$300 Non Pass Holder / \$5 extra guest over 15	
Young Family Athletic Center	Basketball Court (1/2)	\$50	
Young Family Athletic Center	Basketball Court (Full)	\$85	
Young Family Athletic Center	Volleyball Court	\$70	
Young Family Athletic Center	Pickleball Court	\$40	
Young Family Athletic Center	Conference Room (2 hr min)	\$25	
Young Family Athletic Center	Tournament Room (2 hr min)	\$25	
Young Family Athletic Center	Pool Lane Rental	\$25	
Young Family Athletic Center	Recreation Pool (2 hr min)	\$150	
Young Family Athletic Center	Competition Pool (2 hr min)	\$250	
Young Family Athletic Center	Outdoor Volleyball Court	\$70	
Young Family Athletic Center	Outdoor Pickleball Court	\$40	

Young Family Athletic Center	Outdoor Turf Field (2 hr min)	\$60	
Young Family Athletic Center	Basketball Shooting Machine	\$100	
Young Family Athletic Center	Event Rentals - Basketball Court (4 hr min)	\$65-\$85	
Young Family Athletic Center	Event Rentals - Volleyball Court (4 hr min)	\$50-\$70	
Young Family Athletic Center	Event Rentals - Pickleball (4 hr min)	\$30-\$40	
Young Family Athletic Center	Event Rentals - Full Gym (non-athletic)	\$500-\$750	
Young Family Athletic Center	Event Rentals - Full Pool Rental	\$500-\$750	

#### 4.2 Park Fee Rentals

Facility	Rental Type	Rate	Deposit
Andrews Park	Amphitheater	\$30 per hour	\$100 refundable deposit
Andrews Park	#5 Shelter	\$25 per hour	
Andrews Park	Rock Shelter	\$25 per hour	
Andrews Park	#11 Splash pad shelter	\$25 per hour	
Andrews Park	#12 Splash pad shelter	\$25 per hour	
Andrews Park	Blake Baldwin Skate Park	\$100 per hour with Event Permit	\$500 refundable deposit
Andrews Park	Full Park Rental (Excluding Skatepark)	\$100 per hour with Event Permit	\$500 refundable deposit
Andrews Park	Full Park Rental (Including Skatepark)	\$150 per hour with Event Permit	\$500 refundable deposit
Bentley Park	Pickleball Court	\$25 per hour	
Bentley Park	Tennis Court	\$25 per hour	
Brookhaven Park	Gazebo	\$25 per hour	

Brookhaven Park	Full Park Rental	\$100 per hour with Event Permit	\$500 refundable deposit
Colonial Estates Park	East shelter #1	\$25 per hour	
Colonial Estates Park	West shelter #2	\$25 per hour	
Colonial Estates Park	Disc Golf Course	\$100 per hour with Event Permit	\$500 refundable deposit
Crestland Park	Gazebo	\$25 per hour	
Frances Cate Park	Shelter	\$25 per hour	
Griffin Community Park	Shelter	\$25 per hour	
Griffin Community Park	Disc Golf Course	\$100 per hour with Event Permit	\$500 refundable deposit
Highland Village Park	Shelter	\$25 per hour	
Legacy Park	Amphitheater	\$100 per hour with Event Permit	\$500 refundable deposit
Legacy Park	Full Park Rental	\$125 per hour with Event Permit	\$500 refundable deposit
Legacy Park	5K Course	\$100 per hour with Event Permit	\$500 refundable deposit
Lions Park	Full Park Rental	\$100 per hour with Event Permit	\$500 refundable deposit
Lions Park	Ball field (no lights)	\$15 per hour	
Lions Park	Ball field (with lights)	\$25 per hour	
Lions Park	Gazebo	\$25 per hour	
Lions Park	Tennis Court	\$25 per hour	
Little Axe Park	Disc Golf Course	\$100 per hour with Event Permit	\$500 refundable deposit
Monroe Park	Shelter	\$25 per hour	
Normandy Park	Tennis Court	\$25 per hour	
Northeast Lions Park	Disc Golf Course	\$100 per hour with Event Permit	\$500 refundable deposit
Northeast Lions Park	Shelter	\$25 per hour	

Reaves Park	Large shelter #4	\$25 per hour	
Reaves Park	Small shelter #3	\$25 per hour	
Reaves Park	Kidspace north shelter #1	\$25 per hour	
Reaves Park	Kidspace south shelter #2	\$25 per hour	
Reaves Park	Full Park Rental (Baseball Fields Excluded)	\$100 per hour with Event Permit	\$500 refundable deposit
Rotary Park	Rotary House	\$50 per hour	\$100 refundable deposit
Rotary Park	Rotary shelter	\$25 per hour	
Rotary Park	Ball field (no lights)	\$15 per hour	
Rotary Park	Ball field (with lights)	\$25 per hour	
Royal Oaks Park	Shelter	\$25 per hour	
Ruby Grant	Memorial Pavilion	\$25 per hour	\$100 refundable deposit
Ruby Grant	Southwest Picnic Shelter	\$25 per hour	\$100 refundable deposit
Ruby Grant	Practice Football Fields	\$15 per hour	
Ruby Grant	Disc Golf Course	\$100 per hour with Event Permit	\$500 refundable deposit
Ruby Grant	5K Course	\$100 per hour with Event Permit	
Ruth Updegraff Park	Shelter	\$25 per hour	
Sequoyah Trails Park	Gazebo	\$25 per hour	
Songbird Park	Shelter	\$25 per hour	
Summit Lakes Park	Shelter	\$25 per hour	
Tulls Park	Shelter	\$25 per hour	