

**City of Lawrence
Parks, Recreation and Culture**

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| SUBJECT Inclement Weather Program Cancellations and Facility Closures | <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure | APPLIES TO Parks, Recreation and Culture Department |
| EFFECTIVE DATE October 31, 2022 | REVISED DATE January 24, 2025 | NEXT REVIEW DATE |
| APPROVED BY Luis Ruiz, Director | TOTAL PAGES 2 | POLICY NUMBER |

1. Purpose and Scope

- To define the policy and outline the procedures for cancelling programs and closing or delaying the opening of facilities due to inclement weather.
- This document applies to programs held in a Recreation Facility and do not apply to athletic fields or non-PRC facilities.
- Inclement weather is defined as severe weather conditions that are dangerous or unpleasant and can include heavy rain, snow, high winds, extreme heat or cold.

2. Policy

- PRC will closely evaluate USD 497 school closures and make every effort to align morning program cancellations.
- Recommendations for program cancellations will be made by the Recreation Operations Manager, with approval by the Director or designee.
- The Director will have the authority to determine when program cancellations due to school closures will not be followed, considering factors such as staffing availability, facility access, improvements in weather conditions, extended duration of school closures, and other relevant circumstances.
- While programs may be canceled, it may be determined that facilities will be or remain open during regular or reduced operating hours.

3. Procedure

Morning Programs (begin prior to 2:00pm):

- The Recreation Operations Manager will make decision whether to cancel or hold programs at least two hours before the first scheduled class or league begins.

Evening Programs (begin after 2:00pm):

- The Recreation Operations Manager will make a decision whether to cancel or hold programs prior to 2:00 p.m., or earlier if possible.

Weekend Programs:

- The Recreation Operations Manager will make decision whether to cancel or hold programs at least two hours before the first scheduled class or league begins.

Facility Closures/Delayed Opening:

- All PRC facilities will open on inclement weather days unless directed to remain closed by City Management.
- The Department Director or Assistant Directors will consider delayed opening times with appropriate Parks staff based on staff availability and access to facilities.

4. Other:

- The [City's Refund Policy for Recreation Programs](#) will be followed for program cancellations.
- The [City's Heat Index Policy](#) will be followed for heat related program cancellations.