

			
Policy Title:	Walking Track Policy	Policy Number	2023-01
Effective Date:	October 31, 2023	Revision Number:	New Policy
Prepared By:	Parks and Facilities Department	Approved By:	Manager of Parks and Facilities

Policy for Access to Walking Track and obtaining a Refundable Key Scan Access Card

Policy Statement:

To ensure that access to the Walking Track is limited to adults or minors who are accompanied by an adult and support a clean, safe and accessible facility for patrons to walk/run during the listed hours of operation.

A minor is considered anyone under the age of 18 years of age.

The procedures in this policy reflect access procedures, age limitations, conduct while using the track, and hours of operation.

Policy Procedures:

The following procedures are to be adhered, supported and respected by The Township of Cavan Monaghan employees and all users of the Walking Track.

1. Facility Commitment and Coordination: Staff will adhere to monitoring the track for cleanliness and respectable conduct by all Walking Track users. Walking Track hours of operation will be posted on the Township of Cavan Monaghan’s website. Hours may vary depending on Statutory holidays, maintenance, and or facility bookings. Staff reserve the right to revoke access to the Walking Track if procedures are not being adhered to according to this policy.
2. Patrons who wish to use the Walking Track must abide by the following procedures;
 - Purchase a refundable Key Scan Card from reception staff at the cost outlined in the User Fees and Charges By-Law under Recreational Services. A refundable deposit is required and will be returned once the Key scan card has been returned.

- Must abide by respectful and appropriate conduct while using the Walking Track, to include but not limited to the following; no climbing, unsafe movement around the track, horseplay, consuming food or beverage (with the exception of a water bottle) or allowing minors to be unaccompanied by an adult. A minor is someone who is under the age of 18 years old.
- Only those patrons who have purchased the Key Scan Card may use the Walking Track, sharing of cards for access is strictly prohibited.
- Sign all required documentation providing current personal information and a signature before a card can be issued.
- Reimbursement will only occur once the swipe card has been returned in working condition and all paperwork has been completed.
- Reimbursement is to be requested from staff and can take a minimum of 10-15 business days to issue a reimbursement cheque.
- Reimbursements will be made out in the name of the individual who completed the initial paperwork.
- For single time users you must sign in with staff at reception during reception hours and follow all procedures to gain temporary access to the Walking Track.
- Failure to abide by the procedures outlined above may result in removal of access to the Walking Track.
- Walking Track hours of operation will be posted on the Township website and are dependent on staffing, closures, observance of holidays and or private rentals.
- Indoor shoes free of dirt and debris must be used on the track to preserve the longevity of the Walking Track and the safety of all patrons.
- Damaged, non-working or lost Key Scan Cards will not be eligible for a refund. All cards returned must be in good working condition in order to receive a refund.
- Refund request will take 10-15 business days to issue.