
Inclement Weather Policy

Purpose: The purpose of this policy is to define the process and requirements for cancelling programs and closing or delaying the opening of facilities due to inclement weather.

Program Cancellations

- LPRD will cancel programs in accordance with USD 497 school closures on a weekday.
- Weekend program cancellations will be determined by Recreation Operations Manager.

Morning Programs

- Cancel all programs scheduled through 2:00 p.m.
- Recreation Operations Manager will notify management team & appropriate staff.
- Contact any facility rentals.
- Update Rainout Line and call class participants when appropriate.

Evening Closings

- Make a decision to cancel or hold programs by **2:00 p.m.** or earlier if possible.
- Recreation Operations Manager will notify management team & appropriate staff.
- Contact any facility rentals.
- Update Rainout Line and call class participants when appropriate.

Weekends

- Make the decision at least **two hours** prior to the start of first class/league.
- Recreation Operations Manager will notify management team & appropriate staff.
- Contact any facility rentals.
- Update Rainout Line and call class participants when appropriate.

Facility Closures/Delayed Opening

- All LPRD facilities will open on inclement weather days unless directed to stay closed by City Management.
- Department Director/Assistant Directors will discuss delayed opening times if necessary with appropriate Parks staff.
- Recreation Operations Manager will notify appropriate staff.
- Contact any facility rentals.

Staff is expected to work normal hours unless given permission to alter hours by Supervisor. These policies do not apply to Athletic Fields and non LPRD facilities.