



**ADMINISTRATIVE POLICY**

**ETNIES SKATEPARK OF LAKE FOREST -  
SUSPENSION OF ENTRY PASSES**

Revised 2/20/2015

**A. Purpose**

The City of Lake Forest (“City”) is committed to ensuring the enjoyment, safety and proper use of the Etnies Skatepark of Lake Forest through the enforcement of skatepark regulations as defined in the Lake Forest Municipal Code Chapter 13.05 Skatepark Regulations. This Administrative Policy governs the suspension of entry passes for skatepark patrons who fail to comply with the regulations set forth in Lake Forest Municipal Code Section 13.05.030.

**B. Applicability**

This policy applies to all park users.

**C. Provisions of the Policy**

Persons violating the regulations set forth in LFMC 13.05.030 and other provisions listed on the Etnies Skatepark of Lake Forest Application for Entry and Release of Liability are subject to removal from the skatepark and may be prohibited from using the skatepark in the future.

A Level 1 violation is defined as minor acts of misconduct that interfere with the orderly operation of the skatepark and interfere with the enjoyment, safety and proper use of the facility for all park patrons. **A Level 1 violation may result in immediate expulsion from the park up to a one week suspension of a user’s entry pass.** Level 1 violations include:

<b>SAFETY / EQUIPMENT</b>		
1.	Lack of Required Safety Equipment	Skating or skateboarding without wearing a properly fitted and fastened helmet; elbow pads designed for skateboarding and in-line skating; and, knee pads designed for skateboarding and in-line skating.
2.	Use of Inadequate Equipment	Skating or skateboarding with inadequate or out of repair equipment.
3.	Use of Prohibited Devices / Equipment	<ul style="list-style-type: none"> <li>• Prohibited devices include, but are not limited to, scooters, razors and motorized vehicles.</li> <li>• Prohibited equipment includes use of additional ramps, obstacles or jumps in the skate area</li> </ul>
4.	Use of Unauthorized	Using amplified audio equipment, including but not

	Audio Equipment	limited to, radio, stereo, compact disc player, and megaphone, in the skate area. Using headphones in the skate area.
5.	Possession of Prohibited Food, Beverages, Tobacco Products, Glass Containers	<ul style="list-style-type: none"> <li>• Use, consumption or possession of food or beverages, other than water in a plastic container, within the skate area.</li> <li>• Use, consumption, or have within his or her custody or control, tobacco products,</li> <li>• Use or possession of glass containers, bottles or other breakable glass products within the park.</li> </ul>
6.	Unauthorized Entry into Skate Area	Spectator and/or non-skater entering the skate area.
7.	Skating in Unauthorized Areas	<ul style="list-style-type: none"> <li>• Skating and/or skateboarding outside of the authorized skate area.</li> <li>• Skating and/or skateboarding when surface of skate area is wet or other conditions exist that adversely affect the safety of park users.</li> </ul>
<b>BEHAVIOR / DEMEANOR</b>		
8.	Littering	Failing to place trash in receptacles or containers provided by the City.
9.	Destruction of Property/Vandalism (Under \$100)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
10.	Disrespect / Use of Profanity	Conduct or behavior that lacks regard, civility, politeness, and /or courteous consideration which goes beyond the bounds of acceptable public behavior
11.	Bullying/Harassment	Systematically and chronically being cruel to other park users, including but not limited to, pictures, rumors, repeatedly teasing another person, name calling with profanity, and purposeful exclusion. This may include, but is not limited to, pictures, rumors, repeatedly teasing another person, name calling with profanity, and purposeful exclusion.
12.	Reckless Behavior	Reckless or boisterous behavior, including, but not limited to, tandem riding, pushing, horseplay or any other activity which could endanger the safety of persons using the skate area or spectator area.
<b>GENERAL</b>		
13.	Repeated Misconduct of a Less Serious Nature	Repeated misconduct which tends to disrupt the orderly conduct of the skatepark facility, a skatepark program and/or activity.
14.	Failure to Comply with Staff Instructions and/or Park Rules	Either verbal or non-verbal refusal to comply with skatepark rules and regulations; and/or City of Lake Forest staff instructions or directives

A Level 2 violation is defined as more serious or disruptive examples of the offenses in Level 1. Level 2 also includes repeated acts of misconduct from Level 1. **A Level 2**

**violation may result in immediate expulsion from the park up to a three month suspension of a user's entry pass.** Level 2 violations include:

1.	Insubordination/Open Defiance	Leading others to refuse to comply with skatepark rules and regulations; and/or City of Lake Forest staff instructions or directives
2.	Stealing (Less than \$20)	Taking the property of another without permission of the person.
3.	Intimidation/Threats	The verbal or physical threat to do harm or violence to another park user(s) or to the property of another person.
4.	Hazing	Any action or situation that endangers the health or safety of a park user. This includes repeated acts of hazing that do not result in bodily harm or injury.
5.	Fighting	Physical contact between two or more park users which is harmful, injurious, or disruptive Note: Self-defense is described as an action taken to restrain or block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.
6.	Destruction of Property/Vandalism (Over \$100)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
7.	Repeated Misconduct of a Serious Nature	Repeated misconduct which tends to disrupt the orderly conduct of the skatepark facility, a skatepark program and/or activity.

Level 3 violations are defined as major acts of misconduct. They include repeated misconduct acts from Levels 1 and 2; serious disruption of order at the facility; threats to the health, safety, and property of others; and other acts of serious misconduct. **A Level 3 violation may result in immediate expulsion from the park up to a one year suspension of a user's entry pass.** Level 3 violations include:

1.	Physical Attack	An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual (More serious than Level 2).
2.	Breaking and Entering	The unlawful and willful entry or attempted forcible entry of the facility or the personal property of park patrons and City of Lake Forest personnel. Entering or being in the skate area at any time other than during the posted hours of operation for the Park.
3.	Destruction of Property/Vandalism (More Than \$250)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
4.	Stealing (More than \$20)	Taking the property of another without permission of the person.
5.	Under influence of Alcoholic Beverages or	Entering and being in the park or skate area under the influence of alcoholic beverages or illegal drugs or with

	Illegal Drugs	his or her motor skills or judgment impaired as the result of any alcoholic beverage or drugs.
6.	Possession of Alcohol or Illegal Drugs	Using, consuming, or having within his or her custody or control, alcohol, or illegal drugs at any area of the Park.
7.	Possession of Knives, Guns or Weapons	Use or possession of knives, guns or weapons within the park.
8.	Repeated Misconduct of a More Serious Nature	Repeated misconduct which tends to substantially disrupt the orderly conduct of the facility.

**E. Staff Responsibilities**

1. Documentation: All situations resulting in suspensions of a individual's entry pass will be documented in writing in a City of Lake Forest Incident Report.
2. Notification: Staff shall provide a written notice explaining the violation and cause of the suspension to any person whose entry pass is suspended more than one week.
3. Retention: Incident Reports and Written Notices shall be retained per the City's Records Retention Policy.

**F. Appeals**

Individuals whose passes are suspended shall have ten (10) days from the date of the revocation and/or ban to request an appeal hearing with the Director of Community Services. The appeal request shall be in writing and submitted to the Director. Within twenty (20) days of receiving the appeal request the Director shall provide the appeal hearing. The Director shall have the right to reinstate the entry pass and remove the ban, uphold the entry pass revocation and ban, or take any other action deemed appropriate. The holder of a suspended entry pass may appeal the decision of the Director using the procedures in Chapter 1.12 of the Lake Forest Municipal Code.

**G. Authority**

This Policy is adopted pursuant to the authority granted in and is consistent with Chapter 13.05 of the Lake Forest Municipal Code. And the authority of the City Manager. This Policy may be amended at his discretion.

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Robert C. Dunek, City Manager

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Date