



## PARKS, RECREATION AND CULTURE OBSERVANCE OF RELIGIOUS HOLIDAYS GUIDELINES

### I. PURPOSE

The City of Gaithersburg Department of Parks, Recreation and Culture (PR&C) is committed to a culture of respect that embraces our diverse community and its religions, beliefs and customs. The purpose of these guidelines is to establish reasonable processes for scheduling programs and activities during times when participants may be observing recognized religious holidays.

### II. GUIDELINES

The following guidelines were established based on observations of historic attendance, consultation with staff and other stakeholders, and consideration of Montgomery County Public Schools (MCPS) Guidelines for Respecting Religious Diversity.

PR&C employees and contractors shall work with program participants in an equitable and flexible manner to accommodate, when feasible, scheduling requests based upon the observance of recognized religious holidays.

A. PR&C will not conduct activities, hold events or operate facilities on City of Gaithersburg holidays unless those activities are determined to be in the best interests of the City.

B. Activities on recognized religious holidays will be conducted as follows:

- 1) Athletic games and matches may be held based on the availability of the facilities, staff, officials and participants needed to conduct the activity.
- 2) Athletic practices may be held, however teams wishing to reschedule may do so based on availability of participants, facilities and staff.
- 3) Classes may be held, and participant(s) may take a make-up class if an alternative date is available. No refunds will be provided to participants for classes they did not attend.
- 4) Cultural performances may be held as the City offers alternative opportunities throughout the year to attend a different and/or similar performance.
- 5) Special events, such as annual festivals may be held if the date of the event is a long standing community tradition; however, all reasonable consideration will be given to moving the date if feasible and when it will not be detrimental to the overall success of the event.
- 6) Recreation amenities, including but not limited to community centers, fitness and aquatic facilities, organized trips, camps and after school activities, club meetings and rental opportunities may be operative based on staff availability, and when determined to be in the best interests of the City.

C. On Non Instructional Days (week days during the MCPS year when there is no school for students and teachers), Youth Centers may be open, and programs and trips for youth may be conducted to provide students with needed, supervised activities.

APPROVED: \_\_\_\_\_

Tony Tomasello, City Manager

Date

8-25-17

APPROVED: \_\_\_\_\_

Michele R. Potter, Director Parks, Recreation and Culture

Date

8-28-17

APPROVED: \_\_\_\_\_

Lynn Board, City Attorney

Date

8/25/17



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## **PARKS, RECREATION AND CULTURE**

### **OBSERVANCE OF RELIGIOUS HOLIDAYS**

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