



## Novi Parks, Recreation & Cultural Services Inclement Weather Policy – Programs & Events

The safety and welfare of all employees and participants is paramount. The policy is designed to give guidance to employees, coaches, officials and participants in activities, as well as other user groups and renters. The following are general guidelines. Recreation Supervisors will determine cancellations based on (prior is preferred) arrangements with instructors, etc. Some determinations/cancellations may be made at the facility or on the field/court.

### Time Frame for Cancellations

**Day of:** Determined ASAP

**Evening of:** Determined by 4:30pm

**Weekends:** Determined ASAP

**Special Events:** Determined 3 hours prior to start

*Cancellations may be made the evening before if weather dictates*

Cancellation notices will be available on the hotline, social media, email, or by phone. The hotline will be updated as needed by staff. On days of multiple program cancellations across divisions and weekends, the information should be provided to the Deputy Director for a coordinated dissemination via hotline, social media, and/or website.

### Indoor Facility Closures and Cancellations

Activities held at City or non-City sites may be cancelled for inclement weather or building conditions when Novi Parks, Recreation & Cultural Services (PRCS) staff deems necessary or based on the policy of the facility.

During the school year, if Novi Community Schools are closed due to inclement weather, Novi Parks will cancel all activities held at the schools prior to 4:30pm. The status of evening activities at the schools will be confirmed with a Community Education representative. A determination for activities at City or non-City sites will be made by 4:30pm and updated on the hotline.

### Outdoor Facility Closures and Cancellations

In the case of inclement weather, facility conditions or heat index restrictions, the department may close, restrict the use of outdoor facilities or cancel an activity. The discretion of PRCS staff will be utilized to make such decisions.

**As a matter of safety and precaution, all activities must stop if thunder is heard or lightning is seen. All players, coaches, officials, and spectators are to return to their cars. NO EXCEPTIONS. Wait 30 minutes from the last sound of thunder or sight of lightning.** If the weather clears, 30 minutes after last sound of thunder or sight of lightning, activity can resume. Before continuing, determine if there is enough time left to complete the activity. If conditions persist the activity will be cancelled.

### Communication of Closures and Cancellations

**Novi Weather Hotline - 248.347.0473**

**City of Novi website - [cityofnovi.org](http://cityofnovi.org)**

**Facebook** – Novi Parks, Recreation & Cultural Services or City of Novi Boomers and Beyond