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**RECREATION AREA, FACILITY AND FINANCIAL NEEDS
RECOMMENDED BY:**

O. 5

JUNE, 1966



GEORGIA RECREATION COMMISSION
7 HUNTER STREET, S. W. ATLANTA, GEORGIA



The Georgia Recreation Commission

(The State's Recreation Advisory Agency)

Serving Your

Recreation

Needs — Problems — Programs — Opportunities

The staff and other designated consultants are available to you upon request.

This staff will share data from the Commission files, will study your local problems with you, and will help to adapt the needed aspects of experience of the whole field of recreation to fit your own recreation situation.

The Recreation Commission believes that the best way to serve is to help Georgia people to help themselves.

INTRODUCTION

by

EXECUTIVE DIRECTOR

ilities are essential to a sound recreation program. Since many
nities are recognizing this fact, the Georgia Recreation Commission
res numerous requests for information relating to facility standards.
many softball fields do we need? What should our recreation center
le? How large should our swimming pool be? How many tennis
do we need in our community?" These are examples of the many
ions directed to the Commission.

It is because of this accelerated interest that the Commission has made
publication available. It is not to be considered as the ultimate solu-
n every situation. Conversely, its purpose is to provide general guide-
and priority considerations for communities in the construction of
ation facilities.

This publication attempts to portray the diverse recreation facility
in a community. It is the Commission's hope that it will create interest
motivate communities to develop extensive facilities to satisfy the many
e needs.

Facility construction is painstaking. Functional and aesthetically plan-
facilities require extensive and time consuming planning efforts.
responsible for the construction of such facilities might bear in mind
ne structures for which they are responsible will be a "monument" to
A "monument" to their wise and farsighted planning or to their
cient effort. Therefore, it is to their advantage to engage a profes-
sly trained and experienced planner in this field when planning a
y.

The Georgia Recreation Commission staff is available to confer with
s relative to facility planning and construction, and I trust that our
will be called upon to assist you. Our services are rendered upon
st at no cost nor obligation to those we serve.

John H. Davis
Executive Director

and title page? Imperfect volumes delay return of binding. Thanks.

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RECREATION AREA, FACILITY AND FINANCIAL NEEDS
RECOMMENDED BY THE
GEORGIA RECREATION COMMISSION.

- 1** Each community, regardless of size, should have adequate recreation facilities open to all age groups the year-round. This would include indoor recreation facilities, athletic fields, waterfront, outdoor education and other park facilities. Special use should be made of local natural physical features, such as lakes.
- 2** All areas and facilities in the community - public, private and commercial - should be made available for all persons in the community.
- 3** A complete Master Plan and a plan of immediate action for recreation should be prepared for each municipality and each county and coordinated with the Master Plan prepared for all city functions and services. The Master Plan for Recreation should be so prepared that it can be developed on a unit basis. A priority schedule for development should be established. Master Plans of individual areas should be prepared prior to any development. In this way, a more economical development will result and a greater use of the area will result.
- 4** School facilities should be made available for community use, but whenever possible there should be separate facilities for community recreation since they will be needed for morning and early afternoon programs when schools are in session.
- 5** Community recreation facilities should be so planned and so located that they can be used for school activities if and when needed.
- 6** Adequate funds should be made available for proper maintenance and operation of recreation facilities. A sum equal to 10% of the capital investment of the facility should be made available for the operation and maintenance of the facility. This is in addition to the cost of leadership.
- 7** A cooperative agreement for the maximum use of all facilities should be worked out. For facilities used jointly for school and recreation programs, an agreement could be worked out whereby the school administration would have control of the facilities during certain hours of the day, and the recreation administration would have control of them during the other hours of the day. This arrangement will vary and must be worked out entirely on the local level.

8 Schools should be so planned that the facilities will be adaptable to community recreation use, and the building so designed that certain sections of it can be locked off from other sections. This will make for ease in supervision during after-school hours.

9 City and County Planning Boards should be encouraged to place far more emphasis on space and facilities for recreation.

10 Residents of communities should be encouraged to provide indoor and outdoor facilities for active recreation at the home.

11 Based on a community or neighborhood with a population of 20,000 persons, the minimum recreation area, facility and financial needs are recommended as follows:

a. One acre of park for each 90 persons, or a total of 222 acres.

b. *Outdoor Facilities:*

2 baseball fields, 1 lighted - convert to football fields in Fall.

4 softball fields lighted - 280' outfield - convert to football fields in Fall.

2 junior baseball fields, lighted - 250' outfield - convert to midget football fields 120' x 240' in Fall.

2 junior baseball fields, lighted - 180' outfield.

1 football practice field - with track and field ($\frac{1}{4}$ mile track.)

10 Tennis courts, all weather surface, 5 lighted.

2 Multiple-use paved areas 80' x 160' concrete - lighted.

c. *Indoor Facilities:*

2 Community Recreation Buildings, each to contain:

1 Gymnasium/Social Hall/Auditorium, 110' x 120'

Lobby

Clubroom - 4 each 20' x 24'

Craft room - 20' x 24'

Game room for ping pong and other table games

Kitchen

Dressing and Shower rooms

Clothes check room

Offices - 3

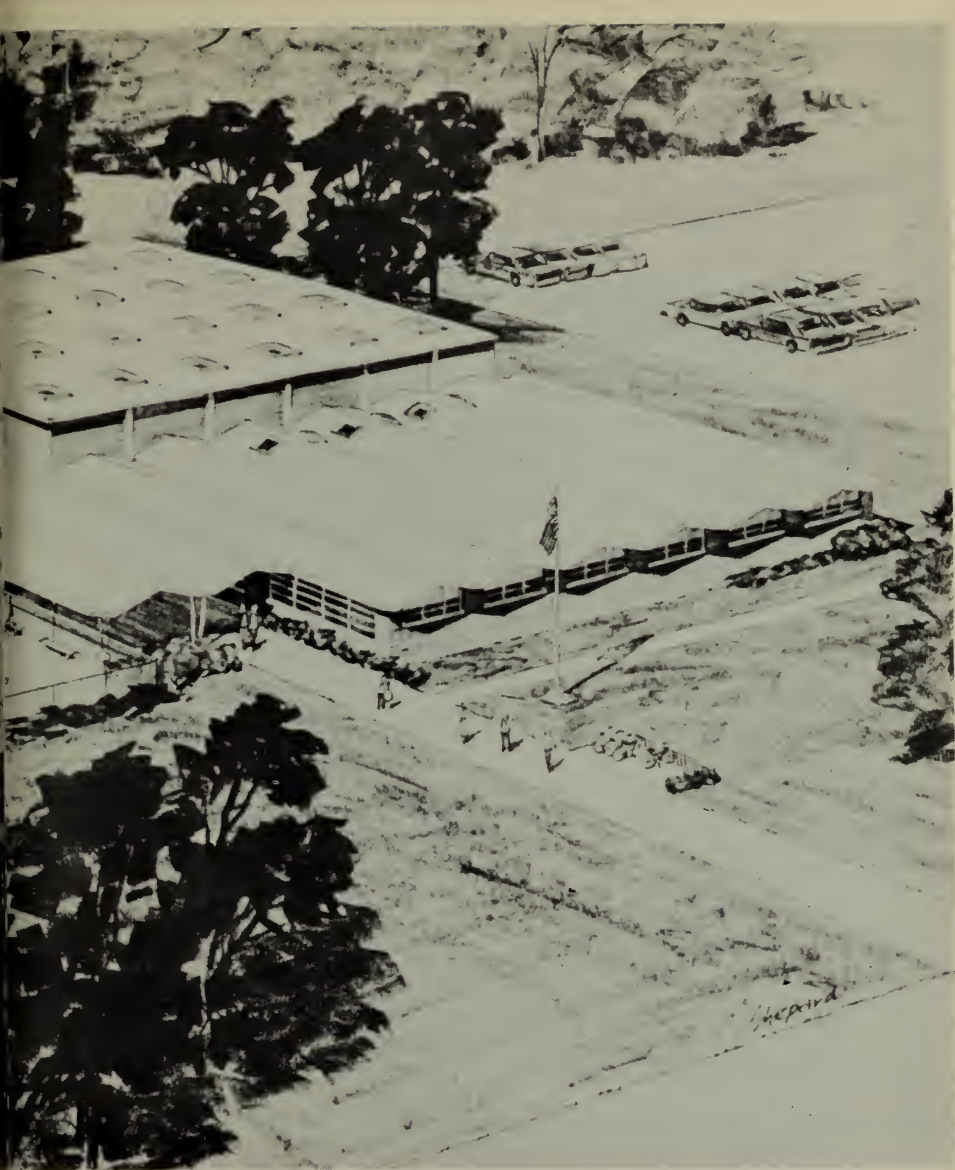
Corridor space

Storage space



One of the newer recreation facilities in Georgia is this swimming pool that it provides three different play areas. For the children and for beginners. The main swimming area is 42' x 75', with water ranging from 3' to 6 feet. The low (one meter) and high (3 meter) springboards. The 75 foot length is standardized by the A.A.U., and the 42 foot width is official width for six lanes.

The building with 7,500 square feet of floor space contains offices, rooms, kitchen and storage. This recreation center, attractive in appearance and materials which make it practically fireproof as well as safety and vandal proof.



ed building combination. The pool is unique in its "Z" shape design in
ere is an area 33' x 40', with water depth ranging from two to three
eep, and the diving area, 40' x 42', has water twelve feet deep under
es the 25-yard regulation short course for competitive swimming, as recog-
imming lanes.

g rooms, an arts and craft room, a large club room, a game room, rest-
unctional in operation, is of masonry construction and incorporates ma-

Restrooms

Janitor's closet

Automatic drink dispensing machine area

- d. *Swimming Pools:* (Adjacent to Community Recreation Buildings, where possible.) Four (4) pools, each 45' x 75' (25 yards) (Equivalent water area may be provided in 2 or 3 pools.) One pool should be indoor/outdoor type, with sliding or folding doors or walls on two or three sides, so the pool enclosure can be opened up for summer use, but closed and properly heated for winter use, thus making the pool available for year-round use.

Each pool should have a tot's play pool in connection with it.

In some cases, a larger pool - 50 meters or 164'-1/2" long - may be preferred to two of the 45' x 75' pools. All pools should include one or both of the regulation competitive swimming lengths.

- e. *Other Recreation Facilities:*

Picnic areas (group and family) with picnic shelters and outdoor grills.

Playground equipment of approved type and size

9-hole golf course - open to public

Archery - Target and field

Paved court areas

Foot and bicycle trails

Day camp - 120 persons capacity

Other

- f. *Group Camping:*

There should be group camps - public or private - Boy Scout, Girl Scout, Camp Fire Girls, Y.M.C.A., Y.W.C.A. - adequate in number to provide a camping experience for 240 campers at one time over an 8 week camping season in the community.

- g. *Financing the administration of the program:*

An annual budget of \$6.00 to \$7.00 per capita - or \$120,000 for the population of 20,000 is essential for the financing of the recreation leadership and administration of a Park and Recreation Program.

h. *Non-Urban Type Parks:*

Other park land under the administration of the recreation authority should be acquired and developed. Such park areas should be adjacent to municipalities - or at least within thirty minutes travel time by automobile. Recommended standards are one to one and a half acres of park land for each one hundred population.

These areas should include facilities for picnicking, day camping, fishing, boating, nature trails and - in case of areas of 500 acres or more group and overnight camping.

12 Based on a community with a population of 2,500 to 5,000, the recreation area, facility and financial needs are recommended as follows:

- a. One acre of park land for each 90 persons, or a total of 40 to 55 acres.

b. *Outdoor Facilities:*

Combination football/baseball field, lighted - convert to football field in Fall.

2 softball fields, lighted (1) - Convert to football field in Fall.

1 Junior baseball diamond, lighted

1 Football practice field - with track and field ($\frac{1}{4}$ mile track)

4 Tennis courts, all weather surface, 2 lighted

1 multiple-use paved area, concrete, lighted

c. *Indoor Facilities:*

One community recreation building, to include:

Social Hall/Gymnasium 90' x 100'

Club meeting rooms - each 20' x 24'

Craft room - 20' x 24'

Game room for ping' pong, table games, etc.

Offices - 2

Lobby

Snack bar or Automatic drink dispensing machine area

Kitchen

Restrooms

Janitor's closet

Dressing and shower rooms

Clothes check room

Storage space

Corridor space

d. *Swimming Pools:*

Every community of 2,500 to 5,000 population (or less) should have at least one outdoor pool, 45' x 75' and a tot's play pool.

e. *Other Recreation Facilities:*

Picnic areas (group and family) with outdoor grills and picnic shelters.

Playground equipment of approved type and size

Paved court areas

Foot and bicycle trails

Day camp - capacity 100 campers

Other

f. *Group Camping:*

There should be group camps - public or private, Boy Scout, Girl Scout, Camp Fire Girls, Y.M.C.A., Y.W.C.A. adequate in number to provide a camping experience for 75 campers at one time over an 8 week camping season for each child.

g. *Financing the administration of the program:*

An annual budget of \$6.00 to \$7.00 per capita - or \$15,000.00 for a municipality of 2,500 population - is essential for the financing of the recreation leadership and administration of a Park and Recreation Program.

h. *Non-Urban Type Parks:*

Other Park land outside of municipalities should be acquired and developed. Such park areas should be adjacent to municipalities - or at least within thirty minutes travel time by automobile. Recommended standards are one and a half acres of such park land for each one hundred population.

These areas should include facilities for picnicking, day camping, fishing, boating, nature trails and - in case of areas of 500 acres or more - possibly group and over-night camping.

The Georgia Recreation Commission is available to assist agencies with recreation related problems upon request and at no charge. Some of the services of the Commission are:

- (1) To study and appraise recreation needs of the State and to assemble and disseminate information relative to recreation.
 - (2) To cooperate in the promotion and organization of local recreation systems for counties, municipalities, and other political subdivisions of the State, and to advise them in the planning and financing of recreation programs.
 - (3) To aid in recruiting, training, and referring recreators, and to promote recreation institutes and conferences.
-




**SERVICES OF THE COMMISSION
ARE RENDERED UPON REQUEST, WITHOUT CHARGE**

GEORGIA RECREATION COMMISSION

7 HUNTER STREET, S. W. ATLANTA, GEORGIA 30334

TELEPHONE: 524-5550





RECREATION REFERENDUMS

Are
Important
To Us
Please Say
"YES"

NO. 6

JUNE 1966

Georgia Recreation Commission

7 Hunter Street SW

Atlanta, Georgia

Georgia Recreation Commission

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Executive Director

W. TOM MARTIN, JR.
Assistant to the Director

JAMES A. COLLEY
Assistant to the Director

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Introduction

The purpose of this publication is to serve as a guide in formulating plans for a recreation referendum. It is important to understand that there is no "positive" formula for every local situation. The Georgia Recreation Commission feels, however, that definite planning and organization should be established before voting on a referendum for recreation.

It is the hope of the Commission that this publication may aid you in planning future recreation referendums.

Foreword

Our growing and expanding urban population has necessitated new and larger public facilities for our citizens. In communities throughout our State, farsighted community leaders have seen the need and have the desire to carry these projects to completion.

It is our hope that through this publication, present and future leaders of our communities may guide their communities to successful completion of projects needed for present and future generations.



A Recommended Formula For Successful Recreation Referendums

NOTE: This information is helpful
in formulating your plans
for the referendum.

1. WHAT IS OUR PURPOSE FOR THIS RECREATION REFERENDUM?

The statement issued regarding the above question must be precise and to the point. It is here that the voter will get his first information regarding the referendum and in many cases he will formulate his opinion as to whether he will vote "For" or "Against". It is very important that this statement be well stated and clearly defined.

2. WHO HELPED MAKE THE SURVEY ESTABLISHING THE NEED FOR THE REFERENDUM?

It is important here to list all the names of the persons making this survey - business organizations and civic organizations. Professional organizations such as the National Recreation Association, State Recreation Commissions and other professional organizations must be consulted. Planning Commissions are also very important in this line of work on the referendum. Voters will pay particular attention to the individuals and organizations who worked on this project.

3. WHAT WOULD THE PLANS OF THE REFERENDUM BE USED FOR?

Here it must be spelled out without any reservations, the entire proposed expenditure of funds for the referendum. Whether it be for a recreation program or recreation facility the expenditure of funds must be listed in detail. This is a big question for the voter.

4. WHAT WOULD THE RECREATION PROGRAM OR FACILITY DO FOR (Name of town)?

List in detail the many good points that the recreation program would do for the town and in case of a recreation facility, the need for the facility and how it would help the town and its citizens.

5. WHO CAN PARTICIPATE IN THE PROGRAM OR USE THE FACILITY?

Spell out right here the requirements for participation and the method of using the facility.

6. WHAT DO WE WANT YOU TO DO?

1. Work for the program and vote for the program or facility.
2. Help us to see that all the people have access to the information on the program or facility. Help us to answer their questions.
3. A large majority vote will give us more cooperation from the city merchants and other individuals more than anything else. Let the whole world know that we want this recreation program or facility.
4. Refer all questions that you cannot answer to (name of the person in charge of the referendum) so that he may answer the questions for the interested party. Each question is important.

7. WHAT IS NEEDED FOR A SOUND RECREATION PROGRAM OR FACILITY?

Spell out the needs in definite terms here.

8. HOW MUCH WILL THIS PROGRAM OR FACILITY COST YOU?

(Give sample chart of expense to each tax payer. This is important to him. See example).

For example: If your property is assessed at \$1,000 the entire program will cost you only \$3.00 per year. If your property assessment is \$2,000 the entire program or facility will cost you \$6.00 per year.

When you think about what we are going to get in return, it is almost like getting something for nothing.

HERE IS A SCHEDULE SHOWING WHAT THE PROGRAM
WILL COST YOU:

If Your Assessment is	The 3 Mill Tax Will Cost You
\$50.00	15¢ per year
\$100.00	30¢ per year
\$200.00	60¢ per year
\$600.00	\$1.80 per year
\$1,200.00	\$3.60 per year
\$2,000.00	\$6.00 per year
\$4,000.00	\$12.00 per year
\$5,000.00	\$15.00 per year



Recreation Referendum Questions And Answers

Q. What age groups does the recreation program serve?

A. Activities are provided for preschool, elementary age, teenage, young adult, and the senior citizen.

Q. What kinds of activities are provided?

A. Athletics and sports, arts and crafts, dramatics, music, dancing, nature and outing, aquatics, social recreation, club activities and special activities.

Q. What special services are offered by the department?

A. Reservations for picnic facilities, athletic facilities; lending of equipment, training programs, conducting parties, consultation to groups such as churches and clubs, service to teenage and senior citizen clubs.

Q. Are school facilities used?

A. Yes, the department has an agreement with the school system for joint use of playgrounds, ball fields, gyms, et cetera.

Q. How are facilities maintained?

A. The department's maintenance division keeps all athletic fields, both for the department and schools, and maintains all parks.

Q. What facilities are used in the program?

A. Baseball fields, tennis courts, Community Centers, basketball courts, golf courses, swimming pools, etc

Q. What special programs are offered in the summer?

A. The department provides supervised activities at playgrounds, supervises general swimming and provides swimming instructions, supervises athletic events and conducts special programs.

Q. What are some athletic programs offered?

A. Softball leagues, baseball leagues, tennis leagues, horse-shoe leagues, basketball leagues, golf tournaments, track and field meets, swimming meets and many other supervised athletic events.

Q. How many people use these programs and facilities?

A. Give facts and figures on your current participation in program.

Q. Why should we build new swimming pools, Community Centers, baseball fields?

A. List reasons for the need. Ex. (1) substandard pools (2) Inadequate facilities (3) Expanding increase in participation.

Q. Shouldn't the pools, Community Centers and golf courses pay for themselves?

A. No. Few recreation facilities do. Public recreation facilities represent a community responsibility to serve those who need recreation, the children particularly. They are not profit-making enterprises. Recreation rates with education as a public responsibility because of social and moral values.

Q. Do we need swimming pools?

A. The construction of private-club pools shows the need. But most of the people do not have access to these facilities. Many of them cannot afford them. Pools are also needed for supervised water safety instructions, which the public recreation program provides.

Q. Will fees be charged at the new pools?

A. Probably. Good facilities justify token charges. Charges cannot be justified at most of the substandard pools now in use. Fees would be a few cents---never high enough to be a deterrent to those who need to use the pools.

Q. Why do the pools cost so much?

A. They will be the best---large, with all facilities such as wading pools, decks, parking lots and surrounding parks and picnic areas.

FOLLOW UP OF A SUCCESSFUL ELECTION

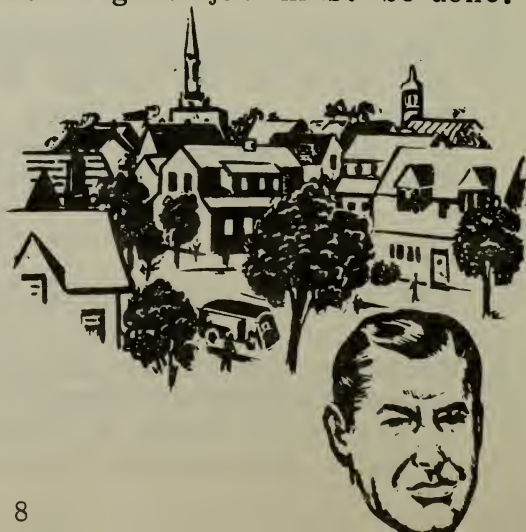
Many times, upon the successful passage of a recreation referendum, the authorities will consider the job complete. This is not true, however. It is here that the governing authorities must put into action the wishes of the majority. Voters by their action in passing the referendum wish to see action taking place. Elected officials should make sure that the Engineers and Architects proceed quickly with the final plans and the attorneys should finalize the legal proceedings. Financing must be arranged for the successful completion of the referendum.

Each step in the procedure of carrying out the proposed project should be reported to the news media. Every effort must be made to keep the public well informed of the happenings.

Once the facility is under construction, regular photographs and write ups should be given the news media.

When the completed facility is ready for opening, an open house should be arranged with a ribbon cutting ceremony. The public should be given an extensive welcome to visit the new facility. This gives each citizen an opportunity to view the results of their cooperative support for the benefit of all the Community.

The election follow-up has a very important effect on all future referendums. A good job must be done.



A SUGGESTED PLAN FOR RECREATION REFERENDUM



Successful recreation referendums require careful planning. The planning must be done well in advance of the referendum date. This planning requires approximately three months prior to election date.

A suggested plan has been outlined below. It may easily be arranged to fit your community recreation referendum.

FIRST MONTH

- (1) appointment or election of campaign Chairman and members of the campaign Executive Committee.
 - (a) Chairman of: Survey --- Program and Budget --- Legal --- Publicity --- Finance --- Petitions --- Election Day --- Headquarters Office and Clerical

LEGAL COMMITTEE

Duties are to prepare petitions for the Petitions Committee. Check with proper legal officials on correct election date.

HEADQUARTERS OFFICE AND CLERICAL COMMITTEE

Duties are to maintain a centrally located campaign headquarters with information available on the referendum. Sufficient clerical personnel must be included.

FINANCE COMMITTEE

Duties are to solicit funds, either gifts, donations, individual contribution, to finance a successful campaign. (printing, supplies, mailing, etc.)

PUBLICITY COMMITTEE

Duties include making contact with every news media making constant information available to this media. Proper timing and spacing is very important to the success of the referendum. Information MUST be accurate.

ELECTION DAY COMMITTEE

Duties of this committee would include a thorough method of getting the citizens to vote. This Committee should set up a Telephone Committee and Transportation Committee to remind and transport citizens to the polls. Apathy on the part of the average citizen results in the defeat of many referendums. The Election Day Committee must function properly for the referendum to succeed.

(2) Set up Campaign Headquarters and staff properly.

(3) Call a meeting of the Executive Committee to explain to each member their responsibility; discuss the campaign and the way it is to be conducted; solicit information from the Chairman; urge each Chairman to select qualified assistants.

(4) Call meeting of representatives from all organizations in the City or County.

(a) Explain in detail the election issues.

1. How much money involved
2. How the monies will be spent
3. The need of additional facilities, programs, etc.
4. Be able to answer all questions presented to the Executive Committee
5. Ask their support, suggestions and endorsement of the referendum.

SECOND MONTH

1. All committee Chairmen should meet with their respective committees.

2. Each Committee concerned with the early phases of the referendum must have work nearing completion.
(1) Legal Committee (2) Petition Committee.

Publicity Committee, Headquarters and Clerical Staff must begin a speed up in release of material, public speakers, flyers, brochures, etc.

Weekly news stories should be run giving the benefits of the referendum to the children, families, neighborhoods and for the good of the community.

TESTIMONIALS from prominent businessmen, civic leaders, industrialists and other citizens should be started during this period of time.

FINANCE COMMITTEE should keep an accurate accounting system and pay all bills promptly.

THIRD MONTH

PUBLICITY COMMITTEE has the greatest job to do this month. The Committee should use all of the endorsements of the referendum, use spot announcements on the radio, public forum discussions, parades and street banners.

Committee should prepare NEW leaflets, flyers and bulletins to distribute them the last week before the election.

SPEAKERS BUREAU should try to make appearance before every group and organization in the City or County telling the need for a recreation program, facilities, proper financing and personnel.

ELECTION DAY COMMITTEE should make known the correct telephone number to call for transportation to the poles; Telephone Committee particularly busy the last week of the election asking people to get out and vote.

It is important to have a qualified person available at all times during the election at campaign headquarters that can answer all questions that citizens may propose or seek answers.

Citizens Committee
For Recreation

Name of City
Date



To All Participants
City Recreation Program

Since you are an active participant in one of the many areas of our recreation program, you are aware of the tremendous contribution that public recreation makes to our City. Because of your fine participation, you may be of tremendous help to your community by supporting the upcoming recreation referendum.

We hope you and your family realize the importance of the recreation referendum on (date of election). The referendum on this day will determine whether the Recreation Department will have adequate financial resources and facilities to continue its well rounded program.

There are (list number) issues involved in the referendum. All of the issues in the referendum are important. (Continue to list and describe briefly what is asked for in the referendum.)

We believe the majority of our citizens will support the recreation referendum. As an active participant in the recreation program, well acquainted with the values of recreation, we would not only like to count on your "Yes" vote but to explain to your neighbors, friends, and fellow workers the importance of the referendum.

We are most thankful for your support in this worthwhile effort for our Community.

Signature of Recreation Director

Signature of Chairman
Citizens Committee for Recreation



Dear _____

The (name of town) Recreation Commission urgently needs the support and endorsement of all organizations - fraternal, civic, and religious in our city for the recreation referendum to be voted on by our citizens on (date of election).

Recreation is a vital part of our growing Community. It ranks high in the community essentials necessary to attract new business, industry and new citizens looking for a pleasant city in which to live.

The voting record of our City indicates that our citizens have continually supported referendums which mean progress and growth for our Community. We feel that if the issues of the recreation referendum are fully explained to our citizens, they will again support the referendum proposals. We have available speakers who will be glad to speak to your organization explaining every issue of the recreation referendum. This will give members of your organization an opportunity to ask any question they may have concerning the referendum. Arrangements can be made by calling the Mayor's office (list telephone number).

We hope your organization will adopt a resolution of endorsement for this referendum and that each member will agree to enthusiastically support the program.

Sincerely,

Mayor _____

City of _____

Chairman _____

Recreation Commission

MEMO



TO: Speakers for Recreation

You will find enclosed an outline you might find useful in presenting your talks on our recreation referendum. Under each main heading, a brief summary of the information has been listed. It is hoped that you will be able to adjust your talk to each specific group and to remain WITHIN the time specified. This by all means should be your talk. The attached information is simply an aid in preparing your OWN speech.

SOME SUGGESTIONS

1. Stress the importance of recreation to a well rounded individual and community.
2. Mention the date of the referendum often. Stress the importance of each person's vote.
3. Be prepared to answer all questions. Do so tactfully - remember all persons in your audience will not necessarily be for the referendum. Be specific in your answers.
4. Distinguish in your presentation the importance of all recreation, private, commercial and public but emphasize that PUBLIC recreation serves all the people, many who are unable to afford private or commercial recreation.

5. Mention briefly the reason for the referendum, how the funds will be spent and who will benefit from the passage of the referendum.
6. Be PERSUASIVE - let your audience know you are sold on the referendum and the benefits of a comprehensive recreation program.

SUGGESTED OUTLINE FOR SPEAKERS

Preface: Remember this person to person presentation by you may well determine whether the referendum wins or loses.

I. IMPORTANCE OF RECREATION

A. Scope

- (1) the individual - all age groupings
- (2) the community - all organizations

B. Purpose

- (1) Health - importance of play and exercise
- (2) Morals
- (3) Welfare - development of social goals for all ages.

C. Trends

- (1) Increase in Leisure - shorter work week
- (2) Extended life span - medical technology enables persons to live longer
- (3) Population explosion - estimated that by 1975 we will be producing 5 1/2 million babies.

D. Responsibility

- (1) Local government - Duty of elected officials to provide for all its citizens. Government is able to provide service more economically than private groups.



We The Children Of Your Community

ASK YOU TO VOTE YES FOR
THE RECREATION REFER-
ENDUM

Dear Mom and Dad:

We are too young to vote for the Recreation Referendum so won't you please register and vote for us. You may register at the Courthouse on (give dates citizens may register to vote).

The (funds or facilities) that are proposed in the referendum will be used only for the designated purposes. It will help provide us an opportunity to enjoy wholesome recreation. Won't you vote YES on (give date of election).

By your vote of YES for the Recreation Referendum, it will increase our opportunities for a better and safer place to live and play.

Gratefully,

ACKNOWLEDGMENTS

Portions of the source material for this publication were acquired from.....

Mr. Joe White, Director of Recreation
Winston Salem, North Carolina

and

The National Recreation and Park Association
8 West Eighth Street
New York 11, N. Y.

With sincere appreciation, the Georgia Recreation Commission acknowledges their contributions toward this effort.

Functions Of The State Recreation Commission

The Georgia Recreation Commission is an advisory agency of State government. It is the responsibility of the Commission to render consultive services, upon request, to the State's political subdivisions on matters relating to recreation.

The following are among the specific services offered to Georgia cities and counties:

1. To study and appraise recreation needs of the State and specific communities.
2. To cooperate in the promotion and organization of local recreation departments for counties and municipalities.
3. To advise local recreation departments in the planning and financing of their program.
4. To provide assistance in securing and improving local and state recreation legislation.
5. To assist cities and counties in obtaining qualified recreation leadership.
6. To serve as a clearing house for the exchange, publication, and dissemination of information regarding recreation programs, plans, and services.
7. To promote institutes and workshops on all phases of recreation.
8. To promote standards of recreation leadership, finance, areas and facilities, and programs.

Additional information and assistance may be obtained from:

The Georgia Recreation Commission

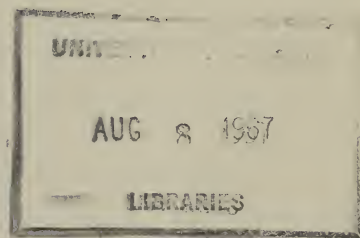
7 Hunter Street, S.W.
Atlanta, Georgia 30334
Telephone: 524-5550

Notes

Notes

Recommended

**STANDARDS FOR
RECREATION PERSONNEL
IN
GEORGIA**



No. 7

June 1966

GEORGIA RECREATION COMMISSION

7 Hunter Street, S. W.

Atlanta, Georgia 30334

GEORGIA RECREATION COMMISSION

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Executive Director

W. TOM MARTIN, JR.
Assistant to the Director

JAMES A. COLLEY
Assistant to the Director

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INTRODUCTION

The success of organized recreation programs depends more upon professionally qualified leadership than any other factor. Recreation LEADERS who possess the necessary educational training and experience form the very foundation of a program.

Communities desiring to establish programs of Recreation should endeavor to employ persons professionally trained in this profession.

This pamphlet sets forth the minimum recommendations in the selection of Recreation Personnel for communities in Georgia.

PERSONNEL CLASSIFICATION

DIRECTOR OF RECREATION

Chief Executive Officer in charge of a Recreation and Parks Department and its personnel. He is responsible for the administration of a comprehensive recreation program and equally responsible for the management of all public parks, playgrounds and other recreational facilities.

ASSISTANT DIRECTOR OF RECREATION

Executive Officer responsible for the general administration of the recreation program, supervision of the entire program as assistant to the Director of Recreation. He acts as Director in the absence of the Chief Executive Officer.

RECREATION PROGRAM DIRECTOR

The Recreation Program Director is directly responsible to the Director of Recreation for the organization, conduct, and supervision of city-wide recreational activities.

RECREATION SUPERVISOR—GENERAL

The General Recreation Supervisor is responsible for all recreation activities in a given area or division.

RECREATION SUPERVISOR—SPECIAL ACTIVITY

The Special Activity Recreation Supervisor is responsible for the planning, promotion and development of the programs of a specialized nature, example: music, arts and crafts, and camping.

COMMUNITY CENTER DIRECTOR

The Community Center Director is responsible for the administration of a single community center and its program. The community center area may include playgrounds or other facilities that would fall into the Recreation Department.

SUPERVISOR OF ATHLETICS

The Supervisor of Athletics initiates, organizes, and supervises a diversified program of athletics, sports and games on a community-wide basis appropriate for all age groups. The Supervisor is directly responsible to the Assistant Director or Recreation Program Director.

RECREATION LEADER—SPECIAL ACTIVITY

The Special Activity Recreation Leader is responsible for the organization and development of one or several closely related special activities at a community center or playground.

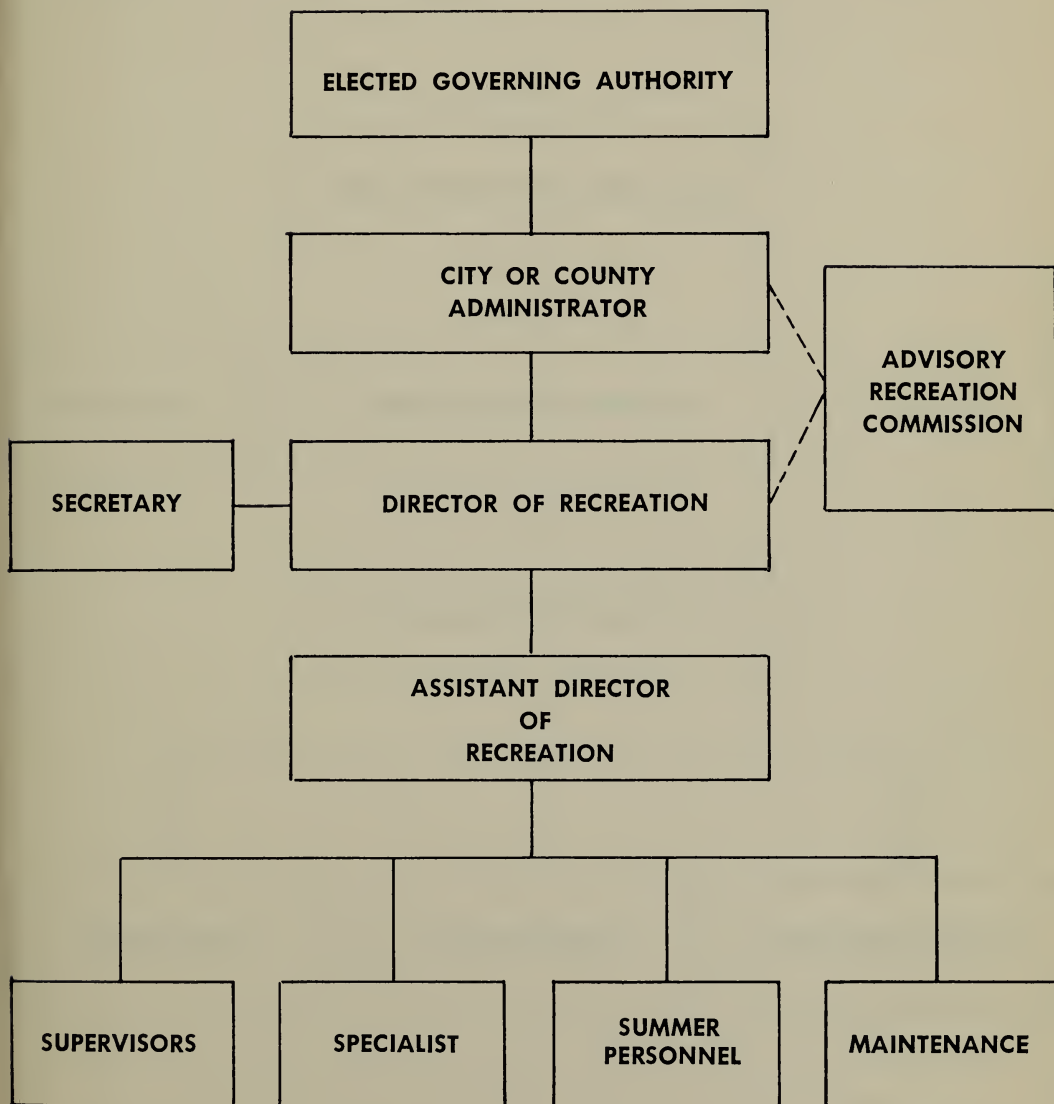
RECREATION INTERN

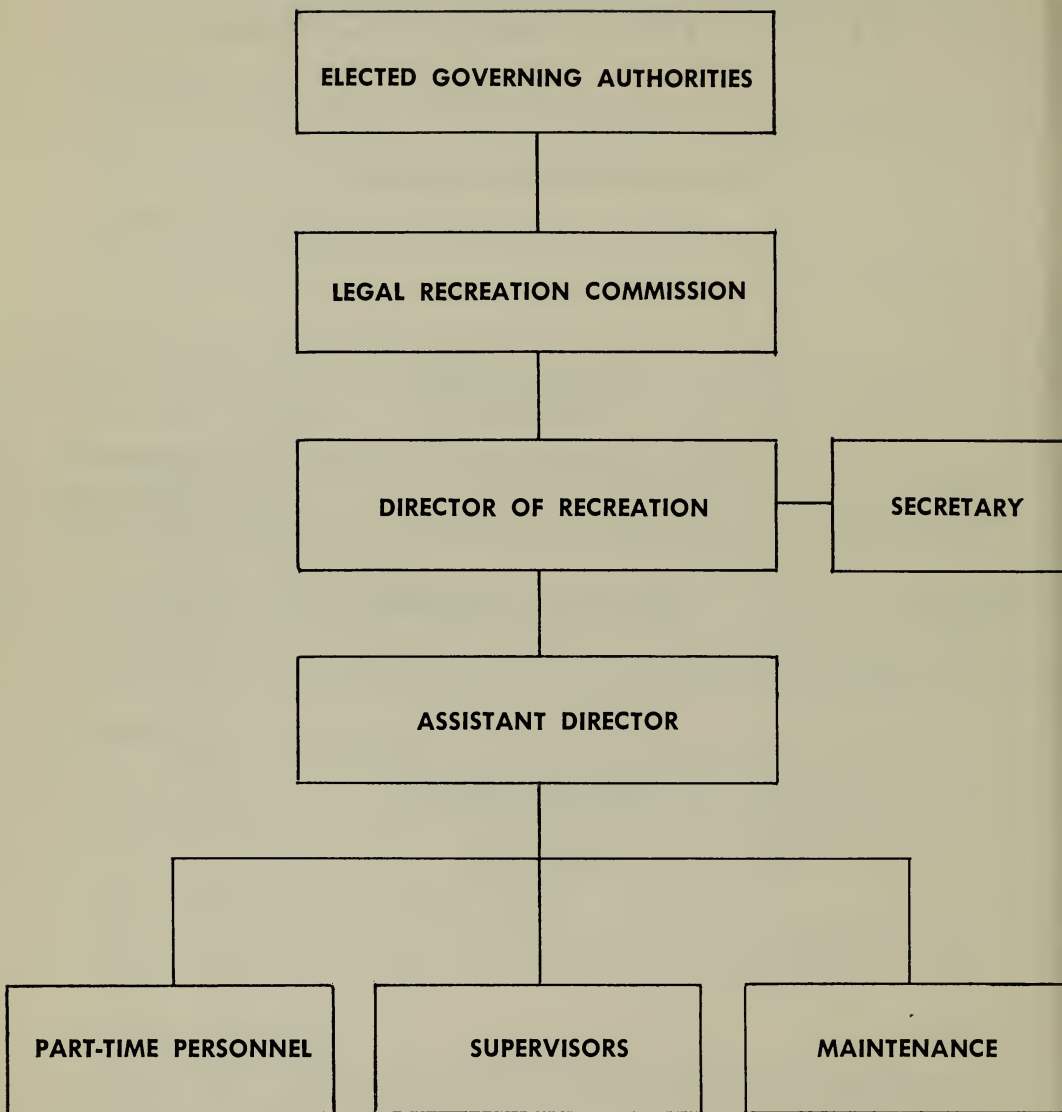
The Recreation Intern is responsible for various segments of the program as assigned by the Director on a rotated basis. This is a professional internship for graduates of recreation curricula.

STUDENT RECREATION LEADER

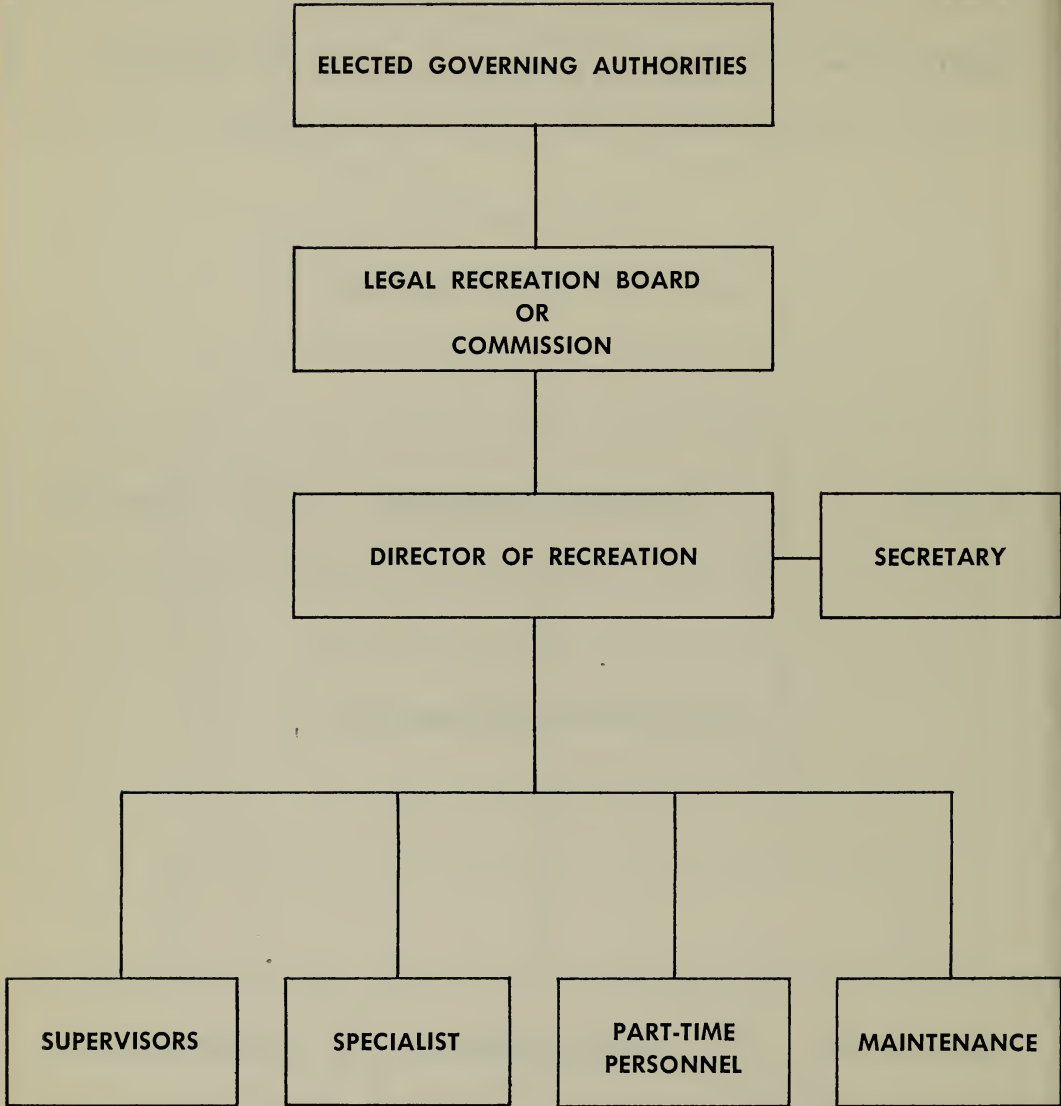
The student Recreation Leader oversees special events, free play activities and other recreation activities. This person is usually a high school student interested in working with people and who may be paid or on a volunteer basis.

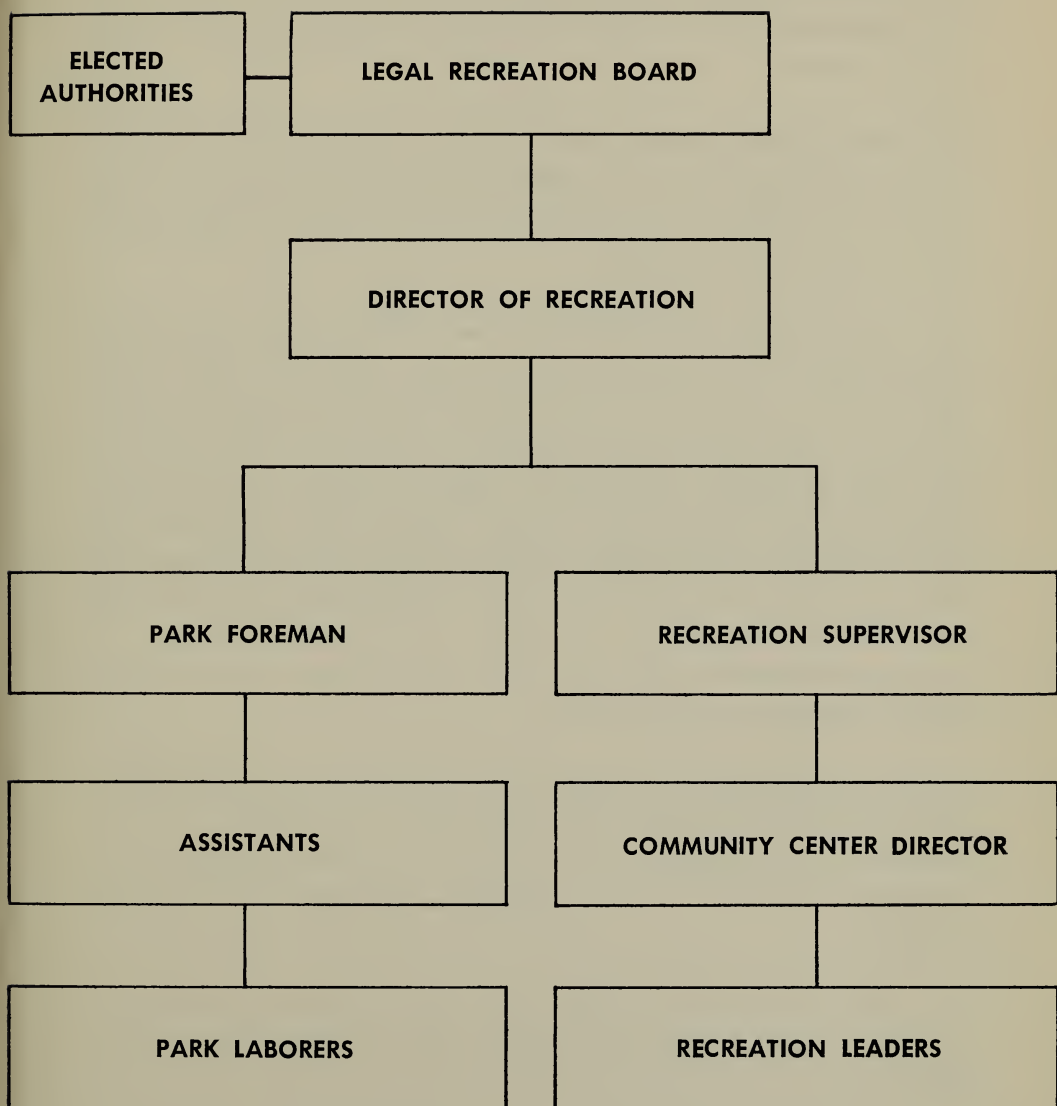
TYPES OF DEPARTMENTAL ORGANIZATIONS











THE IMPORTANCE OF QUALIFIED LEADERSHIP

Recreation is a highly specialized field. It requires traits of individuals which are not required by every profession. The scope of recreation in a community makes it very vital that every recreation department employee be properly qualified for their respective positions.

A recreation department without qualified leadership is like a classroom without a teacher, a car without a driver. Qualified leadership is the very mortar that holds the department together, motivates each employee and makes the department a functional part of the community.

Let's examine briefly the ingredients that are necessary for leadership positions in recreation. Basic to the individual's leadership ability would be the proper educational training for his position. This requirement may range from a college graduate to a high school graduate depending upon the position which the individual holds. It is generally agreed that the higher the position, the more formal educational training and experience is required. There are other ingredients which must be combined with educational training in order for qualified leadership to emerge. An individual must have *energy, or drive, intelligence, ability to work with people, ability to communicate with the public and enjoyment in a leadership role*. Combine these ingredients together with a love of his profession and you will have qualified leadership for your department.

The Recreation Department is no different from other departments of local government. Each requires competent, qualified leadership if the department is to serve the citizens of the community. To accept or place in responsible positions persons unqualified for professional recreation leadership is only false economy for local government.

Today more than ever before our cities and counties of Georgia are relying upon professionally qualified leadership to guide the destiny of the recreation departments.

Qualified leadership makes the difference.

STAFF QUALIFICATIONS

DIRECTOR OF RECREATION

Chief Executive Officer in charge of a Recreation and Parks Department and its personnel. He is responsible for the administration of a comprehensive recreation program and equally responsible for the management of all public parks, playgrounds and other recreational facilities.

QUALIFICATIONS: Equivalent of graduation from four year college of recognized standing, with Bachelor degree in recreation leadership with supervised field work, or Master degree in recreation administration. Course in public administration and finance, city planning and personnel management are very valuable. Not only the subjects studied, but the attitudes, interests, and capabilities developed by the applicant in the course of his studies and in his experience should be given weight. Courses in recreation activities, the nature and significance of recreation, and the conduct of recreation programs, as well as participation in extra-curricular activities, afford valuable training. Study on the graduate level is highly desirable and is especially valuable if taken after a period of practical work in the recreation field. Some of the special qualifications needed are: Thorough knowledge of the philosophy of recreation; appreciation of the activities which make up the community recreation program; ability to administer efficiently the areas and facilities comprising a recreation system; capacity for cooperating with and interpreting recreation to city authorities, civic clubs, private agencies, and the public; understanding of the problems of the community in respect to recreation; ability to enlist the best efforts of a staff of employees; other qualities which characterize the promoter, organizer and executive. The Director should have previous experience on a supervisory recreation level for three years or more.

DUTIES:

- a. Assist and advise the governing authority on formulation of policies and basic procedures.
- b. Execute and interpret policies, rules and regulations of the governing authority.
- c. Plan, promote, organize, supervise, develop, and direct program services and operations.
- d. Plan for and manage areas and facilities.
- e. Select, supervise, and direct training of staff.
- f. Prepare budgets, supervise expenditure of funds, and be responsible for accurate accounting of funds.
- g. Present to the governing authority the need for funds.
- h. Determine community recreation needs and interpret them to the community.
 - i. Develop a program of public relations, publicity and cooperation with other agencies.
 - j. Maintain adequate reports and records.
- k. Initiate and supervise safety measures on all activities.
- l. Do related work as requested by governing authorities.

ASSISTANT DIRECTOR OF RECREATION

Executive Officer responsible for the general administration of the recreation program, supervision of the entire program as assistant to the Director of Recreation. He acts as Director in the absence of the Director of Recreation.

QUALIFICATIONS: Equivalent of graduation from four year college of recognized standing, with Bachelor degree in recreation leadership with supervised field work. Courses in public administration and finance, city planning and personnel management are very valuable. Not only the subjects studied, but the attitudes, interests, and capabilities developed by the applicant in the course of his studies and in his subsequent experience should be given weight. Courses in recreation activities, the nature and significance of recreation, and the conduct of recreation programs, as well as participation in extra-curricular activities, afford valuable training. Study on graduate level is highly desirable and is especially valuable if taken after a period of practical work in the recreation field. Some of the special qualifications needed are: Thorough knowledge of the philosophy of recreation; appreciation of the activities which make up the community recreation program; ability to administer efficiently the areas and facilities comprising a recreation system; capacity for cooperating with and interpreting recreation to city authorities, civic clubs, private agencies, and the public; understanding of the problems of the community in respect to recreation; ability to enlist the best efforts of a staff of employees; other qualities which characterize the promoter, organizer, and executive. The Assistant Director should have previously served in a supervisory capacity for two or more years.

DUTIES:

- a. Assist the Director of Recreation in execution of policies and basic procedures.
- b. Plan, promote, organize and supervise recreation program and services of the Recreation Department.
- c. Plan for and manage areas and facilities under the direction of the Director of Recreation.
- d. Supervise and direct training of staff upon direction of the Director of Recreation.
- e. Assist in determination of community needs in recreation.
- f. Interpret the recreation program to the community through speeches, films, brochures, etc.
- g. Maintain adequate reports and records.
- h. Supervise safety measures on all activities.
- i. Assist the Director in preparation of the departmental budget.
- j. Assume the Directorship in the absence of the Director of the Department.
- k. Do related work as required by the Director of Recreation.

RECREATION PROGRAM DIRECTOR

The Recreation Program Director is directly responsible to the Director of Recreation for the organization, conduct, and supervision of city-wide recreational activities.

QUALIFICATIONS: Equivalent of graduation from four year college with a Bachelor degree in recreation leadership, or equivalent, with courses in recreation theory and practice, adult education, sociology, psychology, educational methods, and in athletics, music, arts and crafts, nature, dancing, dramatics and club organization. Some of the special qualifications include: Skill in and appreciation of all activities in a well-balanced, diversified program; a practical knowledge of the organization of leagues, tournaments, exhibits, demonstrations, and entertainments; skills in at least three of the following types of activities—athletics, dramatics, story telling, low organized games, social recreation, informal discussion, nature study, folk dancing, music, handicraft, ability to work intelligently with parents and with neighborhood leaders; ability to secure effective use of staff, and to select, train, and use volunteer leaders to assist with phases of the recreation program; a knowledge of first aid to the injured; must be a good mixer, kind, and of a sociable disposition, imbued with the spirit of sportsmanship, familiar with the needs, capacities, and interests of groups and individuals, and capable of working effectively with children, young people, and adults. The minimum age should be 21 years with at least two years' experience as an assistant playground or center director, recreation leader, specialist, teacher or worker in a closely allied field. However, some outstanding recreation graduates who have extensive part-time (summer) experience could capably handle the job.

DUTIES:

- a. Directly responsible to the Director of Recreation for the organization, promotion, conduct and supervision of the arts and crafts activities, athletic program, social activities for teenagers, and the municipal swimming pool.
- b. Plan a diversified, attractive program of activities.
- c. Develop cooperative working relationships and assign duties to members of staff and supervise their work.
- d. Enlist, train, and supervise volunteer leaders.
- e. Collect fees, prepare budget estimates, maintain and submit financial, time, and service records.
- f. Establish helpful relationships with families and agencies in the neighborhood.
- g. Study the neighborhoods served by the Department and work cooperatively with neighborhood groups and agencies in developing the program.
- h. Perform routine administrative tasks as directed.
- i. Do related work as required.

SUPERVISOR OF ATHLETICS

The Supervisor of Athletics plans, initiates, organizes, and supervises a diversified program of athletics, sports and games on a basis appropriate for all age groups. The Supervisor is directly responsible to the Assistant Director or Recreation Program Director.

QUALIFICATIONS: Equivalent of graduation from four year college of recognized standing, with Bachelor degree in recreation or physical education. In some cases when the individual has outstanding qualities, it is reasonable to assume that experience may be substituted for education. It is essential that this person have an extensive background in athletics including organization, supervision, and officiating. The minimum age recommended for this position is 21.

DUTIES:

- a. Plans, initiates, organizes and supervises a diversified program of athletics, sports and games on a basis appropriate for all age groups.
- b. Serves as a consultant to the Director of Recreation in the area of athletics. Represents the Department in matters involving sports and athletics.
- c. Coordinates all athletic functions of the Department in relationship to individuals, teams and leagues. Works with proper team and league officials in the organization of rules and regulations for program, schedules and relates action for specific programs.
- d. Supervises, trains and advises volunteer personnel in performing their specific athletic functions of the Department's programs. Recruits, trains and recommends placement of volunteer personnel in athletic program.
- e. Selects and trains necessary officials, scorers and leaders for the athletic programs.
- f. Consults with the Director and Recreation Program Director on the proper place of sports and athletics in relation to the total recreation program.
- g. Recommends the purchase of proper supplies and equipment for the athletic program of the Department.
- h. Responsible for proper maintenance of areas necessary for the operation of a well-rounded athletic program.
- i. Maintains a complete record system of activities conducted, participation, results of league contests and recommendations for change or expansion of various programs.
- j. Prepares budget estimates and work program for the sports and athletic program.
- k. Do related work as required.

RECREATION SUPERVISOR—GENERAL

The General Recreation Supervisor is responsible for all recreation activities in a given area or division.

QUALIFICATIONS: Equivalent of graduation from a four year college with a Bachelor degree in recreation, physical education or in a closely allied field. Supervisor should possess considerable knowledge and skills in working with teenagers and adults. Administrative ability is highly desirable.

In some cases it is reasonable to assume that due to the salary range, persons with less education and experience may have to be employed in this position. In the event this occurs the Commission strongly recommends immediate in-service training for this individual.

DUTIES:

- a. Assigns schedules and supervises the general work of all recreation personnel in an assigned area.
- b. Inspects and evaluates the adequacy of recreation programs for citizens of all age levels.
- c. Prepares news articles and performs other public relations functions.
- d. Makes recommendations for budget allocations and repairs of assigned areas and facilities.
- e. Participates in developing training programs for recreation personnel.
- f. Conducts regular staff meetings for assigned areas and facilities.
- g. Do task as assigned by the Director of Recreation or Assistant Director.

RECREATION SUPERVISOR—SPECIAL ACTIVITY

The Special Activity Supervisor is responsible for the planning, promotion, and development of the programs of a specialized nature.

QUALIFICATIONS: Equivalent of graduation from a recognized four year college with a degree in recreation or related field is highly desirable. Supervisor should possess ability to plan, organize, and conduct a wide range of special activities such as arts and crafts, music, drama, ability to train and supervise others, highly skilled in a variety of activities, knowledge of the basic philosophy of recreation and individual and group behavior.

DUTIES:

- a. Plans, organizes, schedules and conducts special activities.
- b. Visits playgrounds and centers to conduct or supervise specialized activities.
- c. Interpret the need of specialized activities to staff and general public.
- d. Stimulate interest in special activities by all age levels.
- e. Maintains special facilities for conduct of special activities.
- f. General administrative functions.
- g. Do work as assigned by Director of Recreation or Assistant Director.

COMMUNITY CENTER DIRECTOR

The Community Center Director is responsible for the administration of a single community center and its programs.

QUALIFICATIONS: Equivalent of graduation from a four year college with a Bachelor degree in recreation leadership, or equivalent, with courses in recreation theory and practice, adult education, sociology, psychology, educational methods, and in athletics, music, arts and crafts, nature, dancing, dramatics and club organization. Some of the special qualifications include: Skill in and appreciation of all activities conducted at a recreation center to develop a well-balanced diversified program; a practical knowledge of the organization of leagues, tournaments, exhibits, demonstrations, and entertainments; ability to work intelligently with parents and with neighborhood leaders; ability to secure effective use of staff, and to select, train, and use volunteer leaders to assist with phases of the center program; a knowledge of first aid to the injured; must be a good mixer, kind, and of a sociable disposition, imbued with the spirit of sportsmanship, and capable of working effectively with children, young people, and adults. The minimum age should be 21 years with at least one year's experience as an assistant playground or center director, recreation leader, specialist, teacher or worker in a closely allied field. However, an outstanding recreation graduate who has extensive part-time (summer) experience could capably handle the job.

DUTIES:

- a. In full charge of the operation of the community center, including program, personnel, administration, maintenance of facilities, and neighborhood relationships.
- b. Care for the recreational interests and needs of the people of the area served by the center.
- c. Plan a diversified, attractive program of activities.
- d. Demonstrate, teach, and lead recreation activities in the center .
- e. Develop cooperative working relationships and assign duties to members of staff and supervise their work.
- f. Enlist, train, and supervise volunteer leaders.
- g. Assure proper maintenance of the center and see that structures, areas, and equipment are always in safe condition.
- h. Collect fees, prepare budget estimates, maintain and submit financial, time, and service records.
- i. Establish helpful relationships with families and agencies in the neighborhood.
- j. Study the neighborhood served by the center and work cooperatively with neighborhood groups and agencies in developing the center program.
- k. Perform routine administrative tasks as directed.

SECRETARY

The Secretary does general office work including: typing, taking and transcribing letters, maintaining office files, and acting as receptionist.

QUALIFICATIONS: Considerable knowledge of: good English usage, spelling, punctuation and grammar; and of modern office practice and procedures. Considerable ability to perform clerical tasks. Ability: to take shorthand involving unusual and technical terms at a rate of eighty words per minute and to transcribe the notes at a rate of thirty-five words per minute; to type from plain copy at a rate of forty-five words per minute; to make clean and correct copies from corrected manuscripts; and to set up and type tabular matter neatly and clearly.

Graduation from an accredited senior high school, included or supplemented by a course in stenography. Must be able to work well with people and have a pleasant telephone voice.

EXAMPLES OF WORK:

1. Take and transcribe dictation of letters, reports, and statistical information.
2. Compose and type letters for review and signature from written, oral, or occasionally marginal instructions.
3. Draw and cut stencils pertaining to information to be sent to City Commission, City Manager, and Recreation Board. (Examples: Minutes of Recreation Board meetings, meeting agendas, news memos outlining problems, etc., in an effort to keep the proper authorities informed). Other stencils would include league by-laws, schedules of league play, weekly schedules and fees for special courses, news items for newspapers and radio stations.
4. Act as receptionist making referrals and appointments upon personal or telephone request.
5. Receive fees for courses, register participants for classes such as swimming, crafts, ceramics, dance, etc.
6. Type purchase orders.
7. Maintain office files, occasionally those of a confidential nature.
8. Stay informed on all phases of the program including fees, policies, schedules, rained out games, classes, hours of operation, etc., in order that telephone and face to face inquiries may be satisfied immediately.
9. Do related work as required.

FUNCTIONS OF THE STATE RECREATION COMMISSION

The Georgia Recreation Commission is an advisory agency of State government. It is the responsibility of the Commission to render consultive services, upon request, to the State's political subdivisions on matters relating to recreation. The following are among the specific services offered to Georgia cities and counties:

1. To study and appraise recreation needs of the State and specific communities.
2. To cooperate in the promotion and organization of local recreation departments for counties and municipalities.
3. To advise local recreation departments in the planning and financing of their program.
4. To provide assistance in securing and improving local and State recreation legislation.
5. To assist cities and counties in obtaining qualified recreation leadership.
6. To serve as a clearing house for the exchange, publication, and dissemination of information regarding recreation programs, plans, and services.
7. To promote institutes and workshops on all phases of recreation.
8. To promote standards of recreation leadership, finance, areas and facilities, and programs.

Additional information and assistance may be obtained from:

THE GEORGIA RECREATION COMMISSION

7 Hunter Street, S.W.

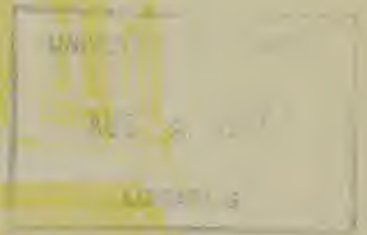
Atlanta, Georgia 30334

Telephone: 524-5550



21121
P.O. 1

Constructing A Community Recreation Building: A Checklist



No. 8

June, 1966

THE GEORGIA RECREATION COMMISSION

7 Hunter Street, S.W.

Atlanta, Georgia 30334

FOREWORD

Planning a functional community recreation building that will serve a variety of age groups and activity interests simultaneously is necessary in justifying the expenditure of public funds for recreation.

From time to time and for many different reasons recreation buildings are designed and constructed with many mistakes which limit its practical recreational use. A good portion of these really simple mistakes are made over and over again because the buildings are designed by architects whose experience in recreation planning is limited.

It is readily agreed that to avoid most of the mistakes which have been made by others, a professional recreation planner or architect should be called in to do the job. He has the past experience to know what the little details are in recreation design. This, however, for financial or other reasons, cannot always be done.

This check list has been prepared as a guide in the construction of recreation buildings where recreation designers cannot be retained. It should not, however, be mistaken as a replacement for the trained architect.

INTRODUCTION

The purpose of this publication is to acquaint recreation officials, architects and others concerned with planning and constructing community recreation buildings with those factors deemed essential by recreation leaders and maintenance men who will operate the facilities, as well as patrons.

Space has been made available opposite each checkpoint whereby the book can be put to practical use. The recreation director and architect, separately or together, can go through these points one by one and check the appropriate answer such as: yes, no, proposed, omitted, etc.

Recreation officials should keep in mind that in order to make certain these mistakes are eliminated in their new building, these things should be incorporated in the specifications by the architect.

THE COMMUNITY RECREATION BUILDING

FUNCTION:

The Community Recreation Building serves to provide the facilities necessary to serve the recreation needs of the community. Idealistically, the building will be combined with a playground or park and other facilities such as a swimming pool, ice rink, etc. depending upon the area and the people served.

DEVELOPMENT:

The size and type of Recreation building should reflect the intensity of use resulting from varying degrees of population density and the size of the area served.

Relationship to school and other recreation facilities should be considered.

Functional design will greatly facilitate maintenance and supervision of the center building.

OPERATIONAL AREAS IN THE CENTER BUILDING:

1. Office
2. Staff Office
3. Maintenance Workshop and Staff Room
4. Heating Plant
5. Equipment Issue Office
6. Gym Office
7. Gymnasium
8. First Aid Room
9. Gymnastics and Apparatus Room
10. Locker and Shower Rooms
11. Auditorium and Stage
12. Arts and Crafts Room
13. Ceramics Workshop
14. Woodshop

15. Kitchenette
16. Dance Studio
17. Game Room
18. Meeting and Club Rooms
19. Television Room
20. Library and Reading Room
21. Science Room
22. Photography Dark Room
23. Nature Room
24. Pre-School Room
25. Rhythms Room

NOTE: Not all of these rooms will be found in a center and some centers may include rooms not listed above.

CHECKLIST

I. General Design Requirements

1. Attractive, colorful, design exterior and interior. _____
2. Clear definition of operating areas and rooms labeled. _____
3. Facilitates circulation. _____
4. Entrances adequate for any occasion and easily accessible. _____
5. Provision for closing and locking sections not in use. _____
6. Avoid use of excessive steps. _____
7. Safety features incorporated. _____
8. Heating and ventilation provides proper thermal and atmospheric conditions. _____
9. Rooms adequately lighted and free from shadows. _____
10. Light colors used in rooms. _____
11. Corners below door height rounded. _____

12. No projections into traffic or game area. -----
13. Double stairways avoided. -----
14. Steel kick plates on all doors. -----
15. Nonskid and easily maintained materials and
for flooring and colors that do not show dirt.
(unglazed tile) -----
16. Windows above ground level and not too high
to clean. -----
17. Drinking fountains located in protected areas
at convenient places and secured to wall. -----
18. All finished surfaces easily cleaned. -----
19. Joints well-fitted and moisture resistant. -----
20. Gutters and downspouts located to get water
off roof and away from the building. -----
21. Heavy stops on free swinging doors. -----
22. Some rooms without windows in doors. -----
23. Provisions for books and coats. -----

II. Electric

A. Interior

1. Adequate wall outlets. -----
2. Master controls located in office. -----
3. Thermostat control in office with guard, when
in rooms not for public use. -----
4. Light switches operated by key or in panel
boxes. -----
5. Lights installed flush with ceiling and pro-
tected in gym. -----
6. Clocks installed flush with wall. -----
7. Adequate outlets for kilns, power equipment,
electric scoreboard, public address, movie pro-
jectors, cleaning equipment and phone service. -----
8. Wiring sizes large enough to carry anticipated
load. -----

9. Auxiliary service wiring segregated.
10. Wiring diagrams coded and recorded.

B. Exterior

1. Adequate vandal proof vandal lighting.
2. Field lighting controllable from inside building.
3. Waterproof wall outlets.
4. Aluminum light standards.
5. Moisture proof lighting units.

III. Plumbing

1. Hot and cold water provided.
2. Adequate pressure and supply.
3. Heavy duty fixtures in public restrooms.
4. Push type handles for sinks and showers.
5. Steel porcelain covered fixtures.
6. Pipes concealed where possible.
7. Deep sinks provided for mop cleaning.
8. Adequate drains provided.
9. Exterior water outlets.
10. Adequate drinking fountains.
11. Hot water in rest rooms so they can be washed down.
12. Toilet paper dispensers recessed.
13. Clay tile drain joints protected against root penetration.
14. Non-corroding floor drains.
15. Toilet room fixtures properly anchored.
16. Cut-off valves easily accessible.

IV. Supervision

1. Building entrance, lobby, and playground area easily observed from office.

2. Rooms open off central corridor or lobby. -----
3. Sections of building not in use easily closed and
locked from rest of building. -----
4. Adequate lighting. -----
5. To prevent loitering — no hiding places — no
natural sitting places — niches, etc. -----
6. Public telephones should be in places where
they can be supervised. (Not in Lobby). Height
low enough for small children to use. -----

V. Storage Areas

1. Large central storage space for supplies. -----
2. Space for heavy supplies and equipment. -----
3. Space for off season athletic equipment and
supplies. -----
4. Storage rooms well ventilated. -----
5. Maintenance closets with sink on each level. -----
6. Adequate storage space in each room. -----
7. Overhead storage racks, hooks and shelves. -----

VI. Lobby and Corridors

1. Attractive and well lighted. -----
2. Facilitate efficient traffic flow. -----
3. Bulletin Board. -----
4. Enclosed show cases with locks. -----
5. Drinking fountain. -----
6. No places to sit or loiter. -----
7. Floor material easily cleaned and color that
doesn't show dirt. -----

VII. Office

1. Affords good view of entrance, hall and play
area. -----
2. Attractive and well lighted. -----

3. Large enough for staff conferences. _____
4. Sufficient storage space. _____
5. Soundproof. _____

VIII. Staff Room

1. Provides privacy for staff. _____
2. Staff locker rooms adjacent equip with showers, toilets, and lockers for the staff — separate for men and women. _____
3. Desks and file cabinets available. _____

IX. Maintenance Staff Room and Workshop

1. Shower, toilet and lockers provided. _____
2. Storage space for supplies. _____
3. Adequate equipment and work benches. _____
4. Located away from main traffic areas. _____

X. Equipment Issue Office — Summer

1. Exterior opening facing playground area. _____
2. Storage racks and hooks. _____
3. Easily closed off from the rest of the building. _____

XI. Gym Office

1. Affords good view of gym and gym entrance. _____
2. Storage space for equipment. _____
3. Adjacent toilet, shower, and locker facilities for staff. _____

XII. First Aid Room

1. Toilet and lavatory facilities with hot and cold water. _____
2. Electric outlets. _____
3. Ample door space for passage of stretcher. _____
4. Adjacent to dressing rooms. _____

XIII. Gymnasium

1. Designed for multipurpose use with volleyball, badminton, and other appropriate markings on the floor. -----
2. Lines for cross court basketball. -----
3. Padding at ends of basketball court. -----
4. Floors with non-slip finish. -----
5. Locks in floor for volleyball and badminton standards. -----
6. Walls made of poreous material to absorb sound, above 8 feet, with glazed tile below. -----
7. Ceiling at least 22' preferred 24' high. -----
8. No "dust catching" girders. -----
9. Wall material — non-abrasive, resident to hard use and sound absorbing. 8 feet high and covered. -----
10. Separate thermostat and ventilation system for gymnasium. -----
11. Unbreakable light fixtures — enable easy bulb replacement. -----
12. Windows — very high if used and provided with shades for darkening or to keep out sun. -----
13. Partition to separate gym. -----
14. Folding stands. -----
15. Separate entrances to locker rooms. -----
16. Rest rooms if available located at end of gym opposite entrance. -----
17. Basketball goals firmly attached to backboards. -----
18. Ceiling good substantial surface. -----

XIV. Gymnastic and Apparatus Room

1. Ceiling height 22'. -----
2. Minimum size 50' x 80'. -----

3. Rings and ropes available. -----
4. Hooks for mat storage. (preferably mat cut) -----
5. Storage space for equipment. -----
6. Platform for weights. -----

XV. Locker and Shower Rooms

1. Floors of non-slip material impervious to moisture and sloped to drains. -----
2. Lockers raised 8" off the floor and firmly secured. -----
3. Individual dressing stalls in girls locker room. -----
4. Benches in dressing rooms. -----
5. Mirrors in dressing rooms. -----
6. Frosted glass used in windows. -----
7. Ventilation provided and steam exhaust in shower area. -----
8. Shower fixtures of push or pull type. -----
9. Different height showers provided. -----
10. Soap dishes recessed in wall. -----
11. Lavatory fixtures not under windows. -----
12. Locks on doors. -----

XVI. Auditorium and Stage

1. Designed to serve as a multipurpose room. -----
2. Windows placed high and provided with black-out curtains or shades. -----
3. Designed for good acoustics. -----
4. Electrical outlets for movie projectors and other electrical equipment. -----
6. Dimmers for stage lighting. -----
7. Cover for footlights when not in use. -----
8. Storage space for chairs under stage. -----

9. Stage curtains made of material easily cleaned and fireproof. -----
10. Dressing rooms located off stage with mirrors and lavatory facilities. -----

XVII. Arts and Crafts Room

1. Floors and walls easily cleaned. -----
2. Formica or similar tops on all work areas. -----
3. Deep sinks provided at two heights for children and adults. -----
4. Sufficient storage space. -----
5. Bulletin boards and blackboards. -----
6. Display shelves or cases. -----

XVIII. Ceramics Workshop

1. High voltage outlets for kilns. -----
2. Deep sinks. -----
3. Formica tops on all working areas. -----
4. Floors and walls easily cleaned. -----
5. Ventilation system. -----
6. Storage lockers. -----
7. Drying shelves. -----
8. Display case. -----

XIX. Woodshop

1. Adequate electrical outlets. -----
2. Work benches secured to floor. -----
3. Power equipment placed away from areas of heavy traffic flow and work benches. Safety lines painted. -----
4. Deep sink. -----
5. Exhaust fan. -----
6. Drying room or drying racks. -----

7. Storage space for equipment and supplies. -----
8. Bulletin board. -----

XX. Kitchenette

1. Exhaust fan. -----
2. Serving counter. -----
3. Equipment — sink, stove, refrigerator, coffee maker, electrical outlets and shelves or cabinets to store equipment. -----
4. Adjacent to meeting rooms with doors leading to these rooms. -----

XXI. Dance Studio

1. Full length mirrors. -----
2. Exercise bars — two heights. -----
3. Dressing rooms available. -----

XXII. Game Room

1. Sound absorbing material for walls and ceiling. -----
2. Lights recessed with unbreakable covers. -----
3. Game lines drawn in the floor — floor of color which won't show dirt. -----
4. Bulletin boards. -----
5. Benches attached to walls. -----
6. Adjacent storage space for equipment. -----
7. Clothes rack or hooks and place for books. -----
8. Separate areas for quiet games. -----
9. Equipment storage provided with lock. -----

XXIII. Meeting and Club Rooms

1. Large room or rooms with partitions to make smaller rooms — designed so they can be locked, closed, or opened. -----

2. Bulletin boards and blackboards. _____
3. Cabinets with locks. _____
4. Electrical outlets. _____

XXIV. Rest Rooms

1. Adequate ventilation. _____
2. Frosted glass with wire or glass brick windows. _____
3. Small but functional to avoid them becoming a hangout. _____
4. Locks on all doors. _____
5. Located close to gym and auditorium. _____
6. Easily supervised location. _____
7. Sanitary napkin dispenser and disposal. _____
8. Mirror not over wall basin. _____
9. Toilet stalls built to ceiling. _____

XXV. Furnace Room

1. Located away from heavily used area.
2. Locks on doors. _____
3. Furnaces and boilers located to provide access for cleaning, repairing and replacing. _____
4. Fire doors. _____
5. Adequate clearance and drainage in heating pipes. _____
6. Heat lines easily replaced. _____
7. Allowance for expansion. _____

XXVI. Building Materials

1. Surface materials giving pleasing appearance easily maintained and durable.
2. Washable surface.
3. Shock resistant, glass or plastic used.



4. Use of stainless steel or aluminum to reduce maintenance. -----
5. Building hardware durable and easily maintained. -----

BRIEF SYNOPSIS OF AREAS IN THE COMMUNITY RECREATION BUILDING

1. Main Office—minimum 120 sq. ft. with equipment storage space.
2. Staff Office—80 sq. ft. should be furnished for each staff member—dressing and shower facilities located adjacent.
3. Maintenance Workshop and Staff Room—minimum 150 sq. ft. with equipment—can be closed off from the rest of the building—outside entrance.
4. Equipment Issue Office—primarily for summer use in issuing equipment can be closed off from the rest of the building—outside entrance.
5. Gym Office—minimum 120 sq. ft. with equipment storage space—affords observation of gym and gym entrance.
6. First Aid Room—located close to gym and playground area—contain lavatory—entrance large enough to permit movement of stretcher in and out.
7. Gymnasium—Designed for multi-purpose use with a clear basketball space of 100' x 66' x 8' safety space on sides and ends of courts. Floor markings for three volleyball 60' x 30' and six badminton 20' x 44' courts. Ceiling minimum of 22'—preferably 24'.
8. Gymnastics and Apparatus Room—Minimum size 50' x 80' with ceiling height of 22' to accommodate rings and standard 20' climbing rope. Located adjacent to gym.
9. Locker and Shower Rooms—Located adjacent to gym. Shower, toilet, lavatory, locker and dressing facilities included.
10. Auditorium and Stage—Medium sized room designed for multi-purpose use. Located away from the gym. Accoustics the major factor in design.
11. Arts and Crafts Room—Deep sinks installed at different heights for both adults and children. Construction materials easily cleaned by washing.

12. Ceramics Workshop—Located away from main traffic areas, equipment to include kilns, potters wheels, work tables, drying shelves, deep sinks, and storage lockers.
13. Woodshop—Designed to serve all ages in wood and metal projects. Power—equipment safety consideration prime factor in room arrangement.
14. Kitchenette—Area for social functions. Includes: serving counter, sink, stove, refrigerator, coffee maker, electrical outlets and shelves or cabinet storage place. May be placed in rear of auditorium or a meeting room with a partition to enclose it when not in use.
15. Dance Studio—Minimum 50' x 80' with ballet bars and full length mirrors.
16. Game Room—Serves as a center of activity in the building. Room should be designed acoustically to keep noise at a minimum. An area should be set aside in this room or a separate room provided for quiet games.
17. Meeting and club rooms—Rooms designed to serve many activities. One larger room may be provided with partitions to make two or three smaller rooms.
18. TV Room—Library and reading room—Science room—Photography dark room—Nature room—Rhythm room and Pre-school room if included should be especially designed to serve that particular activity.

NOTE: The majority of buildings will not include all of the above facilities. In many cases a few rooms may be designed to combine many of the activities listed as being conducted in separate rooms above.

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FUNCTIONS OF THE STATE RECREATION COMMISSION

The Georgia Recreation Commission is an advisory agency of State government. It is the responsibility of the Commission to render consulting services, upon request, to the State's political subdivisions on matters relating to recreation.

The following are among the specific services offered to Georgia cities and counties:

1. To study and appraise recreation needs of the State and specific communities.
2. To cooperate in the promotion and organization of local recreation departments for counties and municipalities.
3. To advise local recreation departments in the planning and financing of their program.
4. To provide assistance in securing and improving local and state recreation legislation.
5. To assist cities and counties in obtaining qualified recreation leadership.
6. To serve as a clearing house for the exchange, publication, and dissemination of information regarding recreation programs, plans, and services.
7. To promote institutes and workshops on all phases of recreation.
8. To promote standards of recreation leadership, finance, areas and facilities, and programs.

Additional information and assistance may be obtained from:

THE GEORGIA RECREATION COMMISSION

7 Hunter Street, S.W.
Atlanta, Georgia 30334
Telephone: 524-5550

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