



City of
Dayton, Ohio

Michael P. Alexinas, Superintendent
Recreation and Parks

February 6, 1989

Joe Neer
2281 Bushwick Drive
Dayton, Ohio 45439

Dear Mr. Neer,

I am writing to inform you of two recent City of Dayton Policy changes that may affect activities at the Michael Solomon Pavillion. These two policies, which I am enclosing, deal with smoking and drinking alcoholic beverages.

First, smoking will no longer be permitted at all at Michael Solomon Pavillion. Although the policy calls for some discretion, we consider all of the Pavillion shared space and therefore smoking is prohibited.

Second, In order to serve or sell alcoholic beverages inside the Solomon Pavillion three conditions, which are outlined in the attachment, must be met. Requests will be evaluated as they are presented to the Division of Recreation and Parks.

I hope this information clarifies these issues for you. If you have any further questions, please call me at 263-8400.

Sincerely,

Gary Serelson
River Zone Program Coordinator
Division of Recreation and Parks

Michael Alexinas
Recreation & Parks

Copy to Manager

December 17, 1986

TO: All Directors and Division Managers
FROM: Richard B. Helwig
SUBJECT: No Smoking Policy

As a result of the changing attitudes of employees in the workplace and recently verified health hazards expressed in the Surgeon General's report, employees across the country are examining smoking practices within their companies. Smoking is seen by individuals, employers, and insurers as having a very negative impact on the health of smokers and non-smokers alike.

A committee chaired by Central Services Director Darlene Mason has reviewed this matter extensively for the past several months. In response to all the scientific information and the concerns of our employees, the City of Dayton is establishing a non-smoking policy. Precisely, this new non-smoking policy will prohibit smoking except in employees' private offices or designated restrooms.

Therefore, smoking will be prohibited in shared office space, conference rooms, elevators, hallways, reception and waiting areas, designated restrooms, storage rooms, copy rooms, etc. Attempts will be made to designate a smoking area where private offices do not exist.

This policy takes effect January 1, 1987. I am confident that implementation of this policy will go smoothly. We all must remain sensitive to the needs of smokers and non-smokers and maintain a caring and productive attitude toward one another.

Richard B. Helwig

Richard B. Helwig
City Manager

RBH/rjb

CC: Mr. Crawford
Mr. Jones
Mr. Francis
Mr. Schierloh

City Manager's Administrative Policy
on No Smoking

Purpose

The purpose of this administrative policy is to define and detail the applicable restrictions and procedures regarding no smoking.

Policy

The City of Dayton recognizes the rights of non-smokers to breathe clean air by restricting smoking in all city-owned buildings except in those areas that are designated smoking. Appropriate signs will be posted.

In addition, the City of Dayton recognizes the rights of individuals to smoke, provided such action does not endanger life or property, cause discomfort, or unreasonable annoyance to non-smokers or infringe upon their rights.

Regulations

These regulations apply to all city-owned buildings and vehicles including the administrative offices of the Fire Department, Exhibition Center, Airport, Recreation Centers and Human Rehabilitation Center. Contact the manager of the above listed facilities for the policy covering other areas of the building.

Smoking shall not be permitted on the premises EXCEPT

- 1) The employee's office.
- 2) Designated restrooms or other areas designated by the appropriate building manager.
- 3) Vehicles occupied by one individual.

Therefore, smoking is prohibited in shared office space, conference rooms, elevators, hallways, reception and waiting areas, restrooms, storage rooms, copy rooms, etc.

*W.C. Zorn
Manager*

June 2, 1988

TO: Richard B. Helwig
City Manager

FROM: Theodore J. Staton, Chairman
Risk Management Committee

SUBJECT: Alcohol/Liquor Liability Insurance Follow-up

The Risk Management Committee, after further review of the liability issues surrounding the use/sale of alcoholic beverages in City parks and facilities and the proposed policy concerning liability insurance, recommends the following changes to the proposed policy:

- that the Director of Human and Neighborhood Resources have final approval on whether a group can/cannot sell alcohol;
- approval will be granted for only the following types of activities: community festivals, regional activities, city-sponsored events, and charitable non-profit fundraising activities which are designed to generate funds for the purpose of community oriented programs; and,
- that the sponsoring group/organization will be responsible for purchasing liquor liability insurance for their events. The insurance amounts required would be the same as those currently in effect for general liability insurance - a minimum of \$400,000 personal and bodily injury coverage and a minimum of \$100,000 property damage. This insurance policy must list the City of Dayton as a co-insurer on the policy.
- that this policy take effect January 1, 1989.

The first change in the policy makes the Director of Human and Neighborhood Resources responsible for reviewing all applications for the sale and consumption of alcoholic beverages in City parks and facilities and gives the Director final approval authority. The second change clarifies that the sponsoring group/organization is responsible for buying their own insurance. The proposed implementation date allows groups to continue with current festivity planning for this year and allows us time to inform them of the proposed policy changes.

Richard B. Helwig
June 2, 1988
Page Two

If you have any questions or need any additional information,
please call.

Theodore J. Staton, Chairman
Risk Management Committee

c: Risk Management Committee Members
Mr. Alexinas

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