



Program Site Policy

Overview

Muddy Sneakers Outdoor Classroom delivers programs only at approved locations to ensure the safety of participants and staff, maintain consistent program quality, and reduce organizational risk.

Definitions

- **Approved Site:** A location that has been reviewed and authorized by Muddy Sneakers for program delivery.
- **Customer:** The school, group, organization, or entity that secures Muddy Sneakers programs and/or services.
- **Personal Property:** Property owned, leased, or occupied by an individual or family for personal use, including private residences, farms, and privately owned land not operated as an Approved Site.

Policy Details

- Programs may be conducted at:
 - Public parks and recreation areas
 - State, county, and municipal lands
 - Public school campuses and schoolyards
 - Land trusts with a Muddy Sneakers use agreement in place
 - Property owned or operated by a private organization when that organization is a Muddy Sneakers Customer (such as a private school, church, nonprofit organization, or camp)
 - Other sites approved by Muddy Sneakers
- Programs will not be conducted at:
 - Private residences
 - Personal Property owned or leased by individuals
 - Unapproved locations
- Muddy Sneakers reserves the right to decline or discontinue programming at any location that does not meet organizational standards or presents safety or operational concerns.

Responsibilities

Reservations Team

- Verify the requested program location is approved before confirming reservations
- Notify the appropriate Program Manager if a new site requires review

Program Manager

- Review proposed locations for safety, accessibility, capacity, and program suitability
- Ensure the required site documentation is completed
- Suggest appropriate locations for Customers when requested

Admin Department (Executive Administrator or Executive Director)

- Request Certificates of Insurance when necessary (from Muddy Sneaker's policy)
- Approve requests for special exceptions

Site Representative

- Serve as the primary contact for the location
- Communicate any site-specific restrictions or safety concerns before the program

Important Notes/Requirements

- Approval of one property owned by an organization does not automatically approve other properties owned by that organization.
- Final approval of all program locations rests with Muddy Sneakers
- Delivery of a program may be canceled or relocated if a site is determined to be unsafe or otherwise unsuitable before or on the day of the program.