

securing facilities to be certain that they will be open to the public during the time that WPA leadership is in charge of the program. Whenever possible, public buildings should be used. Where public facilities are inadequate, activities may be conducted on private facilities under the following conditions:

1. The responsibility of general supervision is assumed by a public agency.
2. The community is informed that activities are open to the public and are not restricted to the membership of a private organization or to selected groups. (Posters, signs, and other publicity media may be used for this purpose)
3. No improvements are to be made to private property which increases the value of the property. Temporary adaptation of private property to increase its usefulness to the recreation program may be authorized providing such work is permissible under the existing regulations of the Work Projects Administration pertaining to improvement of private property. This policy covers the use of private facilities on a loan basis, and is not intended to cover rentals.

Under no condition may WPA recreation project workers conduct activities on public or private facilities when those facilities are restricted in their use to dues-paying members of organizations and clubs and, therefore, not open and free to the public.

Recreation work may be prosecuted in public institutions such as hospitals and orphan asylums so long as the work is in accordance with general regulations of the Work Projects Administration. (It is suggested that all such cases be cleared with the State Supervisor of Recreation)

In order to insure that personnel normally employed in schools or personnel which otherwise would be employed shall not be displaced by WPA project employment, activities should not be carried on in schools during school hours for students attending the school.

ADAPTING FACILITIES FOR RECREATION USE:

It is generally necessary to make certain changes in facilities for more effective administration and supervision of the recreation program. The following is a list of some of the more important things to consider in arranging a recreation center:

1. Checkroom. Almost any ante-room or class room can be used for this purpose. This room also may be used as a control for traffic in keeping people from coming and going in and out of the building.
2. Bulletin board. The board should be placed in a suitable place where it may be seen by persons coming into and going out of the center.
3. Quiet reading room. This room may serve as a place for lounging or reading.