

PARK POLICIES

GENERAL POLICIES

1. Hummel Park is open dawn to dusk every day.
2. Children 12 years of age and under must be accompanied by a parent or legal guardian and must be supervised at all times within the park.
3. Lost and found items should be reported to the office of the Park Administrator, located in the Guilford Township Community Center. Guilford Township and Hummel Park staff and employees are not responsible for lost, damaged or stolen property.
4. Vehicles left on park property after hours are subject to fines and towing at owner's expense.
5. Persons wanting to host special events, or conduct any type of special activity should request the appropriate application from the office of the park administrator. Permit Application Forms for such activities as Special Events, Food or Product Vending and Sales, Sports Facility Use, Commercial Photography, Waiver of Fees, and Use of Digital Signage are available upon request.

RENTAL POLICIES

Reservations for all facilities at Hummel Park must be made in person by visiting the Office of the Park Administrator, 1500 S. Center Street, Plainfield, IN 46168 unless otherwise permitted by the Park Administrator. All rental fees and deposits must be paid at the time of the reservation. Cancellation of a reservation must be made prior to the start time of the reservation in order to receive a full refund. Rental fees will be forfeited for cancellations made after the start time of the rental period without exception. All refunds will be made within 30 days following the rental date.

The Guilford Township Community Center banquet room, Charleston Pavilion, Shelter Houses and Gazebos within Hummel Park are available to rent on a first-come basis. No other facilities within Hummel Park, except certain sports facilities specified below, are available for rent. See current RATE SHEET for rental rates and damage deposits.

Rental periods are for consecutive hours and a minimum rental time is required. Shelter House and Gazebo rental times are from 12:00 p.m. to 4:00 p.m., 4:00 p.m. to 8:00 p.m., or 12:00 p.m. to 8:00 p.m. daily and rates vary based upon dates and times of rental, residency requirements and number of people attending. Rental times for the Guilford Township Community Center banquet room and the Charleston Pavilion are for consecutive periods of time between the hours of 10 a.m. and 10 p.m. and vary based on type of event and the facility rented. A minimum number of hours is required. Rental rates for the GTCC and Charleston Pavilion vary based on dates and times of rental, type of event, residency, number of people attending and time rented. Additional hours may be purchased at \$75 per hour, or any portion thereof, for these facilities. Decorating, setup and cleanup times are included in the paid-for rental period and no prior setup will be allowed outside of the paid-for rental period. Doors to the Guilford Township Community Center may open up to 10 minutes prior to the rental period. Additional time may not be purchased from damage deposit funds.

Reduced rental rates are available for Guilford Township residents with a current, valid driver's license or government issued photo ID and one additional proof of residency, which may include a current utility bill, credit card or bank statement (dated within the past 60 days). These are required at the time of the rental in order to receive the resident rate for any facility at Hummel Park.

Reduced rental rates are also available for any Non-Profit organization hosting a private or closed meeting or event at Hummel Park. The meeting or event must be held in the appropriate facility as determined by the type of activity planned, and a current valid "affirmation letter" of exempt status from the IRS may be required, along with a valid Tax ID or EIN number, at the time of rental. Affirmation letters may be obtained by calling the IRS at (877)829-5500.

Rental fees may be waived for locally-based Non-Profit organizations if the organization is hosting a free, open to the public event that benefits the community as a whole. All waived fees must be approved by the Park Administrator and/or Township Trustee. The event must be held in the appropriate facility as determined by the type of activity, and a current valid "affirmation letter" of exempt status from the IRS may be required, along with a valid Tax ID or EIN number, at the time of rental. Affirmation letters may be obtained by calling the IRS at (877) 829-5500.

Damage deposits will be charged for the Guilford Township Community Center and the Charleston Pavilion. Damage deposit rates are listed on the current Rental Rates sheet. Damage deposits will not be reduced or waived. Damage deposits may be required for rental of other facilities at the discretion of the Park Administrator. It is the responsibility of any renter to provide a copy of these rules and regulations to any and all guests and service providers, including caterers. Renters will be held responsible for their guests and hired help.

Organized functions such as company picnics, church picnics, weddings, etc., are prohibited in Hummel Park shelter houses and gazebos. Other facilities, such as the Charleston Pavilion and Guilford Township Community Center may be rented for these types of events.

Restrooms for park patrons on the east side of White Lick Creek are located in the brick building near the bridge, and on the west side of White Lick Creek are located in the brick building near the amphitheater. Sports restrooms are located near the baseball and softball diamonds. All other restrooms, including the Guilford Township Community Center restrooms, are for private use by those renting the facilities and are not open to the public.

Usage of sports facilities within Hummel Park, including baseball and softball diamonds, basketball courts, soccer field, volleyball courts, etc., is allowed on a first-come basis when facilities are available. Usage of any sports facility within the park by an organized group, league or team is prohibited without prior permission through the Office of the Park Administrator. Any group violating this policy may forfeit its future opportunities to use the facilities at Hummel Park. A valid certificate of liability insurance for any organized group or team is required prior to use of the facilities. Any reserved facilities will not be available to the public during reserved times, or as directed by the Park Administrator. Forceful entry and the climbing of fences to access locked diamonds and other facilities is considered unlawful entry. The use of any projectiles, including the hitting of golf balls, launching of model rockets, radio-controlled or gas-powered model aircraft, boats and automobiles, etc., as defined in Guilford Township Ordinance 2016-04, except the hitting of baseballs and softballs inside designated ball diamonds, is prohibited within Hummel Park.

Use of signage and banners within Hummel Park is restricted to use by Non-Profit organizations and must remain at the specific facility reserved for that organization's activities, and be removed from the facility at the conclusion of the reservation. Only informational signage about the organization is allowed. Sponsorship signage may be allowed with prior permission from the Park Administrator. Funding from sponsorship signage must benefit the general Guilford Township community. Use of informational and directional signage to mark course directions and distances is allowed with prior permission from the Park Administrator. All signage not meeting the criteria will be removed and disposed of.

PARK ORDINANCE

Ordinance No. 2016-04

Ordinance to amend rules and regulations resolution #1-2003 for parks and other recreational areas in Guilford Civil Township, Hendricks County, Indiana

Whereas, it has become necessary to amend the rules and regulations for parks and other recreational areas under the jurisdiction and control of Guilford Civil Township, Hendricks County, Indiana.

Now, therefore, be it ordained by the Guilford Township Board, Hendricks County, Indiana that:

Section 1. Purpose

The purpose of this ordinance is to establish reasonable and responsible rules for those individuals who use the parks and other recreational areas owned and operated by Guilford Civil Township. This ordinance is necessary to ensure that residents fully enjoy leisure and recreational activities available in Guilford Civil Township parks and other recreational areas and to protect health and safety of persons using the parks and other recreational areas.

Section 2. Parks and Other Recreation Areas Defined

The words "parks and other recreation areas" shall include but not be limited to, any lands, buildings, structures, waters, parks, trails, drives, and roadways in Guilford Civil Township, Hendricks County, Indiana that are under the jurisdiction and control of the Guilford Township Board.

Section 3. Park Hours

No person shall enter or remain in any park or other recreational area in Guilford Civil Township after the park or recreational area is closed to the public. Parks and other recreational areas in Guilford Civil Township open to the public at dawn and close at dusk or at the conclusion of park approved activities, whichever is later.

Section 4. Vehicles Left in Parks After Closing Hours

No person shall leave a vehicle within any park or other recreation area in Guilford Civil Township after the location has closed to the public, except in cases of an emergency or with consent of the Guilford Township Trustee or the Park Administrator. The registered owner of a vehicle shall be responsible for the vehicle being within any park or other recreational area at all times.

Section 5. Disposal of Rubbish, Refuse and Garbage

No person shall take into, carry through, or put into any park or other recreation area any rubbish, refuse, garbage or other material. Any refuse or garbage resulting from properly using the parks and recreation areas shall be deposited in receptacles provided. Where receptacles or adequate receptacles are not provided, all such rubbish or waste shall be carried away from the park or recreation area by the person responsible for its presence and disposed of elsewhere.

Section 6. Altering or Removing Signs, Structures, Fixtures and Other Improvements Prohibited

No person shall damage, deface, remove or otherwise alter any sign, structure, fixture, or other improvement in any park or other recreational area in Guilford Civil Township. The signs, structures, fixtures or other improvements shall include, but not be limited to, any drive, roadway, walk, path, trail, bridge, wall, monument, statue, fountain, grill, table, bench, fence, gate, building, pool and recreational equipment.

Section 7. Disturbing, Injuring, or Removing Wildlife and Vegetation Prohibited

No person shall harass, hunt, trap, injure, remove or otherwise disturb any wildlife located in any park or other recreational area in Guilford Civil Township without the express written permission of the Guilford Civil Township Board, the Township Trustee or the Park Administrator. The term "wildlife" shall mean any wild mammal, bird, reptile, amphibian, mollusk, crustacean, or other wild animal or any part, product, egg, offspring, or the dead body or parts of the wild animal.

No person shall harvest, cut, break, set afire, injure, remove, or otherwise disturb any plant, flower, bush, tree, or other vegetation growing in any park or other recreational area in Guilford Civil Township. No person shall attach any rope or cable or other contrivance to any tree, fence, railing, bridge, bench, or other structure. Persons fishing in any of the ponds must have in their possession a valid fishing license.

Section 8. Swimming Prohibited

No person shall swim, wade, or bathe in any waters that are within any park or other recreational area unless a lifeguard is on duty at the particular site. The Hummel Park Splash Pad is excluded from this rule; however, all children under the age of thirteen (13) must be supervised by a parent or legal guardian while at the Splash Pad.

Section 9. Pet Supervision Required

Definition: For the purposes of this ordinance, a pet shall be defined as an animal kept for pleasure, not utility. An exotic animal is defined as any animal whose normal native habitat is not indigenous to the continental United States, excluding Hawaii and Alaska, and non-poisonous snakes and reptiles. Exotic animals are not permitted in a park or other recreational areas in Guilford Civil Township.

No person shall bring any pet into a park or other recreational area in Guilford Civil Township unless the person shall continuously supervise such pet, including preventing or promptly repairing any damages caused by the pet and picking-up and disposing of any excrement dropped by the pet upon any park property. All pets are to be kept on short leashes at all times. Pets will not be permitted on playground equipment or surfacing.

Section 10. Camping Prohibited

No person shall erect or maintain a tent, canopy, or other shelter, or otherwise camp within any park or other recreational area in Guilford Civil Township without express written permission of the Guilford Township Board, Guilford Township Trustee or Guilford Park Administrator. Permission must be conspicuously posted at the site of the tent, canopy, or shelter.

Section 11. Fires Prohibited

No person shall build, kindle, maintain or use a fire within any park or other recreational area in Guilford Civil Township unless the person properly contains such fire in facilities designed for that purpose. All persons shall use the grills provided in the park for cooking unless a permit is approved by the Guilford Township Board, the Guilford Township Trustee, or the Guilford Park Administrator. A request for a bonfire shall require the additional approval of the Plainfield Fire Territory. Any fire shall be continuously monitored and under the care and direction of a competent person from the time it is kindled until it is extinguished.

Discharging of fireworks is prohibited in any park, trail or property owned or maintained by Guilford Civil Township with the following exception: 1) by the professional fireworks company contracted by the Guilford Township Trustee to produce the Fourth of July fireworks show, during the stated hours of the event; and 2) by the Indiana Law Enforcement Academy with a valid permit.

Section 12. Solicitations, Commercial Sales and Commercial Photography Prohibited

No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or event within any park or other recreational area in Guilford Civil Township without the express written permission of the Township Trustee or Park Administrator. The person must conspicuously post such permission at the site of such activity. Distribution or posting of flyers, brochures or other written material is prohibited in parks and other recreational areas within Guilford Civil Township.

Section 13. Speed Limits

No person shall operate any vehicle or bicycle upon roadways within a park or other recreational area in Guilford Civil Township in excess of the speed limit as posted or, if no posting is made, 15 miles per hour.

Section 14. Bicycle/Pedestrian Trail Restrictions

No person shall operate any motorized vehicle, motorized bicycle, motorized skateboard or other similar device upon any trail designed for bicycle/pedestrian use in Guilford Civil Township, except if a person with a disability, as defined by the Americans with Disabilities Act, may operate the device specialized motorized equipment designed for their transportation. Motorized vehicles owned and operated by Guilford Civil Township and/or its contractors and subcontractor are permitted on any trail designed for bicycle/pedestrian use within Guilford Civil Township, when doing work for the Township or providing a service for the Township.

No person shall ride or allow any horse on any trail designed for bicycle/pedestrian use or in any park or other recreational area in Guilford Civil Township unless authorized by

the Guilford Township Board, Guilford Township Trustee or Guilford Park Administrator.

No person shall ride a bicycle at an excessive speed or engage in any racing activity upon any trail designed for bicycle/pedestrian use in Guilford Civil Township. In-line skaters, skate boarders and bicyclists shall yield to pedestrians. Bicyclists shall yield to all trail users. Bicyclists must walk bicycles across bridge(s) in parks and other recreational areas within Guilford Civil Township.

Bicycles, scooters, roller blades, skates or skateboards are restricted to paved roadways and pedestrian/bicycle trails. Bicycles, scooters, roller blades, skates or skateboards are not allowed on sidewalks around Guilford Township Community Center, walkways leading to shelter houses or gazebos, walkways leading to playground areas, playground areas and surfacing, or brick flower beds or in any of the buildings including shelter houses and gazebos. Bicyclists and users of scooters, roller blades, skates or skateboards bike, scoot or skate at their own risk.

Section 15. Other Prohibited Activities

The following activities are prohibited within any parks or other recreational areas in Guilford Civil Township:

1. Littering
2. Use of metal detector
3. Parking vehicles on grass
4. Use of personal fireworks
5. Golfing
6. Use of any aquatic vehicles
7. Children under the age of 12 not accompanied by an adult
8. Fishing from bridges over White Lick Creek
9. Use of park equipment, apparatus, structures and buildings in any manner inconsistent with their intended purposes
10. Swimming in White Lick Creek, ponds, retention ponds or other similar bodies of water
11. Climbing on Park bridges
12. Washing any vehicle
13. Holding public assemblages
14. Conducting exhibitions
15. Holding a parade
16. Entering an area posted as "closed to the public"
17. Engaging in threatening, abusive, insulting or indecent language or engage in any conduct or behavior tending to breach the public peace
18. Use of any model or remote-controlled device including but not limited to drones, aircraft, aquatic equipment, or vehicles.

19. Launching or propelling of any projectile through any means – electronic, chemical reaction, force, etc., with the exception of baseball/softballs within the ball diamonds or soccer balls on the soccer fields.

Section 16. Possession, Consumption and Sale of Alcohol Beverages Prohibited

No person shall possess, consume, sell, offer for sale, barter or exchange any alcoholic beverage in any park or other recreational area in Guilford Civil Township unless a special use permit is granted by the Township Trustee or Guilford Township Board. The special use permit shall outline the regulations regarding consumption of alcohol at this specific event within the Township owned park. The term "alcoholic beverage" means a liquid or solid that is or contains one-half percent (0.5%) or more alcohol by volume; is fit for human consumption; and is reasonably likely, or intended to be used as a beverage.

Section 17. Deadly Weapons Prohibited

Deadly weapons are prohibited in any park, trail or other Recreational area in Guilford Township. "Deadly Weapons" means a sword of any length; an electronic stun gun; a fixed blade knife; or a knife with a folding blade of four (4) inches or more. This shall not apply to the following persons; (a) Law Enforcement Officers as that term is defined under Indiana Law; and (b) Federal Enforcement Officers as that term is defined under Indiana Law.

Section 18. Discharging a Firearm Prohibited

Except with acting in self-defense, as that term is defined under Indiana Law, no person shall discharge a firearm in any park or any trail or any recreational area or in any other public place owned or being used for a public purpose by Guilford Civil Township. The term "firearm" means any weapon that is capable of, designed to or that may readily be converted to expel a projectile by means of an explosion.

Section 19. Prohibited Persons

Individuals listed on State of Indiana Sex Offender Registry published and disseminated by the Indiana Criminal Justice Institute are prohibited from all parks and other recreational areas of Guilford Civil Township.

Section 20. Penalties

A. Any person who violates Sections 3 through and including 15 of this Ordinance shall be fined Twenty-Five Dollars (\$25.00) for the first offense and Fifty Dollars (\$50.00) for each offense thereafter. A separate offense shall be deemed committed for each day during which or on which a violation occurs or continues to occur.

B. Any person who violates Section 16,17, and 18 of this Ordinance shall be fined One Hundred (\$100.00) Dollars for the first offense and Two Hundred Dollars (\$200.00) for each offense thereafter. A separate offense shall be deemed committed for each day during which or on which a violation occurs or continues to occur.

C. In addition to penalties contained herein, any person who damages park property is subject to payment of restitution in an amount equal to Guilford Civil Township's cost to repair said damage.

Section 21. Remedies

Employees of Guilford Civil Township or other agents authorized by the Guilford Township Board may, in the name of Guilford Civil Township, bring actions in the Plainfield Town Court or the Circuit or Superior Courts of Hendricks County, Indiana for violations and enforcement of this ordinance.

Section 22. Saving Clause

If any section, provision, or part of this ordinance shall be judged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any sections, provisions or part thereof not adjudged invalid or unconstitutional.

Section 23. Effective Date

This ordinance shall be in full force and effect from and after its adoption by the Guilford Township Board and upon publication by law. Passed and adopted this 1day of June, 2016.

ADDITIONAL PARK RULES

Smoking, including vaping, use of hookah pipes and e-cigarettes/cigars, is prohibited in Hummel Park and its facilities. No tobacco products are allowed in the Guilford Township Community Center.

Climbing fences and/or manipulating gates to gain access to facilities is prohibited. Accessing the roofs of structures within Hummel Park is prohibited.

Use of water balloons, powdered or wet paint and sidewalk chalk in and on park premises is prohibited.

The use of any equipment to amplify sound, the use of musical instruments and any situation constituting a "live" performance or band, except as related to park-sanctioned events, are prohibited. Exceptions may be considered for those renting the Guilford Township Community Center or Charleston Pavilion. Any exception must be approved in writing by the park administrator.

Loud and/or inappropriate language and music are prohibited.

The use of inflatable bounce houses, inflatable games, sport and recreational equipment, and other types of equipment or facilities which cause open areas of the park to be blocked from public use are prohibited without prior written permission of the park administrator.

FACILITY RULES

GUILFORD TOWNSHIP COMMUNITY CENTER

1. The facility must be left in reasonably the same condition in which it was rented. The person who signs the rental agreement is responsible for paying any fees, fines or charges resulting from cleaning, repairs and violation of rules. Any fees or charges will first be deducted from the damage deposit, with any remaining balance being due upon invoicing. Any damage, spills or mishaps must be reported immediately to the staff person on duty. Failure to report such incidents may result in additional fees being charged, and the renter and/or guests forfeiting the remainder of their rental period or future rentals at Hummel Park.

2. It is the responsibility of the renter to make sure any items too large to vacuum are placed in the proper trash receptacles. Renters should not change trash can liners, but rather should contact a staff person to request trash can liners be changed. Staff will vacuum the facility once the renter has vacated the facility. The renter agrees to be responsible for any spills or excessive uncleanliness caused by the renter or guests, including that which is discovered after the renter has vacated the facility.

3. No one may cook or prepare foods in the kitchen. The kitchen is a warming/serving kitchen only.

4. All food and drinks must be kept in the banquet room and kitchen and are not allowed in the hallway, lobby or restrooms of the facility.

5. Children must be supervised at all times. There is to be no running or horseplay in the facility.

6. Items may not be attached to the ceilings, walls or fixtures of the facility. Items may be attached to the carpeted divider walls with straight pins, provided no damage is inflicted upon the walls.

7. Any and all types of glitter and confetti are prohibited. Use of such material will result in cleaning fees being assessed.

8. Pets are not permitted in the facility. Service animals are permitted as long as they are maintained and controlled by the owner and being used in a service capacity.

9. Throwing bird seed and/or rice is prohibited. Bubble soap is allowed outside the facility.

10. Overloading of electrical circuits may result in renter being assessed fees for damages.

11. It is the responsibility of the renter to make the park administrator aware at the time of rental of any type of activity or equipment that will be used in conjunction with any event, including inflatable games or bounce houses, amplified sound, grills, tents, etc.

THE CHARLESTON PAVILION

1. The facility must be left in reasonably the same condition in which it was rented. The person who signs the rental agreement is responsible for paying any fees, fines or charges resulting from cleaning, repairs and violation of rules. Any fees or charges will first be deducted from the damage deposit, with any remaining balance being due upon invoicing. Any damage or mishaps must be reported immediately to the staff person on duty. Failure to report such incidents may result in additional fees being charged, and the renter and/or guests forfeiting the remainder of their rental period or future rentals at Hummel Park.

2. It is the responsibility of the renter to make the park administrator aware at the time of rental of any type of activity or equipment that will be used in conjunction with any event, including inflatable games or bounce houses, amplified sound, grills, tents, etc.

3. Any and all types of glitter and confetti are prohibited. Use of such material will result in cleaning fees being assessed.

4. Throwing bird seed and/or rice is prohibited. Bubble soap is allowed outside the facility.

5. Overloading of electrical circuits may result in renter being assessed fees for damages.

6. Items may not be attached to the ceilings, walls, posts or fixtures of the facility.

HUMMEL PARK SPLASH PAD

1. Splash Pad hours are 10:00 a.m. to 7:00 p.m. daily during the season, as weather permits. To activate the Splash Pad, touch the button in the center of the blue drain.

2. All persons using the Splash Pad do so at their own risk. No life guard is on duty.

3. Children must be accompanied by an adult at all times.

4. Groups of 12 or more people visiting the Splash Pad as a group, or any organized group attending must contact the office of the park administrator at (317) 839-9121 in advance of its visit and must have a valid certificate of liability insurance on file with Hummel Park.

5. Appropriate swim attire is required on the Splash Pad. Cut-offs, gym shorts, dress shorts, thongs and transparent swimsuits are prohibited.

6. Any person wearing a diaper must use a swim diaper covered with plastic or rubber pants underneath their swimsuit. Changing of clothing or diapers near the Splash Pad is prohibited.

7. Slip-resistant water shoes are recommended at all times for all guests on the Splash Pad.

8. The maximum capacity for the Splash Pad is 45 people. Hummel Park reserves the right to limit entry if the Splash Pad is at reasonable capacity.

9. Rough or dangerous play, running, climbing, hanging or pulling on Splash Pad fixtures, sitting or standing on Splash Pad fixtures, blocking the flow of water or introducing sticks, rocks, sand or any foreign object into the Splash Pad fixtures is prohibited.

10. Smoking is prohibited at Hummel Park, including in and around the Splash Pad.

11. Animals are prohibited within 10 feet of the Splash Pad,

12. Sharp objects, glass containers, food containers, food and drinks of any type are all prohibited on the Splash Pad.

13. Bicycles, scooters, skateboards, roller blades, skates of any type, strollers or any other type of wheeled vehicle (except wheelchairs and other types of assistive devices) are prohibited on and around the Splash Pad area.

14. Beach and water toys, athletic equipment, balls, bats, beach balls, buckets, cups, "Noodles" and other toys are prohibited on the Splash Pad.

15. Spitting and nose blowing are prohibited on and around the Splash Pad.

16. Persons who have a contagious disease, persons who have had diarrhea within the last two weeks, persons with nausea, persons with skin or eye irritations or infections, persons with respiratory infections, persons with open lesions, wounds or cuts are all prohibited from the Splash Pad,

17. Use of the Splash Pad is prohibited during severe or dangerous weather. Everyone must vacate the Splash Pad and surrounding area at the first sound of thunder and remain off the Pad until 20 minutes after the last thunder is heard.

18. Lawn chairs and furniture of any type is prohibited from the Splash Pad area. No electrical appliances may be used within 10 feet of the Splash Pad area.

19. No illegal, disruptive, destructive or inappropriate behavior is allowed.

20. Guilford Civil Township and Hummel Park reserve the right to remove any person from the park for violating any of the above rules, or any park rule, regulation policy or ordinance.

DIGITAL SIGN POLICY

1. This policy is in place to ensure that Guilford Township and Hummel Park are presented in a consistent, service oriented, and high quality manner in respect to information placed on the digital sign at Hummel Park, 1500 S. Center Street, Plainfield, IN 46168.

2. All content for the digital sign shall be approved by the Trustee prior to putting it into sign operation.

3. Content considered for the digital sign shall be limited to Hummel Park sanctioned events, Guilford Township information and news, and other Community Events.

4. Requests for information to be placed on the digital sign shall be made in writing to the Park Administrator, and then approved by the Trustee.

5. Guilford Township reserves the right to refuse any requests of the digital signage at Hummel Park for any reason.