

**GUIDELINES FOR SPECIAL USE**  
**Murfreesboro Parks and Recreation Department**

*Murfreesboro Parks and Recreation Department welcomes everyone to use our parks and facilities as a resource for social, educational, leisure and recreational purposes. The following guidelines are set to ensure that the park space is preserved for its intended goals and purposes, and remain accessible for all to enjoy. The guidelines apply to special events to include fundraising walks/runs, festivals, pageants, re-enactments, regattas, entertainment, public meetings, assemblies, demonstrations, parades or other events characterized as public spectator attractions or participant activities.*

*Simple pavilion reservations to include family reunions, birthday parties, or gatherings that do not interfere with park space outside the rented shelter require a Pavilion Reservation Form.*

1. A representative must complete a Special Use Event Application. The application is due at least 60 days before the scheduled event. If the application is approved, event organizers must enter a "Cooperative Use Agreement" with the City of Murfreesboro to reflect compliance with these guidelines and to detail responsibilities specific to the event.
2. The group/organization will provide a certificate of liability insurance with a minimum of \$1,000,000 combined single limit, at the time of the application for the event. The City of Murfreesboro shall be named as an additional insured on their policy for the event. The City reserves the right to require additional insurance in excess of \$1,000,000 when applicable.
3. The event shall not be publically advertised until the agreement is approved and signed by a City representative.
4. Usage Fee: The group/organization sponsoring the event will pay the Murfreesboro Parks and Recreation Department a usage fee, as detailed in the Fees and Charges manual prescribed by the department. This fee is due two weeks after the approval of the application.
5. Compliance Assurance Deposit: The group/organization sponsoring the event shall be required to post a compliance assurance deposit of \$200. This deposit will be refunded after the event if it is determined that compliance as described in the agreement was met. Cleaning/damage or other fees will be deducted or charged as determined by the Director or designee.
6. Cancellation of a scheduled event must be made a minimum of 30 days in advance, and the usage fee will be refunded in approximately 30 days minus an administration fee of \$20.00. In the event of inclement weather, it is the responsibility of the group/organization to make the decision to cancel. In addition, Murfreesboro Parks and Recreation Department may cancel any and all events due to weather or other unforeseen circumstances. If the group/organization would like to reschedule the event, they may do so as space allows at no additional fee; however, refunds will not be given.

7. All groups/organizations charging fees or accepting donations associated with the event must be:
  - a. A not-for-profit corporation under the Internal Revenue Code and shall provide proof of such status; or
  - b. Conducting a fundraiser in which all proceeds benefit a not-for-profit corporation under the Internal Revenue Code and shall provide proof of such status and relationship. The charity benefiting from the fundraiser shall provide a letter of support to accept potential donations.
  - c. The group/organization must comply with all state and federal laws relative to charitable solicitations/fundraising.
8. Event activities will be assessed by the Parks and Recreation Director or designee for approval, with consideration for the safety of all users, how the event will interfere with regular public use, and how the activities meet the goals and intended purposes of the park space. Activity space, walk or race routes, and other special requests will be outlined in the application and Cooperative Use Agreement.
9. In order to limit interference with regular public use of the park space, the Director or designee may choose to allow only one such event to be scheduled at a given park per month, with no two events being held on consecutive weekends.
10. All policies, rules and regulations of each park must be followed during the event.
11. The group/organization is responsible for notifying all county and city agencies relating to the safe operation of the event, i.e. Murfreesboro Police Department, Rutherford County Sheriff's Office, or Rutherford County Emergency Management Agency. Additionally, it is suggested that emergency medical personnel be on site during the event. If the event includes pedestrian use of the road, the group/organization is responsible for insuring safe passage through arrangements with the Murfreesboro Police Department; a parade permit through the City of Murfreesboro may also be required.
12. The group/organization will provide members and volunteers to adequately supervise the event. Any defective or unsafe conditions of Murfreesboro Parks and Recreation Department property should be reported immediately to park staff.
13. The group/organization will make reasonable effort to place trash in designated receptacles, leaving the area clean and free of litter.
14. Sound amplification shall be limited as to not interfere with other park users or neighboring residents or businesses. The City of Murfreesboro Sound Ordinance must be followed, and is available for review at [www.murfreesborotn.gov](http://www.murfreesborotn.gov).
15. Food vendors may be subject to all applicable regulations and fees, as described in the Cooperative Use Agreement.
16. The group/organization covenants that it will not discriminate against any person on any unlawful basis, including but not limited to sex, race, religion, national origin, or disability and that its programs and services will comply with the Americans with Disabilities Act.

# MURFREESBORO PARKS AND RECREATION DEPARTMENT SPECIAL USE: EVENT APPLICATION

UNDER STATE LAW, THIS DOCUMENT IS A PUBLIC RECORD

*Application is due 60 days prior to the scheduled event. Filing this application does not guarantee that your request will be granted. After review by the Murfreesboro Parks and Recreation Director or designee, you will be notified of the status of your request. Organizers of approved events will then enter a "Cooperative Use Agreement" with the City of Murfreesboro.*

**PLEASE PRINT ALL INFORMATION**

Person Filling Out Request:		Today's Date:	
Name of Organization:			
Location requested:			
<input type="checkbox"/> Barfield Crescent Park <input type="checkbox"/> Gateway Trail and Island Only <i>*requires additional Gateway Island reservation form</i> <input type="checkbox"/> Gateway Trail and Island plus Reception Center <i>*requires additional Gateway Island reservation form</i> <input type="checkbox"/> Other: _____			
Requested Date(s) of Event:			
Hours: Start (including set-up):		End (including clean-up):	Actual event time:
Name of Event:			
Primary Contact Name:			
Mailing Address:			
City:		State:	Zip:
Day Phone:		Evening Phone:	Cell Phone:
Email:			
Secondary Contact Name:			
Phone:		Cell Phone:	Email:
Event Description (attach additional pages if needed):			
Estimated Number of People Attending:		Number of Staff/Volunteers:	

Will fees, charity, gratuity, or offers be solicited or accepted? If yes, describe:
Will any tents, structures, stages, and/or amusement attractions or rides be erected? If yes, describe. Please note that some amusement attractions require additional insurance coverage, and inflatables are not allowed at the Gateway Island and/or Trail.
Will signs or banners be posted? Signage may be posted only on the day of the event, and compliance with the City of Murfreesboro Sign Ordinance is required. Please describe any signs/banners:
Will food, beverages, or merchandise be sold or given away? Please note that you are responsible for all local, state, and federal guidelines. Please describe:
Will propane or open flames be present? If yes, describe:
Will live music and/or sound amplification be used? Compliance with City of Murfreesboro Sound Ordinance is required. Please describe any live music or sound amplification:
Please describe any other relevant information or requests:

I have read the Guidelines for Special Use, and agree to abide by these guidelines as well as all ordinances and regulations of the City of Murfreesboro and by all the conditions placed on the event by the Murfreesboro Parks and Recreation Department. I do swear and affirm that all of the information given is true and complete. I understand that the submittal of this application does not guarantee approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit application to:**  
 Murfreesboro Parks and Recreation Department  
 P.O. Box 748 or 697 Barfield Crescent Park  
 Murfreesboro, TN 37133  
 (615) 893-2141

<b>FOR OFFICE USE ONLY</b>
_____ received
_____ site approved
_____ proof of insurance
_____ site map
_____ paid
CUA: __Adm. __Lgl. __Org. __Dir.
Notes: