

**City of Murfreesboro**

**Civic Plaza**

**Day Use Only\***

Opens at Daylight, Closes at 10:00 p.m.

*\*Reservations may extend hours with written City approval*

Murfreesboro Parks and Recreation Department welcomes everyone to use this park as a resource for social, educational, leisure and recreational purposes. The following rules are intended to make your visit more enjoyable:

- Do not leave any personal items unattended.
- Written approval is required for the use of alcohol on the Island and will only be granted when associated with an event on the Civic Plaza scheduled through the City.
- Vandalizing or defacing of property will result in arrest.
- No Solicitation.
- Nothing may be sold without prior approval from the City of Murfreesboro
- Language and music must be appropriate for all ages.
- The Civic Plaza is not intended for use by unsupervised minors; a designated responsible adult must be present.
- No staking, driving of poles or any other type of ground anchoring devices will be allowed in any areas of the civic plaza.
- No hanging, tying, or attachment of awnings, banners, signs, posters, etc., to any building, pavilion, or other fixed object (including plant materials) will be allowed.
- Any items being moved in, out, or within the plaza area shall be transported in a manner so as not to cause any damage to surfaces, including but not limited to brick pavers, stairs, amphitheater seating, gravel pathways, and landscape beds.
- All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted; 2) extension cords may not cross walkways; 3) extension cords are to be U.V. listed and sized accordingly; and 4) circuits shall not be overloaded. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application.
- No chemical or synthetic agent that may cause discoloration or staining of surfaces may be used on the plaza, including but not limited to spray paint, stains, varnish, etc.
- Under no circumstance shall any plant material or parts of plant material be removed from the plaza; nor shall any part of a plant be broken, trimmed, tied, or abused in any manner.
- No pets or animals are permitted on the plaza except in such cases where the animal is trained to provide assistance to a person who is physically challenged.
- Bicycles are not to be ridden on the plaza or permitted in garden areas. All bicycles not in use are to be placed in bicycle racks where available.
- No sports activities using airborne objects (such as balls, Frisbees, etc.) are permitted on the plaza.
- The fountain may not be used for drinking, swimming, wading, climbing, throwing money, retrieving money, floating boats or other toys, or washing; nor are foreign materials or substances to be placed or poured into the water.

- Goods may be sold on the hardscape area of the plaza, subject to the following restrictions: No commercial or for-profit sale of goods or services is allowed. Upon proper application, a not-for-profit organization exempt from federal taxation or a governmental subdivision will be allowed to sell goods or services on the hardscape provided that the sale is organized, operated, and controlled by the applicant. This requirement is not met if a not-for-profit organization merely receives the proceeds of the sales activity, or a portion thereof. No goods, including food and beverages, or services may be sold, or offered for sale except as provided in rules 17 and 18.
- No hot food may be prepared or cooked on the plaza by any individual or organization, including all non-exempt and governmental organizations authorized to sell food under rule 16 above. Hot food may be kept warm on the hardscape of the plaza by means of a chafing dish, steam table, or microwave. Food which does not require heating or warming may be prepared and/or served on the hardscape of the plaza.
- Hot and cold beverages may be prepared and served on the hardscape of the plaza.
- No glass containers or alcoholic beverages are allowed on the plaza.
- At all times, the applicant must have someone present on the plaza or at immediate access having authority to make any necessary corrections or changes so as to comply with these guidelines, requirements, and regulations.
- The Civic Plaza may be reserved by calling (615) 890-5333. If the area is reserved, other users are prohibited. If there is no reservation, the area may be used on a first-come, first-served basis, for a maximum of two hours.

**A visitor whose conduct is disruptive, compromises safety, or is otherwise incompatible with the intended purpose of the park will not be tolerated.**

**REPORT PROBLEMS TO:**

Murfreesboro Parks and Recreation Department: (615) 890-5333

Emergency: 9-1-1

Police Non-Emergency: (615) 893-1311

## Civic Plaza Rental Information

The rental fee charged for use of the Civic Plaza covers the use of the brick areas and the amphitheater seating which will accommodate approximately 400 persons. Payment of the base rental fee is required for all events except those that are sponsored or co-sponsored by the city, county, or other governmental agency.

The City reserves the right to require any group or organization to provide portable restroom facilities and to be responsible for the payment of all costs incurred for such service.

### **Rental Fee Schedule:**

Half-day rentals: 8:00 a.m. to 2:00 p.m. **or** 3:00 p.m. to 10:00 p.m.

Full-day rentals: 8:00 a.m. to 10:00 p.m.

#### **Sunday – Saturday:**

Half day: \$150 / Full day: \$250

**Extended time until 11:00 p.m. must be pre-approved.**

ALL event activity and clean-up must be completed by 11:00 p.m. / \$100

### **Reservations**

Reservations for the Civic Plaza are made through the Murfreesboro Parks and Recreation Department. Please call (615) 890-5333 for more information.

### **Reservation Process**

1. Call (615) 890-5333 for more information and availability of the Island.
2. Submit a Rental Form at the Main Office at Barfield Crescent Park, email to [bjohnson@murfreesborotn.gov](mailto:bjohnson@murfreesborotn.gov) or fax it to (615) 904-6507.
3. The Rental Form request will be reviewed. If approved, you will receive an invoice from the Parks & Recreation Department administrative office.
4. Invoice payment is due in full within ten working days of receipt. Make checks payable to: Murfreesboro Parks and Recreation Dept., P.O. Box 748, Murfreesboro, TN 37133-0748. There is a \$20.00 service charge for returned checks.

All rentals are subject to the rules and regulations of the City of Murfreesboro Parks and Recreation Department. Any individual reserving the Island (hereafter referred to as "User") must be 18 years of age or older, and the City reserves the right to verify same.

Rental of the Civic Plaza includes access to the parking garage. The maximum capacity of the Civic Plaza is 400 people.

### **Setup/Breakdown**

Setup and breakdown for the event must take place within the time of the reservation. Under no circumstances may the User enter the Civic Plaza area before it opens at daylight, and the event must conclude by 10:00 p.m. The area must be clean and vacated by 10:00 p.m. unless prior arrangements have been made. If tents or other equipment are set up early or picked up after the designated reservation, the User will be charged for the additional half-day or all-day reservation. The City of Murfreesboro is not responsible for any items brought to the property or left unattended. A Murfreesboro Parks and Recreation Department staff member will inspect the site at the end of the reservation.

### **Electrical Use**

All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted, 2) extension cords may not cross walkways, 3) extension cords are to be U.L. listed and sized accordingly, and 4) circuits shall not be overloaded. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application. A sheet showing load limit and amperage available will be furnished upon request.

### **Allowed Uses, Guests and Outside Services**

All equipment brought to the Civic Plaza, including but not limited to tents, amusement games or equipment, band setups, etc., is subject to the approval of the Parks and Recreation Director or designee. The User is responsible for all guests and outside services, including but not limited to caterers, special event companies, amusement services, etc. The User is liable for any damages to the facilities, equipment, and grounds.

### **Amusement/Entertainment Services**

Amusement and Entertainment Services must be preapproved by the City of Murfreesboro and will require a Certificate of Insurance naming the City of Murfreesboro as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event. Inflatable bounce houses will not be allowed.

### **Catering**

The Civic Plaza must be cleaned immediately after the event. All food, service equipment, decorations and supplies must be removed. The facility must be left in the same condition as it was found. Cooking is not allowed on the Civic Plaza; however, warming of pre-cooked food is allowed.

Catering services, if used, must provide a Certificate of Insurance naming the City of Murfreesboro, 111 W. Vine St., Murfreesboro, TN, as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

### **Music Amplification and Noise Levels**

Sound amplification that exceeds the City noise ordinance is prohibited. A copy of this ordinance is available at City Hall or at [www.murfreesborotn.gov](http://www.murfreesborotn.gov).

### **Decorations**

The User may not alter the Civic Plaza or the existing plants or grounds in any way. Nails, staples and/or tape are not allowed for use on the grounds. Only string, zip ties or poster tape may be used to attach decorations. Rose petals, balloons and bubbles are allowed, but must be cleaned up after the event. Artificial confetti, confetti poppers, rice, birdseed, and artificial rose petals are prohibited. Pyrotechnics or fireworks (including sparklers) are prohibited.

Candles such as citronella or decorative candles are allowed, but waxless candles or a ground cover must be used to prevent dripping wax. Large bucket-candles, tiki torches, or any flames larger than 1 ½ inches are prohibited.

Parks and Recreation staff must approve the location of shepherd's hooks or any decorations that are staked *before they are installed* to avoid possible damage.

### **Cleaning of Property**

The facilities and grounds must be left in the same condition as they were found. The User is responsible for removing all equipment, decorations, supplies, and trash (including cigarette butts) left by the event. Food waste and other related items must be properly bagged and placed in the designated areas for trash or removed from the Island.

### **Cancellation/Refund Policy**

- A full refund minus the \$100.00 non-refundable reservation fee will be given when a patron cancels their reservation at the Gateway Island at least two weeks prior to the reservation date.
- A 50% refund of total fee paid minus the \$100.00 non-refundable reservation fee when cancelling or dropping out of the facility rental less than 2 weeks prior to the activity, event, etc.
- No refund day of or after start of activity, event, facility rental, or other rentals and/or services, must give 24-hour notice due to equipment and cleaning prep.