

MURFREESBORO PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, MARCH 2, 2022

12:00 NOON

Call to Order

Prayer and Pledge

Consider for Approval the Minutes of the January 5, 2022, Murfreesboro Parks and Recreation Commission meeting.

New Business

- I. Seven-month Finance Report
- II. Laureate Announcement and Awards
- III. Consider Gateway Island Pricing/Packaging
- IV. Consider Washington Theatre Pricing/Packaging
- V. Consider Greenway Art Festival Booth Fees
- VI. Miracle All-Stars – 2022 Update
- VII. Patterson Park Weight Training Facility Update
- VIII. Nature Buggy
- IX. Upcoming MPRD Events/Programs

Other Business

MURFREESBORO PARKS AND RECREATION COMMISSION MINUTES
WEDNESDAY, JANUARY 5, 2022

12:00 NOON

MPRC Members Present: Mr. Eddie Miller, Chair
Dr. Gloria Bonner, Mr. Leroy Cunningham, Mr. Trey Duke,
Mr. Ronnie Martin, Mr. Tim Roediger, Vice-Chair,
Mr. Ricky Turner, and Mr. Don Turner (ex officio)

MPRC Member(s) Absent: Mr. Rick LaLance

MPRD Staff Present: Mr. Nate Williams, Director
Mr. Thomas Laird and Ms. Rachel Singer, Asst. Directors
Mr. Gary Arbit, Ms. Allison Davidson, Mr. Bart Fite,
Mr. Lareko Flowers, Mr. Kyle Goss, Ms. Susan Hicks,
Ms. Kristin Hopkins, Ms. Mitzi Hughes, Dr. Gernell Jenkins,
Ms. Priscilla Murray, Ms. Melinda Tate, & Ms. Dawn Thomas

Other(s) Present: Ms. Kelley Baker, Asst. City Attorney

After Mr. Miller called the meeting to order, Mr. Ricky Turner led the commission in a prayer and in the Pledge of Allegiance. Mr. Miller next presented the minutes of the November 3, 2021, Murfreesboro Parks and Recreation Commission (MPRC) meeting for approval. Dr. Bonner made a motion to approve the minutes as read, and Mr. Martin seconded. Motion passed by unanimous vote.

Dr. Gernell Jenkins introduced Mr. Lareko Flowers to the commission. She said that he made a great impression as a part-time employee at Patterson and will now be filling the position of full-time Assistant Recreation Coordinator there. Mr. Flowers thanked the City, MPRD, and Dr. Jenkins for giving him the opportunity for the position and for allowing him to continue making an impact on the kids.

Mr. Williams referred to the department's five-month finance report and mentioned that it had been a good year, so far, the busiest across the board. Mr. Cunningham said he was coming up on a year with the MPRC and that he appreciated the report and being updated on how MPRD is doing.

Mr. Williams next presented for approval a revised department Facility Holiday and Hours Calendar. He pointed out that the main changes were to the Christmas Eve and New Year's Eve closing hours for the following recreational facilities: Patterson, Sports Com, Adams Tennis Complex, and the St. Clair Street Senior Center, which will close at noon on Christmas Eve and at 5:00 p.m. on New Year's Eve. In the past, there have been varying closing times among the facilities. With the changes, the closing times can be consistent across the board. Dr. Bonner made a motion to approve the revised facility holiday hours for 2022 as presented. Mr. Roediger seconded, and motion passed by unanimous vote.

Mr. Kyle Goss, Aquatics Coordinator, requested approval to change fees at Sports Com's Boro Beach for private rentals in order to increase summer revenues by an estimated \$2,000. The current rate is \$400 (\$350 - city residents) for a 2-hour rental with up to 175 patrons. Included in the rental would be all the slides, play features, rock wall, diving boards, and 9 lifeguards. The proposed fees for said private rentals is \$450 (\$400 - city residents). Mr. Duke made a motion to approve the Boro Beach private rental fee increase. Mr. Cunningham seconded. Those voting "yes" were: Dr. Bonner, Mr. Cunningham, Mr. Duke, Mr. Martin, Mr. Miller, and Mr. R. Turner. Mr. Roediger opposed the motion. Motion passed by a majority vote.

Ms. Kristin Hopkins, Outdoor Murfreesboro Natural Resource Manager, requested approval to hire a professional ornithologist on a six-month basis to "conduct regular and thorough bird surveys for three designated" MPRD natural areas in order to help develop complete and informed management plans for the natural areas. Ms. Hopkins' staff has already conducted numerous plant surveys; however, solid data is needed for wildlife species in the pinpointed areas. She explained that plant and animal interactions are vitally important in any ecological study and that birds are an excellent bioindicator species because they are all around, studied widely, and susceptible to environmental conditions.

Dr. Bonner asked which three sites have been selected for the bird surveys. Ms. Hopkins said the sites would be: Murfree Spring, Sinking Creek at Oaklands Park, and either Old Fort Park or Gateway Island. Mr. Ricky Turner asked what kind of salary the professional would receive. Ms. Hopkins stated the ornithologist would get \$20/hour for 20-26 hours a month over the six-month period, which will include data organization. Ms. Singer explained that the ornithologist would be hired through a Professional Services Agreement. Mr. Roediger asked if the state might have someone who could conduct the surveys. Ms. Hopkins and Ms. Singer said that the State did not have the staffing or time to do the intensive studies needed. Mr. Duke asked if outside agencies have been brought in before to help with studies/surveys. Ms. Singer said the natural resource team is new and has not used outside services yet. She further stated that the current staff does not have the knowledge to do the studies/surveys themselves. Mr. Williams stated that the MPRD budget includes funding for surveys/studies.

Mr. Martin said that his understanding of the requested bird studies/surveys is that the work will help staff categorize what birds are present and absent in the specified areas in order to get an idea of how those environments should be managed to attract birds that are supposed to be there naturally. Ms. Hopkins agreed. Dr. Bonner thought the research/studies could be a unique opportunity to see if this type of information might be incorporated into the curriculums of the local schools so that more young people might be exposed to a new career path. Ms. Hopkins said that there has already been interest expressed by several youth regarding the field.

Mr. Cunningham asked if the department foresees the need to hire someone to continue the survey work if the initial work proves to be of value to the community. Mr. Williams said that

staff is not anticipating the need to hire someone to do ongoing studies. During the professional study, which is expected to last three years (six-months at a time), staff hopes to gain the necessary knowledge to conduct their own studies as needed in the future.

Mr. Roediger mentioned that environmental deficits could be due to factors that are apparent statewide, not just in the MPRD natural areas. Ms. Singer said that birds are a vital part of the food chain, and the data from local bird surveys could help the ornithologist and staff to determine what is on track in the park environments and what might be missing. Ms. Singer added that the surveys will give a good snapshot of what is happening environmentally within the designated park natural areas so that a management plan can be put into place in order to restore the areas to their natural environments. Mr. Roediger stated that he'd like to see the survey data, and Ms. Hopkins said that the Outdoor Murfreesboro staff could provide regular updates to the commission. Mr. Martin made a motion to approve the hiring of the professional ornithologist as requested. Dr. Bonner seconded, and motion passed by unanimous vote.

Ms. Singer introduced Ms. Dawn Thomas, the new full-time Facility Coordinator for the Wilderness Station. She added that Ms. Thomas has worked for Outdoor Murfreesboro on a part-time basis for the past five years doing program instruction and specializing in animal care. Ms. Singer said the department is lucky to have her.

Ms. Thomas thanked Ms. Singer and said she was happy to take on the position. Ms. Thomas then presented the next agenda item for approval: the first Nature in the Wild Art Show and Fair at the Wilderness Station set for Saturday, February 26, 2022. Artwork inspired by nature, whether in theme or medium, is being sought for the show. A fee of \$25 is being requested of each artist, with only one table allowed per artist to display and sell their work due to limited space; only 12 table spots will be available for artists this first time. Fees will help offset costs for the event. Staff hopes to offer the event annually to give the community an inside event to attend during wintertime. Dr. Bonner made a motion to approve the art show and fair along with the requested fee. Mr. Duke seconded, and motion passed by unanimous vote.

Ms. Allison Davidson, Sports Com Fitness/Wellness Coordinator, requested approval to offer her already established Ultimate Babysitters' Club to community groups. The Babysitters' Club has been offered for years as a weeklong summer youth camp at Sports Com and has been very successful. Babysitting safety, basic childcare, basic first aid, CPR and AED skills are included in the classes. Due to the popularity of the classes, several community groups/agencies have asked if the Babysitters' Club could be offered to their groups in modified versions of one or two-day programs, rather than for a week at a time. Ms. Davidson stated that the fees would only be requested to cover the cost of materials needed in the classes. She proposed the following two fee options:

Option One: Single-day Babysitting class: \$75 for 5 participants

Option Two: Two-day Babysitting and CPR/AED/BFA: \$160 for 5 participants

Mr. Duke asked if the various agencies requesting the classes are nonprofit. Ms. Davidson said that they are. Mr. Roediger made a motion to approve the private offerings of the Ultimate Babysitters' Club along with the two fee options presented. Dr. Bonner seconded. Motion passed by unanimous vote.

Ms. Priscilla Murray, McFadden Assistant Program Coordinator, requested approval of a Daddy-Daughter Dance to be held at Patterson Community Center on Saturday, February 12th, from 6:00-8:00 p.m., with a fee of \$15.00 per couple, and \$5.00 for each additional girl registered with a couple. The "dads" can be any adult male role models for the participating girls. The event will include music, poetry, food, photo booths, and various activities to allow the participants to gain memories to cherish for a lifetime. Dr. Bonner mentioned that there has been a lot of research indicating how positive daddy-daughter bonding can be. She said the event was very commendable and suggested that staff look into continuing the event. Ms. Murray agreed that staff hoped to offer the dance annually. Mr. Cunningham made a motion to approve the dance as presented. Dr. Bonner seconded. Motion passed by unanimous vote.

Ms. Melinda Tate, Marketing Coordinator, announced MPRD events/programs. She said that Sports Com's free online fitness classes, which have been available since the pandemic started, are still a huge success. They can be found on Sports Com's Facebook page. Ms. Tate invited all to attend the annual Polar Bear Plunge at Sports Com on Saturday, January 8th. An Arctic Adventure will start in the gym at 8:30 a.m., where games, snacks, and a costume contest will be held. The actual plunge will start at 10:00 a.m. Immediately following the plunge, participants may head to the indoor pool to get warm, if they so choose. The admission will be donations to Special Olympics or canned food for Greenhouse Ministries. Ms. Tate announced that the Buy One, Get One Free sale for individual monthly and yearly passes would be going on at Patterson and Sports Com through January 16th (at 5:00 pm). Also coming up is the Saturday Sampler Class at Patterson on January 8th, where different kinds of exercise classes will be showcased, and patrons can pick which ones they'd like to participate in. Just a facility pass will get those interested into the class. For the MLK Day of Service events, there will be three events. One will be the "Pack the Packs Sort-a-Thon" at Patterson on January 17th where volunteers and staff will fill backpacks with donated food items for school kids. Next there will be a Career Expo at Patterson on Thursday, January 20th, from 9:00 a.m.-1:00 p.m. where there will be 20-30 employers present. And the last Day of Service event will be a workshop at Patterson on Tuesday, January 25th, called, "Make Every Dollar Count." Participants can attend for free and learn how to keep up with where their money goes.

Ms. Tate invited everyone to visit the Photography Exhibit titled, "Six Decades, Five Continents, One Eye," by Walter Lecroy in the City Hall Rotunda January 11 – February 24, 2022. She also mentioned that at Cannonsburgh, there would be a winter crafting class to make Wooden Spoon Snowmen on January 13th and Toddler Adventures on January 27th for ages 5 and under. She added that Outdoor Murfreesboro was offering Nature Journaling

on January 13th for ages 7 and up and a Wetlands Day Walk at Murfree Spring Wetland on February 3rd for ages 6 and up. Further, Ms. Tate announced that the Spring Adult Softball Meeting for team representatives is set for February 27th at McFadden Community Center at 2:00 p.m.

Coming up as well are a variety of activities and programs for seniors through the St. Clair Senior Center, including trips in the U.S. and abroad. The Senior Center has karaoke lined up twice in January and February, and beginning on January 10th, there will be a six-week course at the center called, "Eat Well, Feel Well, followed by "In the Garden" on January 16th, "Senior Feud" on January 20th, and "Ultimate Bingo" three times in January and February. Ms. Tate invited anyone interested to check out all the MPRD offerings at www.MurfreesboroParks.com. She also reminded the public and commission that there are 15 different MPRD Facebook pages with lots of information as well.

Mr. Miller said that the regular agenda of the MPRC was complete, and he asked if anyone had something to add under "Other Business." Mr. Don Turner said that he wanted to answer Mr. Leroy Cunningham's questions from the last MPRC meeting regarding the free Youth Golf program. He announced that everyone (golf staff and Golf Commission) was pleased with how the first year of the program worked out, with 430 kids signing up initially and 650 actually getting to participate for free. Mr. Turner added that 70 other kids took lessons on Saturdays with Ms. Emily Miller. Mr. Turner also mentioned that those involved in offering the free program for kids planned to continue as long as possible and that funding was already in place for ten years. Mr. Turner further said that Mayor McFarland hosted an Invitational Golf Tournament at the Stones River Country Club in October as a fund-raiser for the Kids Play Free program. Mr. Turner did not know the amount raised, but he had heard the amount was substantial. Mr. Leroy Cunningham thanked Mr. Turner for his information and stated that the program sounded good on paper and turned out to be a fantastic program. Mr. Cunningham added that he hopes the commission can help get the word out on the program for this summer. Mr. Turner agreed that more advertising was needed. Mr. Miller complimented Mr. Turner on his information. Being no more business, the meeting was adjourned.

Meeting adjourned: 12:46 p.m.

Minutes approved:

Mr. Eddie Miller, MPRC Chair

Mr. Nate Williams, MPRD Director

MURFREESBORO PARKS & RECREATION DEPARTMENT

Monthly Budget Report

	<u>2021-2022</u> <u>Budget</u>	<u>July-Jan</u> <u>Expenditure</u>	<u>2021-2022</u> <u>Balance</u>
Salaries			
Full-time Personnel	3,756,747.00	-2,281,052.20	1,475,694.80
Longevity	52,020.00	-50,460.00	1,560.00
Holiday Pay	13,000.00	-10,083.63	2,916.37
Part-time Personnel	2,624,511.81	-1,263,396.01	1,361,115.80
Overtime	70,000.00	-30,310.40	39,689.60
Annual Holiday Gift	10,000.00	-9,475.00	525.00
Other Pay	79,000.00	-51,878.02	27,121.98
	6,605,278.81	-3,696,655.26	2,908,623.55
Operation & Maintenance			
Vehicles & Machinery - Fleet	68,915.00	-43,557.59	25,357.41
Vehicles (not Fleet) (includes SpCom CO2)	3,000.00	-488.76	2,511.24
Machinery & Equipment	72,700.00	-54,694.37	18,005.63
Waste Disposal (dumpsters/oil) - one time			
Disposal Fees - general	1,000.00	-675.00	325.00
Office Equipment			
Office Equipment	7,500.00	-6,441.88	1,058.12
Appliance Repair	3,000.00	-1,265.68	1,734.32
Repair/Maintenance of Other (Antique tractor)	2,000.00	0.00	2,000.00
Equipment Rental			
Ball Fields	3,000.00	-202.52	2,797.48
Greenways/Wetlands	500.00	-2,241.61	-1,741.61
Cannonsburgh	700.00	0.00	700.00
General Parks	2,500.00	-1,898.39	601.61
Sports*Com	1,500.00	-4,432.11	-2,932.11
Barfield Crescent Park	1,000.00	-2,521.45	-1,521.45
Richard Siegel Park	2,500.00	-4,599.03	-2,099.03
	11,700.00	-15,895.11	-4,195.11
Grounds			
Parks (Nat Res, Franklin Rd, Misc, Gen)	61,100.00	-6,816.30	54,283.70
Old Fort Park	30,800.00	-5,074.92	25,725.08
Ball Fields	119,700.00	-81,610.72	38,089.28
Barfield Crescent Park	15,500.00	-15,577.80	-77.80
Wilderness Station	1,500.00	-178.33	1,321.67
Richard Siegel Park	174,100.00	-52,712.10	121,387.90
McKnight Park	7,200.00	-698.00	6,502.00
Oaklands Park	19,800.00	-4,429.59	15,370.41
River Trail/Greenway/Wetlands	83,200.00	-34,063.82	49,136.18
Cannonsburgh	7,600.00	-4,900.49	2,699.51
Gateway Trail	30,800.00	-2,234.93	28,565.07
Sports*Com	5,000.00	-710.79	4,289.21
Patterson Park	5,900.00	-4,159.14	1,740.86
McFadden Community Center	1,300.00	-677.00	623.00
Bradley Academy Museum	2,400.00	-778.02	1,621.98
Tennis Facility	12,500.00	-5,611.02	6,888.98
	578,400.00	-220,232.97	358,167.03
Educational Animals			
Educational Animals	5,000.00	-3,119.45	1,880.55
Recreational Equipment			
Recreational Equipment	9,100.00	-1,376.47	7,723.53
Janitorial Equipment			
Janitorial Equipment	2,500.00	-209.72	2,290.28
Software			
Software	32,500.00	-30,248.77	2,251.23

Buildings

McFadden Community Ctr.	11,100.00	-2,583.56	8,516.44
Patterson Community Ctr.	89,800.00	-52,209.69	37,590.31
Sports*Com	64,600.00	-7,756.82	56,843.18
Old Fort Park Picnic Shelters	8,400.00	-993.05	7,406.95
Old Fort Park Ball Fields	600.00	0.00	600.00
Oakland Park Picnic Shelters	5,500.00	-1,132.92	4,367.08
Miracle Field	4,500.00	-22.56	4,477.44
McKnight Park Ball Fields (not StarPlex)	6,300.00	-2,567.57	3,732.43
McKnight Park Pavilion	600.00	0.00	600.00
Maintenance Shop	8,400.00	-456.91	7,943.09
	2021-2022	July-Jan	2021-2022
Building Maintenance continued	Budget	Expenditure	Balance
Star*Plex	6,000.00	-2,371.16	3,628.84
Ball Field Maintenance Shop	4,900.00	-424.60	4,475.40
River Trail	7,300.00	-5,142.82	2,157.18
Cannonsburgh	14,600.00	-8,935.69	5,664.31
Barfield-Crescent Park (includes Shop)	14,000.00	-7,859.41	6,140.59
Wilderness Station	5,900.00	-1,795.11	4,104.89
Barfield Ball Fields	5,500.00	-1,251.32	4,248.68
Rogers Park	1,100.00	-26.99	1,073.01
Wetlands Restrooms	1,400.00	0.00	1,400.00
Richard Siegel Park	12,700.00	-13,120.77	-420.77
Jamison House	4,600.00	-1,824.97	2,775.03
Gateway Trail	4,300.00	-3,597.01	702.99
Franklin Road Property	5,000.00	0.00	5,000.00
Bradley Academy Museum	12,100.00	-3,286.74	8,813.26
Indoor Tennis Facility	27,900.00	-7,093.94	20,806.06
	<u>327,100.00</u>	<u>-124,453.61</u>	<u>202,646.39</u>
Swimming Pools			
Patterson Pool	34,000.00	-20,263.42	13,736.58
Sports*Com Indoor Pool	20,600.00	-3,489.61	17,110.39
Sports*Com Outdoor Pool	33,100.00	-12,719.91	20,380.09
	<u>87,700.00</u>	<u>-36,472.94</u>	<u>51,227.06</u>
Supplies			
Postage	3,000.00	-1,012.63	1,987.37
Office Supplies			
Recreation	14,200.00	-4,866.83	9,333.17
Sports*Com	2,500.00	-771.18	1,728.82
Patterson Community Center	4,500.00	-1,374.67	3,125.33
McFadden Community Center	1,100.00	-1,178.94	-78.94
Cannonsburgh	900.00	-228.45	671.55
Cultural Arts	1,500.00	-932.05	567.95
Wilderness Station	900.00	-450.96	449.04
Bradley Academy Museum	1,000.00	-410.89	589.11
Indoor Tennis Facility	1,200.00	-1,397.87	-197.87
	<u>27,800.00</u>	<u>-11,611.84</u>	<u>16,188.16</u>
IT Supplies	800.00	-477.51	322.49
Educational Supplies	1,000.00	-45.00	955.00
Advertising			
General, Newspaper, etc.	14,500.00	-10,798.89	3,701.11
Patterson Advertising	700.00	-30.00	670.00

Bradley Academy Museum Ads/Brochures	2,700.00	0.00	2,700.00
Cannonsburgh Ads/Brochures	6,100.00	-514.00	5,586.00
Indoor Tennis Facility	4,000.00	-222.22	3,777.78
Sports*Com Brochures/Advertising	1,400.00	-601.12	798.88
Greenway	2,300.00	-2,061.80	238.20
Wilderness Station/Outdoor Recreation	5,100.00	0.00	5,100.00
	<u>36,800.00</u>	<u>-14,228.03</u>	<u>22,571.97</u>
Janitorial Supplies			
Recreation/Jamison, etc.	5,500.00	-12,983.44	-7,483.44
Greenway/River Trail	3,500.00	-2,624.93	875.07
Ball Fields	10,000.00	-4,212.79	5,787.21
Sports*Com	13,500.00	-10,306.93	3,193.07
Patterson Community Center	24,000.00	-12,329.41	11,670.59
McFadden Community Center	2,500.00	-1,490.06	1,009.94
Barfield-Crescent Park	4,800.00	-2,958.99	1,841.01
Wilderness Station	800.00	-198.63	601.37
Oaklands Park	1,100.00	-848.83	251.17
Old Fort Park	2,000.00	-1,278.88	721.12
Cannonsburgh	1,600.00	-699.76	900.24
Richard Siegel Park	7,500.00	-4,383.65	3,116.35
	<u>2021-2022</u>	<u>July-Jan</u>	<u>2021-2022</u>
Janitorial Supplies continued	<u>Budget</u>	<u>Expenditure</u>	<u>Balance</u>
Gateway Island	1,300.00	-338.10	961.90
Bradley Academy Museum	1,500.00	-465.56	1,034.44
Indoor Tennis Facility	5,000.00	-2,518.20	2,481.80
	<u>84,600.00</u>	<u>-57,638.16</u>	<u>26,961.84</u>
Trophies			
Athletics	12,600.00	-2,769.59	9,830.41
Recreation	1,200.00	-308.25	891.75
Patterson Center	200.00	-14.00	186.00
Sports*Com/Aquatics	400.00	0.00	400.00
McFadden Center	400.00	0.00	400.00
Indoor Tennis Facility	1,000.00	0.00	1,000.00
	<u>15,800.00</u>	<u>-3,091.84</u>	<u>12,708.16</u>
Fuel	90,600.00	-44,833.05	45,766.95
Activity Supplies			
Outdoor Recreation	4,800.00	-1,849.72	2,950.28
McFadden Community Center	3,000.00	-557.28	2,442.72
Patterson Community Center	2,600.00	-1,169.72	1,430.28
Cultural Arts - Visual/Performing	3,500.00	-1,505.23	1,994.77
Sports*Com	3,700.00	0.00	3,700.00
Cannonsburgh	1,800.00	-451.96	1,348.04
Greenways	1,300.00	0.00	1,300.00
Athletics	3,300.00	-1,000.00	2,300.00
Bradley Academy Museum	3,000.00	-213.53	2,786.47
Indoor Tennis Facility	3,000.00	0.00	3,000.00
	<u>30,000.00</u>	<u>-6,747.44</u>	<u>23,252.56</u>
Hand Tools & Hardware			
Maintenance	2,530.00	-1,010.34	1,519.66
Maintenance Barfield-Crescent	515.00	-222.30	292.70
Richard Siegel Park	505.00	-385.31	119.69
Ball Fields	485.00	-155.57	329.43
Recreation	100.00	0.00	100.00

Sports*Com	550.00	-113.88	436.12
Patterson Community Center	900.00	-122.55	777.45
Cannonsburgh	375.00	-76.49	298.51
Cultural Arts	500.00	-10.47	489.53
Outdoor Recreation/Greenway	740.00	-374.80	365.20
McFadden	300.00	-2.18	297.82
Bradley Academy Museum	300.00	-7.99	292.01
Indoor Tennis Facility	300.00	0.00	300.00
	<u>8,100.00</u>	<u>-2,481.88</u>	<u>5,618.12</u>

Clothing

Maintenance	9,250.00	-3,318.47	5,931.53
Recreation/Admin/MUTS/Cult Arts, etc.	950.00	-75.50	874.50
Sports*Com	1,700.00	-124.99	1,575.01
McFadden Community Center	500.00	0.00	500.00
Athletics	2,000.00	-557.90	1,442.10
Cannonsburgh	700.00	-655.00	45.00
Patterson Community Center	2,890.00	-1,768.55	1,121.45
Wilderness Station/Greenway	1,000.00	-413.60	586.40
Aquatics	5,210.00	-338.50	4,871.50
Bradley Academy Museum	400.00	-319.00	81.00
Indoor Tennis Facility	700.00	-424.00	276.00
	<u>25,300.00</u>	<u>-7,995.51</u>	<u>17,304.49</u>

Admission Supplies

4,300.00	-961.81	3,338.19
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	<u>2021-2022</u> <u>Budget</u>	<u>July-Jan</u> <u>Expenditure</u>	<u>2021-2022</u> <u>Balance</u>
Supplies continued			
Recreational Supplies			
Youth Basketball	22,100.00	-16,699.91	5,400.09
Cheerleading Program/Camp	800.00	0.00	800.00
Football	6,440.00	-461.45	5,978.55
Sports Camp	3,000.00	-1,261.70	1,738.30
Youth Volleyball	3,760.00	-470.70	3,289.30
Start Smart Program	1,300.00	0.00	1,300.00
Adult Basketball Sports*Com	350.00	0.00	350.00
Adult Racquetball	550.00	-192.00	358.00
Adult Volleyball	1,000.00	-360.00	640.00
Tennis Nets/Outdoor VB Nets	3,000.00	-769.47	2,230.53
Murfreesboro Track & Field	600.00	0.00	600.00
Ultimate Disc Golf	2,000.00	0.00	2,000.00
Miracle Field League	4,800.00	0.00	4,800.00
Advantage League	5,000.00	0.00	5,000.00
Sports*Com	5,500.00	-2,097.33	3,402.67
McFadden Community Ctr.	3,000.00	-1,124.50	1,875.50
Patterson Community Center	6,300.00	-2,859.65	3,440.35
Bradley Academy Museum	2,000.00	-84.95	1,915.05
Outdoor Murfreesboro	2,500.00	-566.66	1,933.34
Cultural Arts	800.00	-83.97	716.03
Indoor Tennis Facility	5,000.00	-2,675.06	2,324.94
	<u>79,800.00</u>	<u>-29,707.35</u>	<u>50,092.65</u>

Food

General	2,300.00	-1,771.97	528.03
Wilderness Station/Outdoor Murfreesboro	1,300.00	-1,024.46	275.54
Patterson Community Center	6,500.00	-3,958.47	2,541.53

Tennis	1,500.00	-127.38	1,372.62
Bradley Academy Museum	2,500.00	-1,034.33	1,465.67
Cannonsburgh	1,000.00	-281.02	718.98
Cultural Arts	3,500.00	-2,582.75	917.25
McFadden Community Center	3,000.00	-1,899.07	1,100.93
Athletics	4,100.00	-999.29	3,100.71
Sports*Com	4,000.00	-1,422.03	2,577.97
	<u>29,700.00</u>	<u>-15,100.77</u>	<u>14,599.23</u>
Printing Services	1,900.00	-875.32	1,024.68
Newspaper Subscriptions	1,590.00	-1,798.83	-208.83
Operating Supplies			
Wilderness Station	2,500.00	-43.99	2,456.01
Patterson Center	500.00	-226.72	273.28
Sports*Com	400.00	-136.63	263.37
Cannonsburgh	300.00	-291.37	8.63
	<u>3,700.00</u>	<u>-698.71</u>	<u>3,001.29</u>
Safety Supplies	6,900.00	-3,305.62	3,594.38
Miscellaneous Supplies			
Recreation/General	1,100.00	0.00	1,100.00
Sports*Com	200.00	-290.00	-90.00
Barfield-Crescent Park	400.00	-60.59	339.41
Patterson Community Center	200.00	-1,276.31	-1,076.31
Richard Siegel Park	400.00	0.00	400.00
Bradley Academy Museum	400.00	-668.62	-268.62
Indoor Tennis Facility	400.00	0.00	400.00
	<u>3,100.00</u>	<u>-2,295.52</u>	<u>804.48</u>
	2021-2022	July-Jan	2021-2022
	Budget	Expenditure	Balance
Insurance			
Worker's Compensation	96,945.00	0.00	96,945.00
Automobile	18,619.00	0.00	18,619.00
Social Security	485,123.00	-285,811.52	199,311.48
Medical-Dental	825,326.00	-555,574.19	269,751.81
Employee Retirement Defined Benefit	338,149.00	-190,493.43	147,655.57
Retirement Defined Contribution	120,279.00	-74,919.88	45,359.12
Life Insurance, LTD	24,202.00	-19,184.66	5,017.34
	<u>1,908,643.00</u>	<u>-1,125,983.68</u>	<u>782,659.32</u>
Utilities			
Electricity	645,000.00	-358,429.26	286,570.74
Water	176,000.00	-98,665.19	77,334.81
Gas	115,000.00	-60,057.30	54,942.70
Telephone	16,500.00	-9,412.37	7,087.63
Cellular Phone	21,300.00	-11,743.93	9,556.07
Internet Service	13,600.00	-10,036.59	3,563.41
Cable TV Service	9,600.00	-1,024.92	8,575.08
Solid Waste Fees	41,500.00	-22,127.18	19,372.82
	<u>1,038,500.00</u>	<u>-571,496.74</u>	<u>467,003.26</u>
Travel & Subsistence			
Mileage	13,500.00	-2,175.90	11,324.10
Meals During Meetings	4,300.00	-1,151.40	3,148.60
	<u>17,800.00</u>	<u>-3,327.30</u>	<u>14,472.70</u>
Recreational Activities			
Park Movies	9,800.00	-4,406.00	5,394.00

Designated Donations			
Patterson Community Center	8,000.00	-3,735.54	4,264.46
Other - Greenway/Cult Arts/Bradley, etc.	5,900.00	-6,622.01	-722.01
Athletics	<u>30,000.00</u>	<u>-25,081.54</u>	<u>4,918.46</u>
	43,900.00	-35,439.09	8,460.91
Other Miscellaneous	9,000.00	-392.70	8,607.30
Additions to Fixed Assets	<u>599,285.00</u>	<u>-114,441.83</u>	<u>484,843.17</u>
Total Parks & Recreation	12,590,091.81	-6,650,184.29	5,939,907.52

MURFREESBORO PARKS & RECREATION DEPARTMENT
St. Clair Street Senior Center Monthly Budget Report FY22

	<u>2021-2022</u> Budget	<u>July-Jan</u> Expenditure	<u>2021-2022</u> Balance
Salaries			
Full-time Personnel	441,596.00	-269,854.10	171,741.90
Longevity	3,720.00	-4,440.00	-720.00
Holiday Pay	900.00		900.00
Part-time Personnel	196,439.58	-77,919.03	118,520.55
Overtime	4,000.00	-1,891.89	2,108.11
Annual Holiday Gift	725.00	-700.00	25.00
	<u>647,380.58</u>	<u>-354,805.02</u>	<u>292,575.56</u>
Operation & Maintenance			
Vehicles & Machinery - Fleet	9,993.00	-788.23	9,204.77
Vehicles (not Fleet)	500.00	-146.20	353.80
Machinery & Equipment	500.00	-109.96	390.04
Office Equipment	4,500.00	-3,607.57	892.43
Grounds	14,000.00	-5,659.22	8,340.78
Recreational Equipment	3,000.00	-357.50	2,642.50
Janitorial Equipment	300.00	-625.97	-325.97
Appliance Repairs	500.00	-20.82	479.18
Software Maintenance	2,800.00	-1,200.00	1,600.00
Buildings	1,200.00	-967.73	232.27
Supplies			
Postage	10,000.00	-0.55	9,999.45
Office Supplies	6,200.00	-3,287.96	2,912.04
IT Supplies	250.00	0.00	250.00
Advertising	20,000.00	-2,872.00	17,128.00
Janitorial Supplies	10,000.00	-5,492.47	4,507.53
Activity Supplies	14,000.00	-5,446.23	8,553.77
Trophies	1,000.00	0.00	1,000.00
Hand Tools & Hardware	500.00	-208.25	291.75
Clothing	1,200.00	-159.50	1,040.50
Recreational Supplies	5,000.00	-1,013.11	3,986.89
Nurse/Health Program Supplies	1,000.00	0.00	1,000.00
Trip Expense Supplies	32,000.00	-6,874.56	25,125.44
Food	20,000.00	-7,039.93	12,960.07
Printing Services	1,000.00	0.00	1,000.00
Educational Supplies	200.00	0.00	200.00
Safety Supplies	1,000.00	-371.56	628.44
Fuel	4,600.00	-2,025.39	2,574.61
Other Miscellaneous Supplies	900.00	-863.08	36.92
Insurance			
Worker's Compensation	9,578.00	0.00	9,578.00
Social Security	47,253.00	-25,720.45	21,532.55
Medical-Dental	94,608.00	-68,169.53	26,438.47
Employee Retirement Defined Benefit	26,834.00	-12,745.80	14,088.20
Retirement Defined Contribution	18,389.00	-12,412.48	5,976.52
Life Insurance, LTD	2,805.00	-2,478.34	326.66
	<u>199,467.00</u>	<u>-121,526.60</u>	<u>77,940.40</u>
Utilities			
Electricity	47,000.00	-26,010.83	20,989.17
Water	4,600.00	-2,203.33	2,396.67

Gas	2,100.00	-1,081.24	1,018.76
Telephone	2,500.00	-1,133.30	1,366.70
Cellular Phone	1,500.00	-782.43	717.57
Internet Service	1,600.00	-1,015.20	584.80
Cable TV Service	1,400.00	-147.04	1,252.96
Solid Waste Fees	900.00	-765.00	135.00
	<u>61,600.00</u>	<u>-33,138.37</u>	<u>28,461.63</u>

Page 2 Senior Center Monthly Budget
Report FY22

	<u>2021-2022</u> <u>Budget</u>	<u>July-Jan</u> <u>Expenditure</u>	<u>2021-2022</u> <u>Balance</u>
Other Expenses			
Health Services	2,000.00	0.00	2,000.00
Mileage	500.00	-91.28	408.72
Cultural Activities	8,000.00	-853.11	7,146.89
Miscellaneous Expense	1,000.00	-54.00	946.00
Association Dues	500.00	0.00	500.00
Travel/Training Personnel	4,900.00	-1,118.77	3,781.23
Contractual Services/Class Instructors	20,000.00	-11,045.54	8,954.46
Licenses/Certifications	200.00	0.00	200.00
Bank Service Charge (credit cards)	2,400.00	0.00	2,400.00
Designated Donations	1,800.00	0.00	1,800.00
Sales Tax	700.00	-42.00	658.00
Additions to Fixed Assets	<u>2,500.00</u>	<u>-4,232.97</u>	<u>-1,732.97</u>
Total St. Clair Street Senior Center	1,119,090.58	-576,045.45	543,045.13



February 22, 2022

For Murfreesboro Parks and Recreation Commission:

RE: 2022 Laureate Announcement and Trophy Presentation

As an item for the MPRC agenda of March 2, 2022, we would like for you to join us in welcoming and congratulating the Murfreesboro Cultural Arts Laureates for 2022.

Background

In its 5th year, Murfreesboro Cultural Arts Laureate Program is a notable honor for local artists, providing recipients with further opportunities to educate, advocate, and represent the community through their own creative initiatives. Laureates serve for one year with the possible opportunity of serving a second year.

Fiscal Impact

The Laureates have received a stipend of \$1,000 each equaling \$2,000 total from the Laureate, Cultural Arts budget for the year.

Attachments

1. Laureate Intro Graphics
2. Bios

Lisa Marie Browning
Cultural Arts, Visualize Murfreesboro
Assistant Program Coordinator

Introducing the
2022
Murfreesboro Cultural Arts Laureates



Dancer Laureate
Meg Brooker



Poet Laureate
Cameron L. Mitchell

Find out more information about the Laureates on Cultural Arts Web Page
at murfreesborotn.gov and [#murfreesborolaureates](https://twitter.com/murfreesborolaureates).

2022 LAUREATE BIOS

Dancer Laureate

Meg Brooker, Artistic Director of Duncan Dance South and Associate Professor and Director of Dance at Middle Tennessee State University, is an artist and scholar specializing in the early modern dance practices of Isadora Duncan and Florence Fleming Noyes. Meg has performed in venues throughout the United States and has performed in international venues including Europe and Russia. Also, her work has been covered by publications including *Dance Teacher Magazine*, *Nashville Arts Magazine*, and Chattanooga's *The Pulse*. In Tennessee, Meg has appeared at the Parthenon in Centennial Park and at the Hunter Museum of American Art, as well as at MTSU's Tucker Theatre, where she frequently creates work with MTSU dance majors. Meg holds an MFA from The University of Texas at Austin and a BA from Yale. www.duncandancesouth.org, www.mtsu.edu/dance

Poet Laureate

Cameron L. Mitchell is a Memphis native and graduate of Middle TN State University. After studying in Japan, Cameron found a passion to engage the community as an actor and Spoken Word artist. When he is not mentoring poets for Southern Word, you can catch him acting in plays like "Ghost," at The Nashville Children's Theater. Cameron has presented at Conferences for Vanderbilt University, NAACP, & Creative Exchange to name a few. Many of his works are used to inspire the community, highlight mental health awareness, and spotlight conversations that we need to have as a society.



February 22, 2022

For Murfreesboro Parks and Recreation Commission:

RE: Gateway Island Pricing and Packaging

As an item for the agenda of March 2, 2022, it is recommended that the commission accept and pass the proposed upgrade to the Gateway Island Pricing, which will allow the department to be more competitive with other venues in our area.

Background

We are streamlining the Island rentals to make it more efficient. We are no longer offering ½ day rentals at the Island. Monday through Thursday rentals will stay at \$350 per day, and Friday through Sunday rentals will stay at the \$500 rate. The reception center will be included in all rentals. We will also only provide 5 tables and 20 chairs to be used as needed on the property. We will be adding a 10% discount for City residents. Also, we will require a 4-day rental for weddings and large events at the rate of \$2,000. This will clear up the confusion of the tent rentals shutting down the Island during large events. The special use for races will stay at the \$350 rate for the day. And we will initiate a \$100 overage rate.

Fiscal Impact

These changes will allow for revenue to be increased and city labor to be decreased. It will also allow us to be more competitive in the market. We will still be the cheapest venue for these types of events in Middle Tennessee, while providing a great service for the community.

Recommendation

It is recommended that the commission approve the changes to be implemented on any rental made in the next fiscal year.

Attachment

New Rental agreement

Susan M Hicks
Cultural Arts Supervisor



GATEWAY ISLAND

➔ **EVENT NAME:** _____

EMAIL: lwright@murfreesborotn.gov
shicks@murfreesborotn.gov
PHONE: (615) 893.7439 ext. 6130

➔ **EVENT DATE:** _____ **TIME:** _____
EVENT DATE: _____ TIME: _____
EVENT DATE: _____ TIME: _____
EVENT DATE: _____ TIME: _____

Expected Event Attendance: _____ (Island Max Capacity 150 people, Reception Center Max Capacity 30 people)

Renter Type: Individual [] Professional [] Non-profit 501C3 [] In Kind []

CONTACT INFORMATION:

Renter Name or Company _____
Phone _____
Email _____

BILLING INFORMATION:

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____
Driver's License Number _____

I (RENTER) have read the TERMS & CONDITIONS, TOTAL RENTAL FEES, and EVENT DATES contained in this form, and I fully understand and agree to all TERMS & CONDITIONS for present and future rentals.

***In signing this contract, I agree to the \$100.00 non-refundable contract signing fee stated within.*

➔ **SIGNATURE:** _____ **DATE:** _____

➔ **SIGNATURE OF PAYMENT:** _____ **DATE:** _____

CITY OF MURFREESBORO DESIGNEE

➔ By: _____ Date: _____ By: _____ Date: _____

By: _____ Date: _____ By: _____ Date: _____

APPROVED BY MPRD STAFF ATTORNEY: _____ Date: _____

STANDARD RENTAL	AMOUNT/EA.	QUANTITY	CHARGE
One Day Rental – 8am – 9 pm (Monday – Thursday) Island & Reception Center	\$350 (day rate)	___/(days)	
One Day Rental – 8am – 9 pm (Friday - Sunday) Island & Reception Center	\$500 (day rate)	___/(days)	
4 Day Rental Island & Reception Center	\$2000.00	___/(days)	
Anytime over the scheduled rental will incur an addition overcharge fee.	\$100 / hour *1 hour minimum	___/(hours)	
Special Use Saturday Rentals (5ks, Fun Run's, and similar events approved through Special Use policies) Island & Reception	\$350 (day rate) (Maximum of 8 hours)		
			TOTAL: before taxes

* City Residents) will receive a 10% discount excluding going over hours.

* If you are a 501 C (3), or a government entity, or other tax-exempt agency, a copy of a certificate of proof of exemption is needed.

➔ Tax Exemption Certificate **DUE:** _____

➔ Insurance Certificate **DUE:** _____

TOTAL RENTAL FEES DUE BY: _____	
Rental Space/Package Fee:	
Tax (x.0975)	
TOTAL DUE:	
<i>Non-Refundable Contract Signing Fee</i>	\$100
<i>In Kind Contribution</i>	<input type="text"/>
REMAINING BALANCE:	

➔

Renter Initials

TERMS & CONDITIONS

OCCUPANCY

- A. **RENTER** is entitled to use the space(s) designated in "Gateway Island/Venue" agreement, upon the Day(s) specified in "Island/Venue" agreement, subject to the conditions herein.
- B. **RENTER** proposes to use the Island/Venue space indicated within this contract for the sole purpose(s) designated in this agreement, (the "Event"). No other use is authorized, and any use deviating from the use specified in this agreement without the prior written consent of the **CITY** will cause a breach of this Agreement. **RENTER** is to not use the Venue for any purposes prior to or after the Event without the prior written consent of the **CITY**.
- C. The term of this Rental Agreement is for the dates and times indicated. The **RENTER** has the right to use the Island/Venue during the term specified of the Rental Agreement but only as specified in this Agreement and at the times scheduled by the Parks & Recreation Department. The **CITY** reserves the right to schedule other activities or cancel the use of the above-mentioned facility and agrees to give proper notice to the **RENTER** (exceptions include, but are not limited to acts of God, problems related to the functionality of the facility, or any other problems with the facility that are beyond the control of the **CITY**).
- D. **RENTER** cannot sublicense the Island/Venue.
- E. **RENTER** under no circumstances enter the Island area before the official designated reservation day and time.
- F. **RENTER** must vacate the Island/Venue and remove all of its property at the end of the last day by 9:00 pm.
- G. The **CITY** maintains the right to control the management of the Island/Venue and enforce the rules and regulations. One or more representatives of the **CITY** have the right to enter the Island/Venue at any time during the occupancy of **RENTER**.
- H. **Renter** is **NOT** allowed to stake or put anything in the ground or alter the Island or the existing plants. The **Renter** is responsible for all guest and outside services, including but not limited to caterers, special event companies, amusement services, etc. The **Renter** is liable for any damages to the facilities, equipment, and grounds.
 - i. Nails, staples and/or tape is not allowed for use on the Island facilities. Only string, zip ties or poster tape may be used attach decorations.
 - ii. 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.
 - iii. Candles such as citronella or decorative candles are allowed, but wax less 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.

RENTER FEE(S), ADDITIONAL COSTS, AND PAYMENT(S)

- A. For the right to use the Island/Venue on the Day(s) specified in this agreement, **RENTER** agrees to pay **CITY** the appropriate/agreed upon "License Fee". Any deviation in use of the Island/Venue may cause a change in the License Fee.
- B. **RENTER** is solely responsible for and must pay all other costs associated with **RENTER**'s use of the Island/Venue, including, but not limited to, the costs set out below (the "Additional Costs"). Additional Costs may be as follows:
 - i. Actual costs, including but not limited to labor, freight, and/or shipping charges, to repair and/or replace any property owned or administered by **CITY** that is damaged by intentional or negligent acts or omissions of **RENTER**, its agents, employees, or invitees.
 - ii. Additional equipment and services arranged by City upon written request of **RENTER**.
 - iii. Other costs incurred by **CITY** in connection with **RENTER**'s use of the Island/Venue.
- C. **RENTER** agrees to submit payment in full in accordance within 2 weeks of official approval of the reservation. Failure to do so will result in the cancelation of the RENTAL
- D. A full refund minus the \$100.00 non-refundable reservation fee will be given when cancelled at least 2 weeks prior to the reservation date. A 50% refund minus the \$100.00 non-refundable fee will be given when cancelled less than 2 weeks in advance. No refund the day of or after the reservation date. The refundable balance will be refunded in approximately 30 days.
- E. If tents or other equipment are set up early or picked up after the designated reservation, the renter will be charged for the additional all-day reservation. **The City of Murfreesboro is not responsible for any items brought to the property.**
- F. Failure to remove all trash and/ or items left from the rental will result in a **\$100 fee**.

INITIALS: _____ DATE: _____



Weather Policy

- A. RENTER understand that they are renting an outdoor facility and will take the responsibility of canceling due to inclement weather. Any cancelation due to weather will still be held to the City's official refund policy :A full refund minus the \$100.00 non-refundable reservation fee will be given when cancelled at least 2 weeks prior to the reservation date. A 50% refund minus the \$100.00 non-refundable fee will be given when cancelled less than 2 weeks in advance. No refund the day of or after the reservation date. The refundable balance will be refunded in approximately 30 days.
- B. The Murfreesboro Parks and Recreation Department reserves the right to cancel any and all events due to weather or other unforeseen circumstances.

OBLIGATION TO COMPLY WITH LAWS

- A. RENTER must comply with all laws, orders, and regulations of federal, state and municipal authorities. RENTER must obtain any license or permit required for its particular use of the designated premises, including, but not limited to, appropriate music licenses and performance copyright licenses. RENTER agrees that it will not undertake any act that CITY concludes may jeopardize any license or permit, which CITY or any other RENTER of CITY may hold.
- B. If the RENTER is a non-profit corporation, RENTER will provide a current copy of RENTER's "Certificate of Exemption for Organizations" letter (with authorized State of Tennessee Exemption Number in upper righthand corner) by the date specified in this rental agreement. RENTER must immediately notify CITY of any change in RENTER's non-profit status.
- C. RENTER shall indemnify and save CITY harmless against all liabilities, expenses, and losses, including overhead expenses of CITY and attorney's fees, incurred by CITY as a result of failure by the RENTER to perform any obligation or agreement required to be performed by RENTER.
- D. CITY is not to be responsible for theft, loss, or damage to the property of RENTER during the occupancy of the Theatre/Venue by RENTER, unless such theft, loss, or damage is caused by the gross negligence or intentional misconduct of CITY or its agents or employees.
- E. RENTER agrees they will not discriminate against any person for 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 Disability Act.
- F. RENTER will maintain a liability insurance policy with a minimum limit of \$1,000,000 per occurrence during the term of this Rental Agreement, and will list the City of Murfreesboro as an additional insured. A certificate of insurance to this effect and the additional insured endorsement must be presented to the CITY before the scheduled usage of Gateway Island and the Receptions Center by the date specified in this agreement.

→ RULES AND REGULATIONS

- A. RENTER agrees that it will comply with all City Ordinances, Parks & Recreation Department Rules & Regulations and rules and regulations regarding the use of any part of the Gateway Island Venue or its equipment, as amended from time to time, and that it will comply with the instructions of the CITY staff regarding the use thereof.
- B. The use of glitter, straw, confetti, fake snow, or other special effects such as smoke machines, dry ice, or flash paper is prohibited. No smoking or use of tobacco is permitted.
- C. All RENTER property must be removed during scheduled rental. Property left by the RENTER after the scheduled load-out will become the property of Murfreesboro Parks and Recreation and Gateway Island. CITY reserves the right to remove any personal property remaining at the Island/Venue following end of rental contract.
- D. 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. NO food, trash or other items shall be dumped or thrown in the pond water. *Failure to remove all trash and/ or items left from the rental will result in a \$100 fee.*
- E. Due to the Island's location near a hospital and medical facility, the City's noise ordinance will be strictly enforced. Sound amplification that exceeds the City's noise ordinance is prohibited. A copy of this ordinance is available at City Hall or at www.murfreesborotn.gov.
- H. CITY reserves the right to remove from the Venue and Center any person deemed disorderly or otherwise objectionable in the sole opinion of CITY.
- I. **REPORT PROBLEMS TO:**
Murfreesboro Parks and Recreation Department: (615) 890-5333
Emergency: 9-1-1 / Police Non-Emergency: (615) 893-1311

→ INITIALS: _____ DATE: _____

- I. All equipment brought on to the Gateway Island, 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. Due to the underground irrigation system, setup of tents, amusement games, or equipment must receive prior approval for specific locations. 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.

Gateway Island Code of Conduct

- A. **Swimming, wading, boating, fishing or feeding the wildlife is not allowed.**
The repurified water is not for human consumption or recreational use.
- B. Please place trash in the cans provided.
- C. Pets must be on a leash at all times; please pick up after pets.
- D. Do not leave any personal items unattended.
- E. Skateboards are prohibited.
- F. Written approval is required for the use of alcohol on the Island and will only be granted when associated with an event on the Island scheduled through the City.
- G. Vandalizing or defacing of property will result in arrest.
- H. No Solicitation.
- I. Nothing may be sold without prior approval from the City of Murfreesboro
- J. Language and music must be appropriate for all ages.
- K. No one may stand, dance, or lie down on a picnic table or bench.
- L. The Island is not intended for use by unsupervised minors; a designated responsible adult must be present.

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

ADVERTISEMENT; PROMOTIONAL MATERIALS

- A. **RENTER** agrees it will not advertise nor publicly disclose through publication or otherwise the Event or any potential activity within the Venue until this Agreement has been completely executed by all parties.
- B. **RENTER** agrees that their Event will not advertise the presence of any artist, performer, company, troupe, or other featured attraction until it has a written contract or memorandum of agreement with that entity. Upon request by **CITY**, **RENTER** agrees to provide a copy of such contract or memorandum to **CITY** to verify its compliance with this subsection.

CONCESSIONS, CATERING, AND MERCHANDISE

- A. **CITY** authorizes **RENTER** to sell merchandise items related to **RENTER**'s Event, with the exception of food and beverage items, in areas and in a manner authorized by **CITY** in writing. **RENTER** may distribute certain food and beverage items at an Event if specifically approved in writing by **CITY**. The sale or distribution of alcoholic beverages, tobacco products, gum and/or items in violation of any City Ordinance are strictly prohibited.
- B. **RENTER** must obtain written approval from the City before bringing in any outside vendor(s) to the facility. Permits issued by the City of Murfreesboro Parks and Recreation Department will be required for approved outside vendors. There will be a charge of \$100.00 for each permit issued. Vendors must comply with all state and city laws and regulations
- C. **CITY** reserves the right to audit the sales activity of **RENTER**, including, but not limited to, conducting periodic inventories of the items offered for merchandise sales.
- D. 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.
- E. 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.
- F. Cooking is not allowed indoors or outdoors on the Island; however, warming of pre-cooked food is allowed.

INITIALS: _____ **DATE:** _____

SERVICE OF ALCOHOLIC BEVERAGES

The following regulations dealing with beer and alcoholic beverages must be followed for any event held at the Gateway Island upon approval by the City.

- A. All state and local regulations governing the consumption and distribution of alcoholic beverages must be followed and obeyed.
- B. The only alcoholic beverages that may be brought onto the premises are those that are placed in the possession and control of the User or special event subcontractor. Responsible adult(s) under the direction of the User or subcontractor must dispense all alcoholic beverages. No alcoholic beverages shall be left unattended on the premises.
- C. All alcoholic beverages must be served in plastic, paper or aluminum containers. No alcoholic beverages are allowed to be served in glass bottles.
- D. Alcoholic beverages may only be served and possessed in the specified location and during the specific hours of the special event as approved by the City of Murfreesboro.
- E. Persons who are in possession of an alcoholic beverage must stay within the perimeters of the Gateway Island and shall not cross exit bridges. Under no circumstances may individuals possessing alcoholic beverages be allowed onto the surrounding trails of the Island.

PARKING

- A. Official parking located at College Street Trailhead, 1902 West College Street
- B. From I-24, exit at Medical Center Parkway (Exit 76). Turn left onto Medical Center Parkway. Go 1.8 miles and turn left onto Thompson Lane. Turn right onto Gateway Blvd. Turn left onto Garrison Drive. Turn right onto West College Street, and the College Street Trailhead is on your immediate left. After parking, walk across College Street to the Gateway Trail.
- C. Parking is permitted in designated areas only. Guests must park at the College Street and/or General Bragg Trailheads and walk across College Street to access the trails, or you may provide shuttle/valet parking with vehicles or golf carts at the User's expense and liability. During a reservation, the User will be given two parking passes to drive on the Gateway Trail. These passes are to help shuttle equipment, supplies and guests. Please remember that the trails are open for regular greenway use, and the safety of the walkers, runners and bikers is very important to us. Drive slowly and carefully, and yield to all users.
- D. Businesses along the Gateway Island trail are privately owned. Please respect their business hours and do not use their space for parking **unless** you receive permission. Do not post signs at these private businesses unless permission is given.
- E. **Absolutely NO vehicles allowed across the Island bridges.**
- F. RENTER understands that the **ISLAND MUST BE ATTENDED AT ALL TIMES** during the rental.

ELECTRICAL USE

- A. 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.

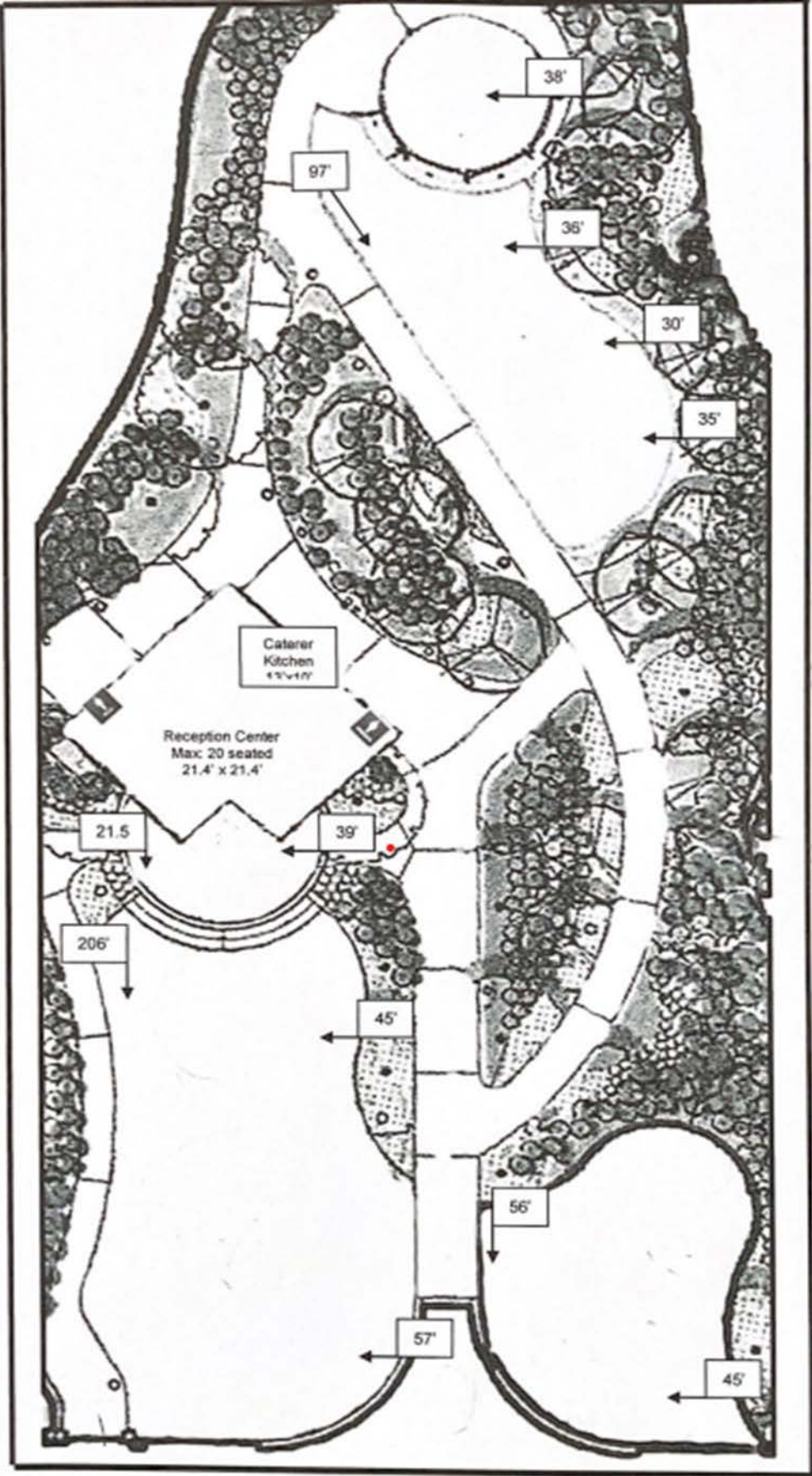
MISCELLANEOUS

- A. This Agreement will not be effective until **CITY** determines it to be fully executed by both parties and the **CITY** has received payment of the initial Rental/Usage Fee specified in this agreement.
- B. Time is of the essence in all particulars of this Agreement. The parties acknowledge and agree that all duties to be performed under this Agreement must be performed precisely at the time and in the manner set forth.
- C. This Agreement will be governed by and construed in accordance with the laws of the State of Tennessee.

Gateway Island Reception Center- includes the following equipment	
Item[LW1]	Quantity
6 ft. white table- 2 qty	2
8 ft. white round table- 3 qty	3
White fold out chair- 20 qty	20
All tables and chairs may be used throughout the island. At the end of the rental, all equipment must be returned to the reception center as they were found.	

➔ INITIALS: _____ DATE: _____

Gateway Island Map



WALK THROUGH CONDITION REPORT

EVENT NAME: _____

BEFORE

AREA	CONDITION	CITY STAFF	USER
Tables			
Chairs			
Swept			
Bathrooms			
Kitchen			
Trash			
Grounds Condition			
Other			
Other			

COMMENTS:

➔ INITIALS: _____ DATE: _____

AFTER

AREA	CONDITION	CITY STAFF	USER
Tables			
Chairs			
Swept			
Bathrooms			
Kitchen			
Trash			
Grounds Condition			
Other			
Other			

COMMENTS:

➔ INITIALS: _____ DATE: _____

Event Description (attach additional pages if needed):
Number of Staff/Volunteers
Estimated Number of People Attending:
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.
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 complying with all applicable local, state, and federal laws, including the collection of sales tax. 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.



INITIALS: _____ **DATE:** _____



February 22, 2022

For Murfreesboro Parks and Recreation Commission:

RE: Washington Theatre Pricing/Packaging

As an item for the agenda of the March 2, 2022, MPRC meeting, it is recommended that the commission accept and pass this upgrade to the Washington Theatre Pricing. This will allow us to be more competitive with other theatre venues in our area.

Background

Over the last three years we have achieved several upgrades to our theatre, such as a new LED lighting system for the stage and house, new upgraded sound system, new curtains and a face lift for the theatre lobby and backstage areas. We have increased our occupancy for both in-kind and outside rentals. However, we realize we are no longer competitive in the theatre market. We would like to streamline our rental fees to be more competitive in this market, and to simplify the rental experience. We would like to add a 10% discount for City residents renting the theatre. We have found that a large part of our rentals is from outside the City and County limits. We have had multiple packages in the past with additional fees for mics and projectors, sound operator, and lighting operator, etc. In the new fees everything will be included in one basic package. Even with the changes in fees, we will still maintain the lowest fees for our offering in Middle Tennessee. We are still below any other theatre rental for the same services in Middle Tennessee.

Fiscal Impact

The 550 Package will be deleted. The 800 Package for a 5-hour rental will be our only offering. We will raise the per hour fee by \$50, lower the weekly rental fee by \$2,000, raise the nonrefundable deposit to \$250, and add an over hour charge of \$250 per hour.

Recommendation

It is recommended that the commission approve the changes to be implemented on any rental made in the next fiscal year.

Attachment

New Washington Theatre Contract

Susan M Hicks
Cultural Arts Supervisor



WASHINGTON THEATRE RENTAL AGREEMENT

EMAIL: shicks@murfreesborotn.gov
thewashingtontheatre@murfreesborotn.gov

PHONE: (615) 893.7439 ext. 6129

➔ **EVENT DATE:** _____ **TIME:** _____
EVENT DATE: _____ TIME: _____
EVENT DATE: _____ TIME: _____
EVENT DATE: _____ TIME: _____

➔ **EVENT NAME:** _____

Expected Event Attendance: _____ Ticked Event: Yes [] No []

Renter Type: Community/Educational [] Professional []

Non-profit 501C3 [] In Kind []

CONTACT INFORMATION:

Renter Name or Company _____

Phone _____

Email _____

BILLING INFORMATION:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Driver's License Number _____

I (RENTER) have read the TERMS & CONDITIONS, TOTAL RENTAL FEES, and EVENT DATES contained in this form, and I fully understand and agree to all TERMS & CONDITIONS for present and future rentals.

***In signing this contract, I agree to the \$250.00 non-refundable contract signing fee stated within.*

➔ **SIGNATURE:** _____ **DATE:** _____

SIGNATURE OF PAYMENT: _____ **DATE:** _____

CITY OF MURFREESBORO DESIGNEE

➔ By: _____ Date: _____ By: _____ Date: _____

➔ By: _____ Date: _____ By: _____ Date: _____

➔ **APPROVED BY MPRD STAFF ATTORNEY:** _____ **Date:** _____

STANDARD RENTAL	AMOUNT/EA.	QUANTITY	CHARGE
Standard Package: Includes Light and Sound operation, House, Theatre Lobby, dressing and Green rooms, Includes Basics on page 7. A one-hour tech meeting 2 weeks prior to rental date	\$800 (5 hr. rate)	___/(days)	
	\$4,550/wk (5 hr. day; 5 days)	___/(weeks)	
	*\$150/additional hour(s)	___/(hours)	
Tech meetings outside of the one included in rental	\$150/hr *one hour minimum	___/(hours)	
This is any meeting time in theatre that renter needs to feel the space or meet with renters' staff			
Theatre Apron + House	\$150/hr *one hour minimum	___/(hours)	
Anytime over the scheduled rental will incur an addition overcharge fee.	\$250/hr *one hour minimum	___/(hours)	
Additional			
			TOTAL: <i>before taxes</i>

* City Residents or 501 C (3) will receive a 10% discount, excluding going over hours.

* If you are a 501 C (3), or a government entity, or other tax-exempt agency, a copy of a certificate of proof of exemption must be provided to avoid being charged the sales tax.

[] Tax Exemption Certificate **DUE:** _____

[] Insurance Certificate **DUE:** _____

TOTAL RENTAL FEES DUE BY: _____	
Rental Space/Package Fee:	
Additional Equipment/Personnel Fee:	
Tax (x.0975)	
TOTAL DUE:	
<i>Non-Refundable Contract Signing Fee</i>	\$250
<i>In Kind Contribution</i>	[]
REMAINING BALANCE:	



RENTER INITIAL

WASHINGTON THEATRE RENTAL AGREEMENT

TERMS & CONDITIONS

OCCUPANCY

- A. **RENTER** is entitled to use the space(s) designated in "Theatre/Venue" agreement, located in the Patterson Park Community Theatre (collectively, the "Theatre") upon the Day(s) specified in "Theatre/Venue" agreement, subject to the conditions herein.
- B. **RENTER** proposes to use the Theatre/Venue space indicated within this contract for the sole purpose(s) designated in this agreement, (the "Event"). No other use is authorized, and any use deviating from the use specified in this agreement without the prior written consent of the **CITY** will cause a breach of this Agreement. **RENTER** is not to use the Venue for any purposes prior to or after the Event without the prior written consent of the **CITY**.
- C. The term of this Rental Agreement is for the dates and times indicated. The **RENTER** has the right to use the Theatre during the term specified of the Rental Agreement but only as specified in this Agreement and at the times scheduled by the Parks & Recreation Department. The **CITY** reserves the right to schedule other activities or cancel the use of the above-mentioned facility, and agrees to give proper notice to the **RENTER** (exceptions include, but are not limited to acts of God, problems related to the functionality of the facility, or any other problems with the facility that are beyond the control of the **CITY**). **RENTER** may not schedule any activity for the Theatre for a date or time other than what is specified in this Agreement except as specifically approved by the Director of the Parks & Recreation Department or the Director's designee.
- D. **RENTER** cannot not sublicense the Theatre/Venue.
- E. **RENTER** must vacate the Theatre/Venue and remove all of its property at the end of the last day and time specified. **RENTER** must leave the Theatre/Venue in the same condition as existed on the date **RENTER** took possession, reasonable wear and tear excepted.
- F. The **CITY** maintains the right to control the management of the Theatre/Venue and enforce the rules and regulations. One or more representatives of the **CITY** have the right to enter the Theatre/Venue at any time during the occupancy of **RENTER**.
- G. **Renter** is **NOT** allowed to remove or cover any Art from the Community Gallery Space (Theatre Lobby).

RENTER FEE(S), ADDITIONAL COSTS, AND PAYMENT(S)

- A. For the right to use the Theatre/Venue on the Day(s) specified in this agreement, **RENTER** agrees to pay **CITY** the appropriate/agreed upon "License Fee". Any deviation in use of the Theatre/Venue may cause a change in the License Fee.
- B. **RENTER** is solely responsible for and must pay all other costs associated with **RENTER's** use of the Venue/ Theatre, including, but not limited to, the costs set out below (the "Additional Costs"). Additional Costs may be as follows:
 - i. Technical staff assistance up to one person as agreed upon.
 - ii. House staff to the extent deemed necessary by **CITY** for all Events at the Theatre/Venue.
 - iii. Actual costs, including but not limited to labor, freight, and/or shipping charges, to repair and/or replace any property owned or administered by **CITY** that is damaged by intentional or negligent acts or omissions of **RENTER**, its agents, employees, or invitees.
 - iv. Additional equipment and services arranged by City upon written request of **RENTER**.
 - v. Other costs incurred by **CITY** in connection with **RENTER's** use of the Theatre/Venue.
- C. **RENTER** agrees to submit payment in full in accordance with agreed upon time frame.

TECHNICAL REQUIREMENTS

- A. The **RENTER** agrees that with the exception of bottled water, there will be no eating, drinking or gum in the auditorium or backstage. Food and drink are allowed only in the dressing rooms and green room. City Ordinance prohibits drinking or possession of drugs and alcoholic beverages on City property. Any member of the cast or crew who displays signs of intoxication will be reported to the Murfreesboro Park Patrol or Murfreesboro Police Department and asked to leave.
- B. The **RENTER** agrees that if food is used as a prop on stage, the Stage Manager must properly store or dispose of the food after each rental time and the trash bag must be removed from the building
- C. The use of glitter, straw, confetti, fake snow, or other special effects such as smoke machines, dry ice, or flash paper is prohibited. No smoking or use of tobacco is permitted.
- D. All **RENTER** property must be removed during scheduled rental. Property left by the **RENTER** after the scheduled load-out will become the property of Murfreesboro Parks and Recreation and WT. **CITY** reserves the right to remove any personal property remaining at the Venue/Theatre following end of rental contract.

➔ INITIALS: _____ DATE: _____

- E. **CITY** reserves the right to inspect and approve all equipment, scenery, props, instruments, or any other item that **RENTER** proposes to use in connection with its use of the Theatre/Venue. All set, scenery, drops, or other stage equipment must meet the requirements of Murfreesboro City Fire Marshal. Use of pyrotechnics, or other sources of ignition, is strictly forbidden.
- F. The **RENTER** agrees to make **no changes** to any of the stage curtains including the white cyclorama without prior approval of the **CITY**. The wings may be adjusted for Black Box and the white cyclorama may be opened, but the stage curtains are not removable and nothing may be physically attached to them.
- G. All set pieces used must be self-supporting. The use of frame braces and dry sand bags are required for stage flats. No set piece can be tacked, nailed, or screwed to the floor. There are several fixed battens available for the hanging of scenery. Light battens are never to be used to hang scenery. All use of the Theatre at Patterson Park ("WT") stage setting equipment must be arranged with the **CITY**.
- H. Following load-out, all spaces used by the **RENTER** must be left in as good or better condition as found at load-in. Failure to clean these spaces properly will result in the forfeiture of future rental possibilities.
- I. Absolutely nothing may be attached to any curtains within the Theatre/Venue by any means.
- J. Only low-stick painters/masking tape is allowed on the stage floor. At no time shall Duct tape (black or gray) be used on the floor.
- K. Patrons should only use main entrance unless otherwise approved by management.
- L. **Renter** will receive 2 parking passes for the back entrance. At no time shall the back entrance or parking lot be blocked.

OBLIGATION TO COMPLY WITH LAWS

- A. **RENTER** must comply with all laws, orders, and regulations of federal, state and municipal authorities. **RENTER** must obtain any license or permit required for its particular use of the designated premises, including, but not limited to, appropriate music licenses and performance copyright licenses. **RENTER** agrees that it will not undertake any act that **CITY** concludes may jeopardize any license or permit, which **CITY** or any other **RENTER** of **CITY** may hold.
- B. If the **RENTER** is a non-profit corporation, **RENTER** will provide a current copy of **RENTER**'s "Certificate of Exemption for Organizations" letter (with authorized State of Tennessee Exemption Number in upper right hand corner) by the date specified in this rental agreement. **RENTER** must immediately notify **CITY** of any change in **RENTER**'s non-profit status.
- C. **RENTER** shall indemnify and save **CITY** harmless against all liabilities, expenses, and losses, including overhead expenses of **CITY** and attorney's fees, incurred by **CITY** as a result of failure by the **RENTER** to perform any obligation or agreement required to be performed by **RENTER**.
- D. **CITY** is not be responsible for theft, loss, or damage to the property of **RENTER** during the occupancy of the Theatre/Venue by **RENTER**, unless such theft, loss, or damage is caused by the gross negligence or intentional misconduct of **CITY** or its agents or employees.
- E. **RENTER** agrees they will not discriminate against any person for 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 Disability Act.
- F. **RENTER** will maintain a liability insurance policy with a minimum limit of \$1,000,000 per occurrence during the term of this Rental Agreement, and will list the City of Murfreesboro as an additional insured. A certificate of insurance to this effect and the additional insured endorsement must be presented to the **CITY** before the scheduled usage of WT by the date specified in this agreement.

RULES AND REGULATIONS

- A. **RENTER** agrees that it will comply with all City Ordinances, Parks & Recreation Department Rules & Regulations and rules and regulations regarding the use of any part of the Theatre and/or Patterson Park Community Theatre or its equipment, as amended from time to time, and that it will comply with the instructions of the **CITY** staff regarding the use thereof.
- B. **CITY** reserves the right to remove from the Venue and Theatre any person deemed disorderly or otherwise objectionable in the sole opinion of **CITY**.

ADVERTISEMENT; PROMOTIONAL MATERIALS

- A. **RENTER** agrees it will not advertise nor publicly disclose through publication or otherwise the Event or any potential activity within the Theatre until this Agreement has been completely executed by all parties.
- B. **RENTER** agrees that their Event will not advertise the presence of any artist, performer, company, troupe, or other featured attraction until it has a written contract or memorandum of agreement with that entity. Upon request by **CITY**, **RENTER** agrees to provide a copy of such contract or memorandum to **CITY** to verify its compliance with this subsection.

➔ **INITIALS:** _____ **DATE:** _____

- C. **RENTER** must include the following disclaimer approved by the **CITY** in all advertisements, and programs/ handbills issued for the Event:

“The City of Murfreesboro rents The Theatre at Patterson Park on a first-come first-served basis. Under Federal law, the City may not directly control the content of the material presented so long as it does not violate state or Federal law or the Murfreesboro City Code. **The material presented at The Washington Theatre at Patterson Park does not necessarily reflect the opinions, standards, or policies of the City of Murfreesboro, its officials, agents, or employees.** The theatre serves a diverse audience and certain patrons may find some subject matter, language, or situations unsuitable or offensive. If you have questions or concerns regarding a particular production or are unfamiliar with its content, you are encouraged to become familiar with the material being presented prior to purchasing a ticket.”

CONCESSIONS AND MERCHANDISE

- A. **CITY** authorizes **RENTER** to sell merchandise items related to **RENTER’s** Event, with the exception of food and beverage items, in areas and in a manner authorized by **CITY** in writing. **RENTER** may distribute certain food and beverage items at an Event if specifically approved in writing by **CITY**. The sale or distribution of alcoholic beverages, tobacco products, gum and/or items in violation of any City Ordinance are strictly prohibited.
- B. **RENTER** must obtain written approval from the City before bringing in any outside vendor(s) to the facility. Permits issued by the City of Murfreesboro Parks and Recreation Department will be required for approved outside vendors. There will be a charge of \$100.00 for each permit issued. Vendors must comply with all state and city laws and regulations
- C. **CITY** reserves the right to audit the sales activity of **RENTER**, including, but not limited to, conducting periodic inventories of the items offered for merchandise sales.

SEATING

- A. **RENTER** agrees that it will not permit or authorize any person to be admitted to the Venue/Event Space in excess of the seating capacity stated for that Venue (the “Capacity”). **CITY** reserves the right to modify Capacity based on production requirements of **RENTER’s** Event after consultation with **RENTER**. Standing room is not allowed.
- B. Six seats in the Theatre/Venue will be allocated for sale to disabled persons and their companions in compliance with the Americans with Disabilities Act. Wheelchair sites are available at the end of rows A, G and H and such use takes priority over chairs that may have been added to these rows. Four seats will be reserved for Washington Theatre and Patterson Park personnel.

RIGHT TO TERMINATE; EXCUSABLE NON-PERFORMANCE

- A. In the event that **RENTER** cancels an Event for any reason other than natural calamity, **RENTER** will pay all **RENTER** Fees associated with that Event plus Additional Costs incurred prior to **RENTER’s** cancellation. The parties agree that the following **will** be considered a natural calamity for purposes of this Agreement:
 - (i) inclement weather, including ice and snow, and
 - (ii) the failure of a performer to perform due to an Act of God, including the performer's death.
- B. **CITY** will not be required to perform its obligation under this Agreement should any Act of God or action of any governmental authority render the use of the Theatre impossible or reasonably impractical. In case the premises or the building of which the premises are a part shall be destroyed by fire or other cause, or if any other casualty or unforeseen occurrence or other causes shall render fulfillment of this Use Agreement by **CITY** impossible, then the term of this Use Agreement shall end and **RENTER** will be liable to pay for the use of the premises only up to the time of such termination, and **RENTER** hereby waives and releases any claim for damages or compensation on account of such termination.

MISCELLANEOUS

- A. This Agreement will not be effective until **CITY** determines it to be fully executed by both parties and the **CITY** has received payment of the initial Rental/Usage Fee specified in this agreement.
- B. Time is of the essence in all particulars of this Agreement. The parties acknowledge and agree that all duties to be performed under this Agreement must be performed precisely at the time and in the manner set forth.
- C. This Agreement will be governed by and construed in accordance with the laws of the State of Tennessee

➔ **INITIALS:** _____ **DATE:** _____

SEATING CAPACITY

General Admission	300
ADA Seating	6
The Washington Theatre	4
Total Maximum Seating without chairs	310
Total Maximum Seating <i>with</i> chairs	314

FOR IN-HOUSE / INTERAGENCY RENTAL:

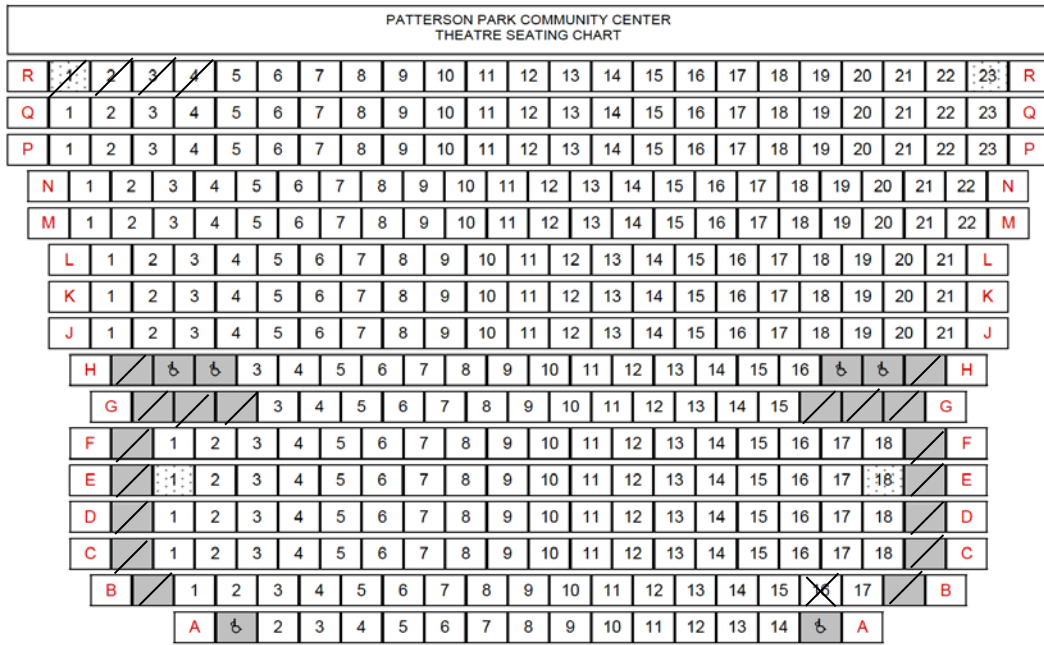
If your event is to have ticketed/admission charges Murfreesboro Parks and Recreation Department will receive 10% of gross ticket sales.

➔

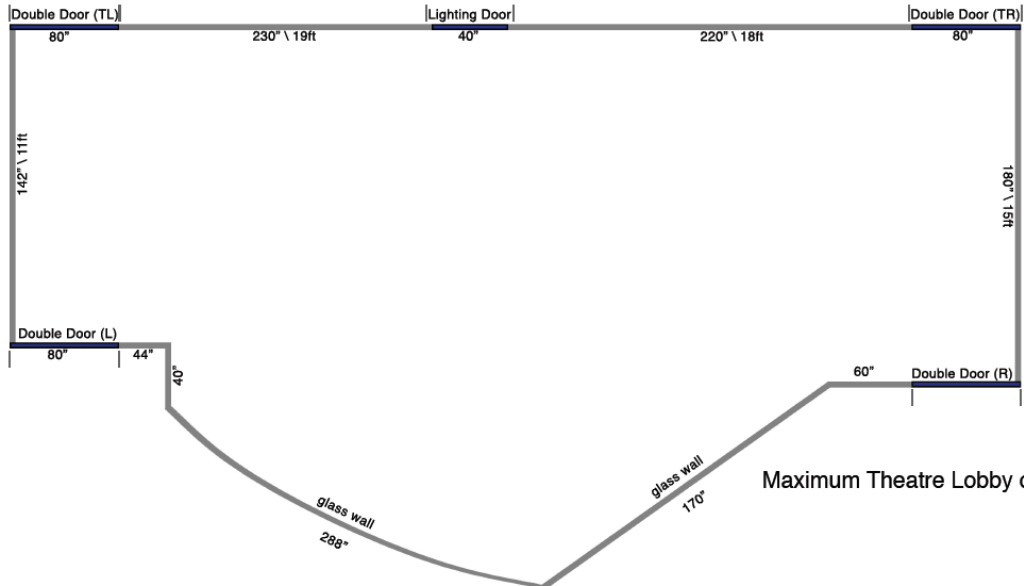
RENTER INITIAL

- **Unavailable to be occupied
- ADA Wheelchair Accommodations
- Folding Outer Arm on Chair
- Folding Chair Placement

WASHINGTON THEATRE



THEATRE LOBBY



Maximum Theatre Lobby occupancy: 25

EQUIPMENT / PERSONNEL	QUANTITY
Projector	__/(1)
Microphone - Hand Held with cord/stand	__/(14)
Microphone - Hand Held wireless with stand	__/(3)
Direct Input Boxes (DI's)	__/(6)
Podium	__/(1)
Chairs	__/(105)
Chairs in Lobby	__/(25)
Chairs on Stage	__/(80)
Cloths on Chairs	__/(50)
Tables	
4ft table	__/(8)
Tablecloth(s)	Y / N
6ft	__/(4)
Tablecloth(s)	Y / N
8ft	__/(2)
Tablecloth(s)	Y / N
Round High top	__/(5)
Tablecloth(s)	Y / N
Round 4ft	__/(1)
Tablecloth(s)	Y / N
Minimum Staff Requirement Before & After Hours 8:00a.m.—10:00p.m. Monday-Friday 8:00a.m.—10:00p.m. on Saturday 1:00p.m.—6:00p.m. on Sunday	
Outside of above standard hours is subject to \$35/hr fee	
Other	

* Professional sound and light operation include set-up, and full operation during event by staff.

➔ **Initials:** _____ **DATE:** _____

WALK THROUGH CONDITION REPORT

EVENT NAME: _____

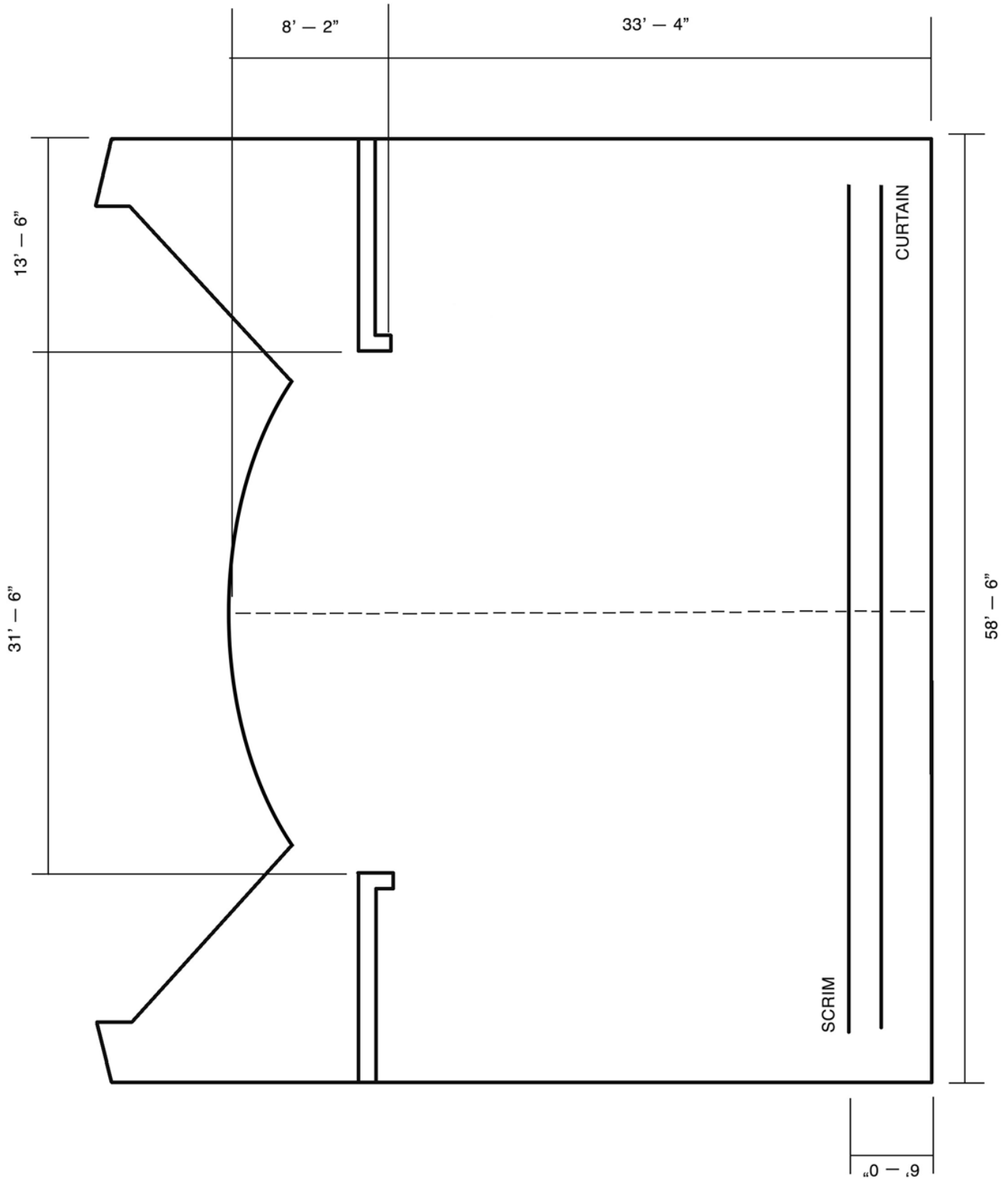
<i>BEFORE</i>			
AREA	CONDITION	CITY STAFF	USER
Lobby			
House			
Stage			
Backstage			
Green Room			
B Dressing Room + Rest Rooms			
A Dressing Room + Rest Rooms			
Hallways			
Other			
Other			
COMMENTS:			

INITIALS: _____ DATE: _____

<i>AFTER</i>			
AREA	CONDITION	CITY STAFF	USER
Lobby			
House			
Stage			
Backstage			
Green Room			
B Dressing Room + Rest Rooms			
A Dressing Room + Rest Rooms			
Hallways			
Other			
Other			
COMMENTS:			

➔ INITIALS: _____ DATE: _____

THEATRE FOOTPRINT



➔ INITIALS: _____ DATE: _____



February 22, 2022

For Murfreesboro Parks and Recreation Commission

RE: Increase Fees for Greenway Art Festival Booth Rentals

As an item for the agenda of the March 2, 2022, MPRC meeting, Cultural Arts Murfreesboro seeks approval to increase fees for Greenway Art Festival booth rentals.

Background

Greenway Art Festival Booth Rental fees have remained at \$25+ submittable fees for the past few years. We would like to increase them to \$50+ submittable fees to keep up with the neighboring arts festivals. We would also like to add a no refund policy to this event. Even upon cancellation on our end due to rain, the renters would still get to use our virtual festival that we produce in conjunction with the live event.

Fiscal Impact

Changing fees from \$25 to \$50 for Booth Rentals at the Greenway Art Festivals.

Recommendation

It is recommended that the commission approve this fee structure change.

Susan M Hicks
Cultural Arts Supervisor