

MURFREESBORO PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, MAY 4, 2022

12:00 NOON

Call to Order

Prayer and Pledge

Consider for Approval the Minutes of the March 2, 2022, Murfreesboro Parks and Recreation Commission meeting.

New Business

- I. Nine-month Finance Report
- II. Consider Special Use Policy Change
- III. Consider Coaches' Code of Ethics Policy
- IV. Consider Siegel Soccer Affiliate Team Program and Fees
- V. Consider Wilderness Station's Operating Hours Adjustment
- VI. Consider Perform Murfreesboro Fees
- VII. Battle of the Bands Recap
- VIII. Special Olympics Update
- IX. Upcoming MPRD Events/Programs

Other Business

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

12:00 NOON

MPRC Members Present: Mr. Eddie Miller, Chair
Dr. Gloria Bonner, Mr. Leroy Cunningham,
Mr. Rick LaLance, Mr. Tim Roediger (Vice-Chair), and
Mr. Ricky Turner

MPRC Members Absent: Mr. Trey Duke, Mr. Ronnie Martin, and Mr. Don Turner
(ex officio)

MPRD Staff Present: Mr. Nate Williams, Director
Mr. Thomas Laird and Ms. Rachel Singer, Asst. Directors
Ms. Lisa Browning, Ms. Susan Hicks, Ms. Mitzi Hughes,
Dr. Gernell Jenkins, and Mr. Mark Owens

Others Present: Ms. Katie Driver, Staff Attorney
Mr. Cameron Mitchell, 2022 Poet Laureate

After the meeting was called to order, Dr. Gloria Bonner asked that everyone keep our leaders in mind regarding the Ukrainian crisis. She then led everyone in a prayer and in the Pledge of Allegiance.

Mr. Nate Williams pointed out that Murfreesboro Parks and Recreation Department (MPRD) has performed well financially over the last seven months. Mr. Roediger asked if the dramatic gains in revenues were due to the rebound year from Covid. Mr. Williams said that was probably so and also added that he thinks more of the community has noticed the department's level of worth during the many Covid months - people who might not have known of MPRD's offerings before the pandemic. Mr. Williams additionally believes staff has done a great job of enhancing current programming and adding new. He expects the next budget to reflect increases in revenues as well.

The minutes of the January 5, 2022, Murfreesboro Parks and Recreation Commission (MPRC) meeting were next presented for approval. Mr. LaLance made a motion to approve the minutes as read. Dr. Bonner seconded, and motion passed by unanimous vote.

Ms. Lisa Browning with Cultural Arts announced the 2022 laureates, Ms. Meg Brooker (dance laureate-not present today) and Mr. Cameron Mitchell (poet laureate). Ms. Browning said that the theme for the 2022 Laureates was, "Awakening Resilience." She also mentioned that the commission might recognize the current laureates, due to both being 2021 laureates; however, Mr. Mitchell had been the actor laureate that year. Ms. Browning presented Mr. Mitchell with his laureate award, and he shared a spoken word

with the commission. He said that he was interested in helping to promote positivity back into the community. Mr. Rick LaLance thanked Mr. Mitchell for his work and invited him to share his story and spoken word at a City Council meeting. Mr. Mitchell agreed. Dr. Bonner added that Mr. Mitchell was an MTSU graduate of the Aerospace program.

Ms. Susan Hicks, Cultural Arts Supervisor, presented for approval new Gateway Island Pricing and Packaging. The changes to the current rental procedures include canceling half day rentals and requiring weddings and other large events to be 4-day rentals (\$2,000/event) due to past problems with having to close the Island for rental companies to set up and take down tents, tables, and chairs. Simple weddings without tent rentals will be \$500. Monday through Thursday rental prices will stay at \$350/day, with Friday-Sunday prices staying at \$500/day. All rentals will include the reception center. Special use fees for races will remain at \$350 per event. Additionally, an overage fee of \$100 per hour will be charged for patrons staying longer than their scheduled event. A discount of 10% will be applied for City residents, and MPRD will only provide 5 tables and 20 chairs for rentals, as needed. Mr. LaLance made a motion to approve the Gateway Island Pricing and Packaging as presented. Mr. Roediger seconded. Motion passed by unanimous vote.

Ms. Hicks next reviewed the proposed changes to the Washington Theatre prices and packaging, explaining that the 550 Package will be deleted and the 800 Package for a 5-hour rental will remain. The per hour fee will be raised by \$50, and the weekly rental fee will be lowered from \$6,500 to \$4,500. Also, the nonrefundable deposit will be increased to \$250, with an over hour charge of \$250 per hour. Ms. Hicks stated that many of the theatre rentals are by groups outside the City and County limits. She added that spring and summer rentals are mostly dance recitals. Ms. Hicks said that other frequent rentals are for comedy shows and bands. Mr. LaLance recommended looking into charging more for out-of-city residents in order to allow city residents more opportunities to rent the facility. Dr. Bonner agreed that City residents should have priority.

Mr. Leroy Cunningham asked how far in advance the theatre could be rented and what facilities the theatre competes with. Ms. Hicks said the rentals are allowed one year out for everyone and that theatres the Washington Theatre competes with locally are the Center for the Arts (prices are double) and Tucker Theatre (\$3,000-\$4,000 per day). Mr. Cunningham also inquired about the number of rentals for upcoming weekends. Ms. Hicks said that there were bookings up to August with recitals and preschool graduations. She added that Patterson allows Holloway and Bradley to use the theatre for their graduations through in-kind services. Mr. Ricky Turner recommended charging more for out-of-state groups/people. Mr. Williams mentioned that most of the theatre rentals were from Middle Tennessee individuals/groups. He further explained that the department is already implementing a successful model for many 20-plus department fees that give a good discount to City residents. Mr. LaLance suggested that City residents receive at least a 10% discount. Mr. Williams replied that department staff is constantly evaluating prices and will continue to discount and streamline prices as able. Mr. Williams also

recommended that the commission visit the Washington Theatre, which has been updated recently. Ms. Hicks invited everyone to go see the production of *Junie B. Jones* at the Washington Theatre this weekend with showings at 7:00 p.m. on Friday and Saturday and 2:00 p.m. on Sunday. Mr. LaLance made a motion to approve the pricing for Washington Theatre as presented. Mr. Cunningham seconded. Motion passed by unanimous vote.

Ms. Hicks additionally requested the following in regard to the Greenway Art Festival: increase booth fee from \$25.00 to \$50.00 to keep up with neighboring art festival booth fees (with the most similar type of festival charging \$100/day); no refunds if festival gets canceled, even for inclement weather, since the artists will still have the opportunity to sell their art by way of the Virtual Greenway Art Festival. Mr. Roediger made a motion to approve the changes to the Greenway Art Festival prices as presented. Mr. LaLance seconded, and motion passed by unanimous vote.

The Miracle All-Stars Games' update was given by Mr. Thomas Laird, MPRD Assistant Director, who said the event would be this September 16-18 (Friday-Sunday), with 100 athletes plus their families getting to stay at the Embassy Suites Hotel during the weekend. Mr. Laird further mentioned that charter buses would transport the All-Star athletes to the Opening Ceremonies on Friday night where the athletes will be entertained with activities, Boro Beach, fun, food, music, and a home-run derby. Then on Saturday, City buses and vans will transport the athletes to their games at the Miracle Field where high school athletes and first responders will serve as their buddies, like they do for the regular Miracle League players. Mr. Laird further shared that the athletes and their families will be treated to a banquet at Embassy Suites on Saturday night, followed by a player party and dance. Mr. Laird added that when he and other City representatives went to Houston's hosting of last year's All-Star games, it was easy to see that the dance was the highlight of the whole event to the athletes. He said that they had a big time.

Mr. Laird provided the commission members with pamphlets from Project One Four, which is the foundation that funds all the local Miracle League's expenses. He said the foundation's representatives asked that the department be sure to let the public know of the opportunities to contribute to the league, either monetarily or with in-kind services, such as for meals or transportation.

The next item presented by Mr. Laird was the announcement of the Special Olympics Weightlifting Training Room (an Olympic-style weight-lifting venue), which has opened up at Patterson through a partnership with the City, Nashville Predators, and Special Olympics. Mr. Laird explained that some parents of Special Olympics athletes had bought equipment for their kids to use, and a business had been donating space for them to work out. Unfortunately, the business closed, and the parents asked Mr. Laird to help locate another place for the kids to work out again. Mr. Laird found a place at Patterson Community Center, and the parents have donated the equipment to the City for their kids and others to use.

Another announcement by Mr. Laird was that the City will be hosting the Area 16 Special Olympics May 9-10, 2022, at MTSU's Dean Hayes Stadium. High school and adult athletes will compete on May 9th, with elementary and middle school kids competing on May 10th. Weekly training for the Special Olympics athletes will start at Patterson in April. Besides for the new weight-lifting program for individuals with physical and intellectual challenges, MPRD offers Advantage Flag Football, Advantage Basketball, bocce ball, golf and tennis lessons, and fitness classes. Mr. Laird invited commission members and the public to attend the Special Olympics to support the athletes.

Ms. Rachel Singer, MPRD Assistant Director, informed the commission that the City received \$20,000 in grant monies from the National Environmental Education Foundation to purchase a nature buggy for allowing individuals with mobility limitations more accessibility to public lands. Staff hopes to allow the opportunity for all individuals to enjoy park property and outdoor programming.

MPRD upcoming events and programs were also announced by Ms. Singer, who mentioned that signups for summer camps started on March 1st, with numerous offerings. Registration is available online through murfreesboroparks.com and in person at Sports Com, Patterson, and the main MPRD office. Ms. Singer shared that a Saturday Class Sampler (of fitness classes) would be held at Patterson on March 5th 9:00-10:40 a.m. for patrons to try various types of classes. The annual Underwater Egg Hunt and Spring Festival will be at Patterson Pool on April 9th, with registration beginning on March 14th, and Conservation Days are set at the Wilderness Station April 22-23. There will be knowledgeable speakers, local wildlife information, free hikes, activities, and backyard habitat project information. Raptor Day, a good family event, will be held at the Wilderness Station on March 19th from 10:00 a.m.-2:00 p.m. And the annual Pioneer Days at Cannonsburgh will be April 23rd from 10:00 a.m.-4:00 p.m. Athletic registrations for youth track and field and youth volleyball started yesterday, March 1st. Further, the St. Clair Senior Center has lots going on as well, with special events, various daily activities, health and social services, free and fee-based fitness classes, creative arts, seminars, games and recreational programs, and travel opportunities (local and abroad). Ms. Singer mentioned that the Senior Center's brochure, the *Senior Connection*, has a lot of information for those interested in their activities and programs. Also, she said that information on the Senior Center and other Parks and Recreation activities, programs, facilities, and parks can be found at www.murfreesboroparks.com and on numerous MPRD Facebook pages.

Mr. Miller said that the agenda had been completed and asked if anyone had something to add today. Dr. Bonner complimented the Daddy-Daughter dance held at Patterson. She said she was able to observe the stellar event, which had a very diverse crowd, with many dads dressed in tuxes and girls in gowns. Dr. Bonner added that there was surely "no room left in the hair salons that day." She also mentioned that there is powerful research indicating how important that kind of event can be for helping fathers and

daughters to bond. Dr. Bonner recommended that this event be continued through Parks and Recreation.

Mr. Cunningham stated that the inaugural *Created Equal* film series presentation at Patterson went well. He said there was a full house and that the event meant a lot to the community. Mr. Cunningham also appreciated the warm welcome into the Washington Theatre by Dr. Gernell Jenkins and her staff.

Additionally, Mr. Cunningham said that he appreciated the MPRC members being provided MPRD's financial information regularly so that he and the other commission members can review it and offer consultation to staff as needed. Another matter he mentioned was the issue of some people using the greenway for purposes unintended by the City. Mr. Williams explained that there is a concern with some of the homeless population trying to live in various areas along the greenway system and that there is a homeless task force through the Murfreesboro Police Department that is working on the situation and making tremendous headway. Mr. LaLance referred back to Mr. Cunningham's comments regarding MPRD's financial information and asked that staff please also indicate how the City is impacted by MPRD budget changes, such as what is expected to occur when "changing this or that" in the budget. Mr. Williams acknowledged that staff could do that.

With no other business, Mr. Miller said that the meeting was adjourned.

Meeting adjourned: 12:58 p.m.

Meeting approved:

Eddie Miller, MPRC Chair

Nate Williams, MPRD Director

MURFREESBORO PARKS & RECREATION DEPARTMENT
MONTHLY REVENUE REPORT
July-March 2022

RECREATIONAL ACTIVITY INCOME

ACTUAL

ANTICIPATED

RECREATION DIVISION

Picnic Shelters	48,074.63	50,000.00	96.15%
Athletic Concessions (not including Miracle Lge)	1,455.44	1,500.00	97.03%
Softball League Fees	45,802.00	41,600.00	110.10%
Ball Field Rentals	38,258.00	80,000.00	47.82%
Cheerleading Registration/Camp	2,991.79	3,400.00	87.99%
Football (including Flag Football)	6,427.50	8,800.00	73.04%
Youth Volleyball League	4,395.00	9,100.00	48.30%
Youth Basketball League	90,852.79	73,000.00	124.46%
Athletic Sports Camps	37,300.00	21,000.00	177.62%
Start Smart Program	0.00	2,000.00	0.00%
Advantage Sports Program	405.00	6,000.00	6.75%
Track & Field Program	1,660.00	900.00	184.44%
McFadden Community Center Rentals	7,447.50	6,000.00	124.13%
McFadden Concessions	1,431.75	1,400.00	102.27%
McFadden Community Center Designated Donations	0.00	200.00	0.00%
Commissions/Vending - McFadden	155.10	200.00	77.55%
Adult Basketball/Pickleball McFadden Center	6,977.00	8,100.00	86.14%
Ultimate Disc Golf League	0.00	3,000.00	0.00%
Miracle Baseball League	4,970.00	7,000.00	71.00%
Miracle Baseball League Concessions	5,247.77	5,500.00	95.41%
Miracle Baseball League Designated Donations	62,750.71	50,000.00	125.50%
Wilderness Station	48,410.53	45,900.00	105.47%
Movies Under the Stars Concessions	142.38	650.00	21.90%
Halloween Activities	20,318.30	12,000.00	169.32%
Perform Boro/Cultural Arts Programs	13,280.76	23,200.00	57.24%
Theatre Rentals	8,084.47	14,000.00	57.75%
Gateway Rentals	3,525.74	5,200.00	67.80%
Summer Camps	10,625.00	26,000.00	40.87%
Richard Siegel Park (includes Jordan Farm)	112,319.00	60,000.00	187.20%
TSSAA Spring Fling/Fall Soccer	0.00	24,000.00	0.00%
Greenway Programs	1,064.33	1,050.00	101.36%
Designated Donations - Greenway	0.00	500.00	0.00%
Cannonsburgh	43,210.34	34,900.00	123.81%
Bradley Academy Museum	19,894.62	12,500.00	159.16%
July 4th (needs to be deleted in next year's budget)	0.00	750.00	0.00%
New Year 5K	10,740.00	9,300.00	115.48%
Miscellaneous	400.00	200.00	200.00%
Donations - Miscellaneous	0.00	500.00	0.00%
Sales Tax	27,399.23	36,000.00	76.11%
Recreation Total	<u>686,016.68</u>	<u>685,350.00</u>	100.10%

PATTERSON COMMUNITY CENTER

Admissions	258,488.48	262,500.00	98.47%
Pool Rentals	30,833.25	25,000.00	123.33%
Swim Lessons	0.00	900.00	0.00%
Rentals	46,084.53	45,500.00	101.28%
Designated Donations	3,000.00	5,000.00	60.00%

Vending/Resale	16,403.14	10,600.00	154.75%
	<u>354,809.40</u>	<u>349,500.00</u>	101.52%

MURFREESBORO PARKS & RECREATION DEPARTMENT
MONTHLY REVENUE REPORT
July-March 2022

RECREATIONAL ACTIVITY INCOME continued	ACTUAL	ANTICIPATED	
<u>SPORTS*COM</u>			
Indoor Admission	271,939.85	262,500.00	103.60%
Admission Outdoor Pool	47,807.50	170,000.00	28.12%
Concessions Outdoor Pool	20,552.08	72,000.00	28.54%
Pool Rentals	34,046.62	25,000.00	136.19%
Swim Lessons	8,797.75	10,000.00	87.98%
Building Rentals	14,537.96	12,000.00	121.15%
Indoor Concessions/Resale	8,639.14	9,100.00	94.94%
Sports*Com Total	<u>406,320.90</u>	<u>560,600.00</u>	72.48%
<u>INDOOR TENNIS FACILITY</u>			
Annual Memberships	224,399.11	250,000.00	89.76%
Resale/Concessions	33,330.94	40,600.00	82.10%
Rentals	96,483.75	68,000.00	141.89%
Lessons/Clinics/Tournaments	363,427.08	340,000.00	106.89%
	<u>717,640.88</u>	<u>698,600.00</u>	102.73%
TOTAL RECREATIONAL ACTIVITY INCOME	2,164,787.86	2,294,050.00	94.37%
<u>OTHER INCOME</u>			
Hotel/Motel Tax - County	133,878.69	155,000.00	86.37%
Service Fees - Athletic Leagues	47,140.00	65,000.00	72.52%
Scrap Metal	1,409.20	450.00	313.16%
Sale of Fixed Assets	3,855.00	450.00	856.67%
Interest	161.56	450.00	35.90%
	<u>186,444.45</u>	<u>221,350.00</u>	84.23%
TOTAL REVENUES	<u>2,351,232.31</u>	<u>2,515,400.00</u>	93.47%
<u>SENIOR CITIZENS CENTER</u>			
Federal Grants	10,826.00	20,500.00	52.81%
State Grants	6,276.00	11,300.00	55.54%
Other County Revenues	123,750.00	148,500.00	83.33%
Sales Tax Collected	-22.46	250.00	-8.98%
Trip Revenues	26,100.45	40,500.00	64.45%
Meeting Room Fees	660.00	3,200.00	20.63%
Program Income	11,201.00	30,600.00	36.60%
Interest Earnings	21.75	300.00	7.25%
Donations - Private Sources	480.00	1,800.00	26.67%
Designated Donations	4,007.09	1,800.00	222.62%
	<u>183,299.83</u>	<u>258,750.00</u>	70.84%

MURFREESBORO PARKS & RECREATION DEPARTMENT

Monthly Budget Report

	2021-2022 Budget	July-March Expenditure	2021-2022 Balance
Salaries			
Full-time Personnel	3,756,747.00	-2,855,739.99	901,007.01
Longevity	52,020.00	-50,460.00	1,560.00
Holiday Pay	13,000.00	-11,518.35	1,481.65
Part-time Personnel	2,624,511.81	-1,554,105.99	1,070,405.82
Overtime	70,000.00	-31,386.82	38,613.18
Annual Holiday Gift	10,000.00	-9,475.00	525.00
Other Pay	79,000.00	-68,114.04	10,885.96
	6,605,278.81	-4,580,800.19	2,024,478.62
Operation & Maintenance			
Vehicles & Machinery - Fleet	68,915.00	-52,439.26	16,475.74
Vehicles (not Fleet) (includes SpCom CO2)	3,000.00	-1,079.04	1,920.96
Machinery & Equipment	72,700.00	-69,641.79	3,058.21
Waste Disposal (dumpsters/oil) - one time			
Disposal Fees - general	1,000.00	-675.00	325.00
Office Equipment			
Office Equipment	7,500.00	-7,668.14	-168.14
Appliance Repair	3,000.00	-3,508.00	-508.00
Repair/Maintenance of Other (Antique tractor)	2,000.00	0.00	2,000.00
Equipment Rental			
Ball Fields	3,000.00	-674.66	2,325.34
Greenways/Wetlands	500.00	-1,298.49	-798.49
Cannonsburgh	700.00	0.00	700.00
General Parks	2,500.00	-1,898.39	601.61
Sports*Com	1,500.00	-5,075.36	-3,575.36
Barfield Crescent Park	1,000.00	-2,821.45	-1,821.45
Richard Siegel Park	2,500.00	-5,206.82	-2,706.82
	11,700.00	-16,975.17	-5,275.17
Grounds			
Parks (Nat Res, Franklin Rd, Misc, Gen)	61,100.00	-7,226.48	53,873.52
Old Fort Park	30,800.00	-10,132.12	20,667.88
Ball Fields	119,700.00	-95,229.18	24,470.82
Barfield Crescent Park	15,500.00	-22,180.73	-6,680.73
Wilderness Station	1,500.00	-251.87	1,248.13
Richard Siegel Park	174,100.00	-75,091.92	99,008.08
McKnight Park	7,200.00	-698.00	6,502.00
Oaklands Park	19,800.00	-7,343.09	12,456.91
River Trail/Greenway/Wetlands	83,200.00	-39,005.17	44,194.83
Cannonsburgh	7,600.00	-6,914.81	685.19
Gateway Trail	30,800.00	-2,234.93	28,565.07
Sports*Com	5,000.00	-1,117.59	3,882.41
Patterson Park	5,900.00	-6,589.22	-689.22
McFadden Community Center	1,300.00	-977.00	323.00
Bradley Academy Museum	2,400.00	-778.02	1,621.98
Tennis Facility	12,500.00	-6,908.02	5,591.98
	578,400.00	-282,678.15	295,721.85
Educational Animals	5,000.00	-3,967.86	1,032.14
Recreational Equipment	9,100.00	-2,149.71	6,950.29
Janitorial Equipment	2,500.00	-650.72	1,849.28
Software	32,500.00	-30,248.77	2,251.23

Buildings

McFadden Community Ctr.	11,100.00	-11,110.00	-10.00
Patterson Community Ctr.	89,800.00	-67,309.53	22,490.47
Sports*Com	64,600.00	-20,273.28	44,326.72
Old Fort Park Picnic Shelters	8,400.00	-1,362.86	7,037.14
Old Fort Park Ball Fields	600.00	0.00	600.00
Oakland Park Picnic Shelters	5,500.00	-1,215.74	4,284.26
Miracle Field	4,500.00	-22.56	4,477.44
McKnight Park Ball Fields (not StarPlex)	6,300.00	-3,045.59	3,254.41
McKnight Park Pavilion	600.00	0.00	600.00
Maintenance Shop	8,400.00	-1,150.99	7,249.01

	<u>2021-2022</u>	<u>July-March</u>	<u>2021-2022</u>
	<u>Budget</u>	<u>Expenditure</u>	<u>Balance</u>
Building Maintenance continued			
Star*Plex	6,000.00	-3,183.05	2,816.95
Ball Field Maintenance Shop	4,900.00	-887.17	4,012.83
River Trail	7,300.00	-6,156.26	1,143.74
Cannonsburgh	14,600.00	-15,462.13	-862.13
Barfield-Crescent Park (includes Shop)	14,000.00	-19,368.42	-5,368.42
Wilderness Station	5,900.00	-2,162.56	3,737.44
Barfield Ball Fields	5,500.00	-2,093.25	3,406.75
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	-16,229.52	-3,529.52
Jamison House	4,600.00	-2,699.22	1,900.78
Gateway Trail	4,300.00	-5,744.72	-1,444.72
Franklin Road Property	5,000.00	0.00	5,000.00
Bradley Academy Museum	12,100.00	-12,860.48	-760.48
Indoor Tennis Facility	27,900.00	-9,664.85	18,235.15
	327,100.00	-202,029.17	125,070.83

Swimming Pools

Patterson Pool	34,000.00	-23,248.50	10,751.50
Sports*Com Indoor Pool	20,600.00	-5,184.00	15,416.00
Sports*Com Outdoor Pool	33,100.00	-14,612.87	18,487.13
	87,700.00	-43,045.37	44,654.63

Supplies

Postage	3,000.00	-1,147.63	1,852.37
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Office Supplies

Recreation	14,200.00	-5,620.74	8,579.26
Sports*Com	2,500.00	-1,086.11	1,413.89
Patterson Community Center	4,500.00	-2,231.00	2,269.00
McFadden Community Center	1,100.00	-1,537.90	-437.90
Cannonsburgh	900.00	-471.79	428.21
Cultural Arts	1,500.00	-957.39	542.61
Wilderness Station	900.00	-738.80	161.20
Bradley Academy Museum	1,000.00	-429.88	570.12
Indoor Tennis Facility	1,200.00	-1,545.67	-345.67
	27,800.00	-14,619.28	13,180.72

IT Supplies

Educational Supplies	800.00	-812.10	-12.10
	1,000.00	-45.00	955.00

Advertising

General, Newspaper, etc.	14,500.00	-21,224.41	-6,724.41
Patterson Advertising	700.00	-30.00	670.00

Bradley Academy Museum Ads/Brochures	2,700.00	-84.41	2,615.59
Cannonsburgh Ads/Brochures	6,100.00	-551.50	5,548.50
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	-2,109.30	190.70
Wilderness Station/Outdoor Recreation	5,100.00	0.00	5,100.00
	<u>36,800.00</u>	<u>-24,822.96</u>	<u>11,977.04</u>

Janitorial Supplies

Recreation/Jamison, etc.	5,500.00	-16,532.93	-11,032.93
Greenway/River Trail	3,500.00	-2,711.31	788.69
Ball Fields	10,000.00	-6,290.87	3,709.13
Sports*Com	13,500.00	-13,053.24	446.76
Patterson Community Center	24,000.00	-17,688.70	6,311.30
McFadden Community Center	2,500.00	-1,795.24	704.76
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	-731.96	868.04
Richard Siegel Park	7,500.00	-4,383.65	3,116.35

	2021-2022 Budget	July-March Expenditure	2021-2022 Balance
Janitorial Supplies continued			
Gateway Island	1,300.00	-338.10	961.90
Bradley Academy Museum	1,500.00	-503.48	996.52
Indoor Tennis Facility	5,000.00	-3,051.32	1,948.68
	<u>84,600.00</u>	<u>-72,366.13</u>	<u>12,233.87</u>

Trophies

Athletics	12,600.00	-4,836.13	7,763.87
Recreation	1,200.00	-358.25	841.75
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>-5,208.38</u>	<u>10,591.62</u>

Fuel	90,600.00	-49,124.07	41,475.93
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Activity Supplies

Outdoor Recreation	4,800.00	-2,119.58	2,680.42
McFadden Community Center	3,000.00	-557.28	2,442.72
Patterson Community Center	2,600.00	-2,023.48	576.52
Cultural Arts - Visual/Performing	3,500.00	-2,082.72	1,417.28
Sports*Com	3,700.00	0.00	3,700.00
Cannonsburgh	1,800.00	-702.33	1,097.67
Greenways	1,300.00	-59.94	1,240.06
Athletics	3,300.00	-1,000.00	2,300.00
Bradley Academy Museum	3,000.00	-339.16	2,660.84
Indoor Tennis Facility	3,000.00	0.00	3,000.00
	<u>30,000.00</u>	<u>-8,884.49</u>	<u>21,115.51</u>

Hand Tools & Hardware

Maintenance	2,530.00	-1,339.61	1,190.39
Maintenance Barfield-Crescent	515.00	-222.30	292.70
Richard Siegel Park	505.00	-385.31	119.69
Ball Fields	485.00	-395.58	89.42
Recreation	100.00	0.00	100.00

Sports*Com	550.00	-523.03	26.97
Patterson Community Center	900.00	-122.55	777.45
Cannonsburgh	375.00	-95.48	279.52
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>-3,479.30</u>	<u>4,620.70</u>

Clothing			
Maintenance	9,250.00	-4,114.78	5,135.22
Recreation/Admin/MUTS/Cult Arts, etc.	950.00	-265.31	684.69
Sports*Com	1,700.00	-685.99	1,014.01
McFadden Community Center	500.00	0.00	500.00
Athletics	2,000.00	-667.90	1,332.10
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	-5,575.50	-365.50
Bradley Academy Museum	400.00	-319.00	81.00
Indoor Tennis Facility	700.00	-424.00	276.00
	<u>25,300.00</u>	<u>-14,889.63</u>	<u>10,410.37</u>

Admission Supplies	4,300.00	-1,687.78	2,612.22
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	<u>2021-2022</u> Budget	<u>July-March</u> Expenditure	<u>2021-2022</u> Balance
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	-364.00	4,636.00
Sports*Com	5,500.00	-4,038.64	1,461.36
McFadden Community Ctr.	3,000.00	-1,992.93	1,007.07
Patterson Community Center	6,300.00	-5,458.23	841.77
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	-764.57	35.43
Indoor Tennis Facility	5,000.00	-2,850.75	2,149.25
	<u>79,800.00</u>	<u>-36,335.96</u>	<u>43,464.04</u>

Food			
General	2,300.00	-1,856.83	443.17
Wilderness Station/Outdoor Murfreesboro	1,300.00	-1,132.71	167.29
Patterson Community Center	6,500.00	-5,980.10	519.90

Tennis	1,500.00	-127.38	1,372.62
Bradley Academy Museum	2,500.00	-1,095.87	1,404.13
Cannonsburgh	1,000.00	-281.02	718.98
Cultural Arts	3,500.00	-3,649.75	-149.75
McFadden Community Center	3,000.00	-2,865.46	134.54
Athletics	4,100.00	-1,107.55	2,992.45
Sports*Com	4,000.00	-1,696.11	2,303.89
	<u>29,700.00</u>	<u>-19,792.78</u>	<u>9,907.22</u>
Printing Services	1,900.00	-905.30	994.70
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	-254.70	245.30
Sports*Com	400.00	-136.63	263.37
Cannonsburgh	300.00	-313.37	-13.37
	<u>3,700.00</u>	<u>-748.69</u>	<u>2,951.31</u>
Safety Supplies	6,900.00	-10,335.67	-3,435.67
Miscellaneous Supplies			
Recreation/General	1,100.00	0.00	1,100.00
Sports*Com	200.00	-383.75	-183.75
Barfield-Crescent Park	400.00	-60.59	339.41
Patterson Community Center	200.00	-1,855.04	-1,655.04
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>-2,968.00</u>	<u>132.00</u>
	2021-2022	July-March	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	-351,594.04	133,528.96
Medical-Dental	825,326.00	-684,920.35	140,405.65
Employee Retirement Defined Benefit	338,149.00	-237,297.41	100,851.59
Retirement Defined Contribution	120,279.00	-95,217.99	25,061.01
Life Insurance, LTD	24,202.00	-23,059.28	1,142.72
	<u>1,908,643.00</u>	<u>-1,392,089.07</u>	<u>516,553.93</u>
Utilities			
Electricity	645,000.00	-471,868.96	173,131.04
Water	176,000.00	-124,152.90	51,847.10
Gas	115,000.00	-94,276.82	20,723.18
Telephone	16,500.00	-12,092.23	4,407.77
Cellular Phone	21,300.00	-15,212.41	6,087.59
Internet Service	13,600.00	-12,800.59	799.41
Cable TV Service	9,600.00	-1,275.60	8,324.40
Solid Waste Fees	41,500.00	-27,174.00	14,326.00
	<u>1,038,500.00</u>	<u>-758,853.51</u>	<u>279,646.49</u>
Travel & Subsistence			
Mileage	13,500.00	-3,077.99	10,422.01
Meals During Meetings	4,300.00	-1,342.07	2,957.93
	<u>17,800.00</u>	<u>-4,420.06</u>	<u>13,379.94</u>
Recreational Activities			
Park Movies	9,800.00	-4,406.00	5,394.00

Cultural Activities			
July 4th - Special Events	39,800.00	-17,295.91	22,504.09
Halloween - Special Events	8,000.00	-5,919.88	2,080.12
Cannonsburgh Special Events	12,000.00	-11,711.51	288.49
Patterson Community Center Special Events	4,500.00	-1,150.70	3,349.30
Barfield Crescent Park - Special Events	1,000.00	-799.45	200.55
Sports*Com Special Events	3,600.00	-611.50	2,988.50
Outdoor/Greenway Recreation Special Even	8,100.00	-11,577.22	-3,477.22
McFadden Community Center Special Even	4,000.00	-1,818.74	2,181.26
Bradley Academy Museum Special Events	7,500.00	-934.28	6,565.72
Miscellaneous Special Events	3,500.00	-271.66	3,228.34
Concerts	17,100.00	0.00	17,100.00
Concerts Cannonsburgh	7,300.00	-1,900.00	5,400.00
Senior Citizens - Patterson Center	1,500.00	0.00	1,500.00
Field Trips/Day Camps, etc.	9,900.00	-2,127.43	7,772.57
Cultural Arts Programs(laureate/dance/musi	10,400.00	-8,037.17	2,362.83
Children's Theatre	21,000.00	-5,136.55	15,863.45
	<u>159,200.00</u>	<u>-69,292.00</u>	<u>89,908.00</u>
Miscellaneous Expense			
Association Dues	4,400.00	-2,337.00	2,063.00
Training Personnel	24,100.00	-9,536.26	14,563.74
Licenses/Certifications	2,680.00	-1,624.40	1,055.60
Other Employee Travel	3,800.00	-1,931.51	1,868.49
Surveys & Studies/Consultant's Services	20,100.00	-11,957.55	8,142.45
Employee Testing	1,500.00	-247.50	1,252.50
Employee Respirator Testing	2,000.00	0.00	2,000.00
Coaches' Background Checks	2,500.00	-58.00	2,442.00
Computer Software Subscriptions	4,900.00	-2,055.97	2,844.03
Cannonsburgh Instructors	1,200.00	0.00	1,200.00
General Contractural Services/Cultural Arts Ir	4,000.00	-10,550.00	-6,550.00 **mcknight park
Tennis Instructors	220,000.00	-201,439.79	18,560.21
Tennis Tournaments	20,000.00	-8,335.49	11,664.51
Bank Service Charges	40,000.00	-25,557.91	14,442.09

	2021-2022 Budget	July-March Expenditure	2021-2022 Balance
Purchases for Resale			
Sports*Com	50,000.00	-10,478.59	39,521.41
Cultural Arts	2,800.00	-440.25	2,359.75
Athletics	3,000.00	-3,256.80	-256.80
Cannonsburgh	5,000.00	-5,578.10	-578.10
Movies Under the Stars	800.00	0.00	800.00
Patterson Community Center	20,000.00	-7,878.94	12,121.06
Barfield-Crescent Park	11,000.00	-12,208.57	-1,208.57
Disc Golf	4,500.00	-3,237.16	1,262.84
Small Fry Tri	600.00	0.00	600.00
McFadden Community Center	1,400.00	-789.64	610.36
Miracle Baseball League	8,000.00	-5,011.57	2,988.43
New Year's 5K	3,000.00	0.00	3,000.00
Bradley Museum	1,500.00	-2,082.30	-582.30
Indoor Tennis Facility	27,000.00	-13,430.05	13,569.95
	<u>138,600.00</u>	<u>-64,391.97</u>	<u>74,208.03</u>
Sales Tax	42,000.00	-23,851.00	18,149.00

Designated Donations			
Patterson Community Center	8,000.00	-7,652.57	347.43
Other - Greenway/Cult Arts/Bradley, etc.	5,900.00	-6,622.01	-722.01
murfressboro	<u>30,000.00</u>	<u>-25,081.54</u>	<u>4,918.46</u>
	43,900.00	-39,356.12	4,543.88
Other Miscellaneous	9,000.00	-482.70	8,517.30
Additions to Fixed Assets	<u>599,285.00</u>	<u>-469,663.65</u>	<u>129,621.35</u>
Total Parks & Recreation	12,590,091.81	-8,669,965.78	3,920,126.03

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

	<u>2021-2022</u> <u>Budget</u>	<u>July-March</u> <u>Expenditure</u>	<u>2021-2022</u> <u>Balance</u>
Salaries			
Full-time Personnel	441,596.00	-337,589.53	104,006.47
Longevity	3,720.00	-4,440.00	-720.00
Holiday Pay	900.00		900.00
Part-time Personnel	196,439.58	-99,104.78	97,334.80
Overtime	4,000.00	-1,919.84	2,080.16
Annual Holiday Gift	725.00	-700.00	25.00
	<u>647,380.58</u>	<u>-443,754.15</u>	<u>203,626.43</u>
Operation & Maintenance			
Vehicles & Machinery - Fleet	9,993.00	-1,255.60	8,737.40
Vehicles (not Fleet)	500.00	-146.20	353.80
Machinery & Equipment	500.00	-109.96	390.04
Office Equipment	4,500.00	-3,655.51	844.49
Grounds	14,000.00	-6,091.60	7,908.40
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	16,156.68	17,356.68
Supplies			
Postage	10,000.00	-0.55	9,999.45
Office Supplies	6,200.00	-3,549.30	2,650.70
IT Supplies	250.00	0.00	250.00
Advertising	20,000.00	-4,316.00	15,684.00
Janitorial Supplies	10,000.00	-7,947.96	2,052.04
Activity Supplies	14,000.00	-6,346.18	7,653.82
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	-1,089.74	3,910.26
Nurse/Health Program Supplies	1,000.00	0.00	1,000.00
Trip Expense Supplies	32,000.00	-8,890.56	23,109.44
Food	20,000.00	-9,016.93	10,983.07
Printing Services	1,000.00	0.00	1,000.00
Educational Supplies	200.00	0.00	200.00
Safety Supplies	1,000.00	-501.09	498.91
Fuel	4,600.00	-2,096.36	2,503.64
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	-32,139.72	15,113.28
Medical-Dental	94,608.00	-86,610.37	7,997.63
Employee Retirement Defined Benefit	26,834.00	-15,576.37	11,257.63
Retirement Defined Contribution	18,389.00	-15,775.39	2,613.61
Life Insurance, LTD	2,805.00	-2,049.73	755.27
	<u>199,467.00</u>	<u>-152,151.58</u>	<u>47,315.42</u>
Utilities			
Electricity	47,000.00	-34,954.57	12,045.43
Water	4,600.00	-2,781.58	1,818.42

Gas	2,100.00	-1,408.61	691.39
Telephone	2,500.00	-1,750.51	749.49
Cellular Phone	1,500.00	-1,172.62	327.38
Internet Service	1,600.00	-1,395.90	204.10
Cable TV Service	1,400.00	-189.12	1,210.88
Solid Waste Fees	900.00	-1,185.00	-285.00
	<u>61,600.00</u>	<u>-44,837.91</u>	<u>16,762.09</u>

Page 2 Senior Center Monthly Budget
Report FY22

	<u>2021-2022</u> Budget	<u>July-March</u> Expenditure	<u>2021-2022</u> Balance
Other Expenses			
Health Services	2,000.00	0.00	2,000.00
Mileage	500.00	-91.28	408.72
Cultural Activities	8,000.00	-1,345.23	6,654.77
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	-14,522.94	5,477.06
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	-20.00	680.00
Additions to Fixed Assets	<u>2,500.00</u>	<u>-4,590.90</u>	<u>-2,090.90</u>
Total St. Clair Street Senior Center	1,119,090.58	-704,778.74	414,311.84



May 2, 2022

For Murfreesboro Parks and Recreation Commission:

RE: Special Use Policy Change

As an item for the May 4, 2022, MPRC agenda, staff is recommending adjustments to the Special Use Policy to include food distribution.

Background

The Murfreesboro Parks and Recreation Department utilizes Special Use Agreements for park space usage outside of events such as family reunions, birthday parties, private social gatherings, or other similar gatherings. The current policy does not include a requirement to apply for a special use agreement for an event that is designed to distribute food to the public at large. The proposed additional language is noted in red in the revised document provided.

Fiscal Impact

There is no fiscal impact with this proposed policy change.

Recommendation

It is recommended that the commission approve this Special Use Policy adjustment.

Attachment

Murfreesboro Parks and Recreation Guidelines For Special Use

Sincerely,

Nate Williams
MPRD Director

Murfreesboro Parks and Recreation Department
697 Veterans Parkway * P.O. Box 748 * Murfreesboro, Tennessee 37133-0748
Phone 615 890 5333 * TDD 615 849 2689 * www.murfreesborotn.gov

Guidelines for Special Use

Murfreesboro Parks and Recreation Department

Murfreesboro Parks and Recreation Department welcomes everyone to use our parks and facilities as a resource for social, civic, educational, leisure and recreational purposes. The following guidelines are set to ensure that park space is preserved for its intended goals and purposes and remains accessible for all to enjoy.

1. Events Requiring a Special Use Agreement

Small events with few event features, such as family reunions, birthday parties, or other private social gatherings require only a Shelter Reservation. The following events and uses require a Special Use Agreement between the event organizer and the City of Murfreesboro:

- Any event in which the number of people in attendance exceeds the capacity of the individual shelter(s);
- Any event involving the solicitation for goods, services, donations or affiliation from the general public;
- Any exhibit, musical or dramatic performance, fair, concert, play, radio or television broadcast, other than a news transmission;
- Any exhibit or display of a motion picture, television program, light or laser light display or similar event;
- An event involving the erection of a stage, scaffold, platform or other structure;
- Any event involving the erection of tent space (individual or combined) larger than 400 square feet (20' x 20');
- All sports tournaments, league sport events and competitive or fundraising races, fun-runs and walks.
- Any other events interfering with the use of the park or park space outside of the reserved shelter by the general public. (The reserved shelter space includes a 50-foot perimeter of greenspace for use by event participants, but does not include exclusive use of adjacent playgrounds, volleyball, disc golf, restrooms, or other park facilities);
- Any event in which the public at large is invited to attend;
- Any event open to the general public and designed to distribute or serve food; and
- Any other activity that qualifies but not specifically listed above as determined by the Murfreesboro Parks and Recreation Department Director or Director's designee

2. Special Use Event Application Requirements

- a. Application: Any person or organization wishing to use Park property for a Special Use Event must complete a Special Use Event Application and submit the application and any required supporting documentation to the Murfreesboro Parks and Recreation Department, P.O. Box 748, 697 Veterans Parkway, Murfreesboro, TN 37133. The application must be received by the Parks and Recreation Department at least 60 days before the proposed date of the event.
- b. Special Use Agreement: If the application is approved, event organizers must enter a "Special Use Agreement" with the City of Murfreesboro consistent with these guidelines and detailing the parties' specific responsibilities in connection with the event. Among other things, the agreement requires the applicant to indemnify the City and its officers, employees, and agents and to hold the City and its officer, employees, and agents harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event caused by the action of the applicant, its officers, employees or agents or any person under their control.
- c. Waiver and Release of Liability: As a condition of approval, some event sponsors may be required to submit for each event participant a Waiver and Release of Liability signed by the

event participant or the participant's parent or legal guardian and releasing the City its employees, volunteers, and agents from all legal and financial responsibility for any costs, injuries and/or other damages suffered or incurred by the participant during the event.

- d. Liability Insurance: All applicants shall submit along with their completed application a certificate of liability insurance with a minimum of \$1,000,000 combined single limit. The certificate shall specifically name the City of Murfreesboro as an additional insured on their policy for the event. The City reserves the right to require additional insurance in excess of \$1,000,000 when applicable.
- e. Fundraising Activities: All groups/organizations charging fees or accepting donations associated with an event must be: (i) a not-for-profit corporation under the Internal Revenue Code and/or registered as a charitable organization with the Tennessee Secretary of State; or (ii) conducting a fundraiser, the proceeds from which will benefit a not-for-profit corporation under the Internal Revenue Code and/or registered as a charitable organization with the Tennessee Secretary of State. A not-for-profit corporation or charitable organization must provide proof of their legal status as such an organization along with its Special Use Event Application. An organization that is not itself a not-for-profit corporation or charitable organization must provide a letter of support from the not-for-profit corporation or charity that is the intended beneficiary of the fundraiser indicating the corporation's or charity's willingness to accept donations from the event. Fundraising activities must comply with all state and federal laws pertaining to charitable solicitation and fundraising.
- f. Usage Fee: The group/organization sponsoring the event will pay the Murfreesboro Parks and Recreation Department a usage fee, as detailed in the Fees and Charges manual prescribed by the department. This fee is due two weeks after the approval of the application.
- g. Compliance Assurance Deposit: The group/organization sponsoring the event shall be required to post a compliance assurance deposit of \$200. This deposit will be refunded after the event if it is determined that compliance as described in the agreement was met. Cleaning/damage or other fees will be deducted or charged as determined by the City's Parks and Recreation Director or the Director's designee. This deposit is due at the same time as the usage fee, two weeks after the approval of the application.

3. Processing of Special Use Event Applications

- a. Evaluation of Applications: The Parks and Recreation Department will process applications in order of receipt, and the use of a particular park facility for a particular date or dates shall be conditionally reserved upon receipt of a fully executed application accompanied by the application fee and all required supporting documentation pending final approval or denial of the application.
- b. Notice of Decision: The Parks and Recreation Department shall approve or deny an application and communicate its decision to the applicant in writing within twenty-one (21) days of the date on which the Department receives a fully completed application and all required supporting documentation. Notice of the decision will be sent via email or U.S. mail, depending on the preferred form of communication identified by the applicant on the application form. A notice of denial shall clearly state the ground(s) upon which the application was denied and, where feasible, shall propose measures by which the applicant may cure any defects in the application. Where an application is denied because a fully executed prior application has been approved for the same time and place, the Department shall propose an alternative place, if available for the same time, or an alternative time, if available for the same place.

c. Grounds for Denial: The Parks and Recreation Department may deny an application if the applicant or the person on whose behalf the application was made has on prior occasions made material misrepresentations regarding the nature or scope of an event or use previously approved or has violated the terms of a prior Special Use Event Agreement issued to or on behalf of the application. In addition, the Department may also deny an application on any of the following grounds:

- i. The application for permit (including any required supporting documentation) is not fully completed and executed;
- ii. Failure of applicant to tender required use fee, compliance assurance deposit, insurance certificate or any supporting documentation required or requested by the Parks and Recreation Director or the Director's designee;
- iii. The application contains a material falsehood or misrepresentation;
- iv. The applicant is legally incompetent to contract or to sue or be sued;
- v. The applicant or the person or organization on whose behalf the application is made has on prior occasions damaged City property and has not paid in full for such damage, or has other outstanding and unpaid debts to the City;
- vi. A fully executed prior application has been or will be approved for the same time and place and the nature of the proposed uses or events are such that they do not reasonably permit multiple occupancy of the same park or park facility at the same time;
- vii. The proposed use or activity would conflict with previously planned programs organized, conducted or sponsored by the Parks and Recreation Department that were previously scheduled for the same time and place proposed in the application;
- viii. The proposed use or activity would present an unreasonable danger to the health or safety of the applicant, event participants, other persons using the park, City employees, or the public;
- ix. The proposed use or activity presents an unreasonable risk of damage to City property or is otherwise inconsistent with the intended purposes of the park facility in question;
- x. The applicant has not complied or cannot comply with applicable licensure requirements, City ordinances or Park Rules and Regulations concerning the sale or offering for sale of any goods (including food) or services; and
- xi. The proposed use or activity intended by the applicant is prohibited by law, the Park and Recreation Department's rules and regulation, or these guidelines.

In addition, in order to limit interference with regular public use of the park space, the Director or Director's designee may choose to allow only one such event to be scheduled at a given park per month, with no two events being held on consecutive weekends. **Additionally, an individual or group will not be approved for more than one special use agreement per month and cannot exceed more than six total special use agreements per calendar year at any Murfreesboro Parks and Recreation property or facility unless approved by the Director or Director's designee.**

- d. Amendment or Revision of Application: Any amendment or revision of an application shall for purposes of determining the priority of the application relate back to the original filing thereof; however, the time in which the Department shall approve or deny the application and serve notice of such decision shall be computed from the date of the amendment or revision.
- e. Waiver of Requirements: Any requirement for a use fee, compliance assurance deposit, or certificate of insurance shall be waived by the Parks and Recreation Director, if after consultation with the City Attorney and City Manager, it is determined that the activity is protected by the First Amendment of the United States Constitution and the requirement would be so financially burdensome that it would preclude the applicant from using City property for the proposed activity. Application for a waiver of a use fee, compliance assurance deposit, or certificate of insurance shall be made in writing to the Director and must include an affidavit executed by an authorized representative of the applicant and sufficient financial information about the applicant so as to enable the Director to determine whether the requirement(s) whose waiver is sought would be so financially burdensome that it would preclude the applicant from using City property for the proposed activity. The City will respond within 14 days. Denials of requests for such waivers may be appealed pursuant to the procedures set forth in Section 3.f, below.
- f. Review of Denial by Parks and Recreation Director: Any applicant whose application is denied, is denied a request for waiver of the use fee, compliance assurance deposit or insurance certificate requirements, or who has had all or a portion of its compliance assurance deposit retained by the Department because of damage to City property or costs to the Department arising from the applicant's use of City property, may, within seven days of service of notice of such determination, file a written appeal from such determination with the Parks and Recreation Director. The appeal shall succinctly state the grounds upon which it is asserted that the determination should be modified or reversed, and shall be accompanied by copies of the Special Use Event Application, the written notice of determination being appealed, and any other papers material to the determination. The Director shall have fourteen (14) days from the date on which the appeal is received to serve, via First Class U.S. Mail, postage prepaid, upon the applicant a notice of the Director's decision. If such notice is not served upon the applicant within fourteen (14) days of the date upon which the appeal was filed, then the denial or retention of security deposit shall be deemed reversed.

4. General Rules Governing Special Use Events

- a. Compliance with Park and Recreation Policies, Rules and Regulations: All policies, rules and regulations of each park must be followed during the event. Failure to comply with any policy, rule, or regulation may result in the termination or cancellation of the event and may be cause for denial of future rentals. All events held on City of Murfreesboro property must fit within the following guidelines:
 - i. The activity or use must not unreasonably interfere with or detract from the general public's enjoyment of the park.
 - ii. The activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
 - iii. The activity or use will not include violence, crime or disorderly conduct.
 - iv. The activity or use will not entail extraordinarily or burdensome expense or policy operation by the City.

- v. **The user acknowledges that attendees of the activity should be legally allowed to be within the park space and in close vicinity of other park users.**

- b. Event Advertisement: No event shall be publicly advertised until the Special Use Event Agreement for the event has been approved and signed by a City representative.

- c. Cancellation: Cancellation of a scheduled event must be made a minimum of 30 days in advance. The usage fee will be refunded in approximately 30 days minus an administration fee of \$20.00. In the event of inclement weather, it is the responsibility of the group/organization to make the decision to cancel. The Murfreesboro Parks and Recreation Department also reserves the right to cancel any and all events due to weather or other unforeseen circumstances. If the group/organization would like to reschedule the event, they may do so as space allows at no additional fee; however, refunds will not be given (unless the event was cancelled by the Parks and Recreation Department for unforeseen circumstances other than weather).

- d. No Discrimination: The group/organization covenants that it will not discriminate against any person on any unlawful basis, including but not limited to sex, race, religion, national origin, or disability and that its programs and services will comply with the Americans with Disabilities Act.

- e. Notification of Law Enforcement and Emergency Medical Agencies: The group/organization is responsible for notifying all county and city agencies necessary to the safe operation of the event, e.g., Murfreesboro Police Department, Rutherford County Sheriff's Office, Rutherford County Emergency Medical Services, and Rutherford County Emergency Management Agency. Additionally, it is suggested that emergency medical personnel be on site during the event. If the event includes pedestrian use of the road, the group/organization is responsible for ensuring safe passage through arrangements with the Murfreesboro Police Department; a parade permit through the City of Murfreesboro may also be required.

- f. Volunteers: The group/organization will provide members and volunteers to adequately supervise the event.

- g. Defective or Unsafe Conditions: Any defective or unsafe conditions of Murfreesboro Parks and Recreation Department property should be reported immediately to park staff.

- h. Food Vendors: Food vendors may be subject to all applicable regulations and fees, as described in the Special Use Event Agreement.

- i. Alcoholic Beverages: Alcoholic beverages are not allowed on Murfreesboro Parks and Recreation Department property. Exceptions to alcoholic beverages may be made at Cannonsburgh Village, Gateway Island, Oaklands Park and Discovery Center & Murfree Spring Wetlands with an approved written rental agreement in accordance with City Code 4-90 and Resolution 08-R-23.

- j. Live Music and/or Sound Amplification: Live music and/or sound amplification approved by the Department must at all times comply with the City of Murfreesboro Sound Ordinance so as not to interfere unreasonably with other park users or neighboring residents or businesses. The City of Murfreesboro Sound Ordinance is available for review at www.murfreesborotn.gov.

- k. Cleaning of Event Location: The renter is responsible for arriving/leaving at the established times and is responsible for returning the facility to the same condition as it was before the rental. The renter should pick up any waste and place in the proper receptacles.

- I. Damage to City Property: If the Park facility is damaged or left in an unacceptable condition, the renter may be subject to additional charges and legal action. In addition, damage by event participants to City property or the failure to return the facility to the same condition as it was before the rental constitute grounds for denying a future Special Use Event Application made by the renter .

- m. Inflatables and Other Amusements: Inflatables and other amusements are not allowed without a permit. An Amusement Permit may be issued for inflatable “bounce houses” or similar at no additional charge; however, the renter is required to provide a certificate of liability insurance with a minimum of \$1,000,000 combined single limit. “The City of Murfreesboro” (at 111 Vine Street, Murfreesboro, TN 37130) shall be named as an additional insured on the policy. Other amusements require the approval of the Director or the Director’s designee and may also require liability insurance as stated above. Mechanical amusements (such as carnival rides) will not be permitted. Inflatable and other amusements must be monitored at all times by an individual who is at least 18 years of age. At no times shall amusements be left unattended.

Revised 5/2/2022

MURFREESBORO PARKS AND RECREATION DEPARTMENT

SPECIAL USE: EVENT APPLICATION

UNDER STATE LAW, THIS DOCUMENT IS A PUBLIC RECORD

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

PLEASE PRINT ALL INFORMATION

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

Will any tents, structures, stages, and/or amusement attractions or rides be erected? If yes, describe. Please note that some amusement attractions require additional insurance coverage.
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:

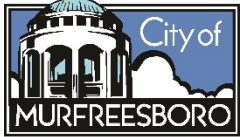
I have read the Guidelines for Special Use and agree to abide by these guidelines as well as all ordinances and regulations of the City of Murfreesboro and by all the conditions placed on the event by the Murfreesboro Parks and Recreation Department. I do swear and affirm that all of the information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

Signature: _____ Date: _____

Submit application to:
 Murfreesboro Parks and Recreation Department
 P.O. Box 748 or 697 Veterans Parkway
 Murfreesboro, TN 37133
 (615) 890-5333

FOR OFFICE USE ONLY

_____received
 _____site approved
 _____proof of insurance
 _____site map
 _____paid
 CUA: ___Adm. ___Lgl. ___Org. ___Dir.
 Notes:



PARKS & RECREATION
... creating a better quality of life

April 29, 2022

For Murfreesboro Parks and Recreation Commission:

RE: MPRD's Coaches' Code of Ethics Policy

As an item for the May 4, 2022, MPRC agenda, staff recommends the MPRD Coaches' Code of Ethics Policy.

Background

A coach's function is that of a role model, especially when considering youth. The main purpose of the policy is to secure a certain standard of coaching, as well as to provide guidelines for professional conduct, thus, promoting the safety and well-being of all parties involved.

Fiscal Impact

N/A

Recommendation

Staff recommends the commission's approval of the Murfreesboro Parks and Recreation Coaches' Code of Ethics Policy.

Attachment

Murfreesboro Parks and Recreation Coaches' Code of Ethics Policy

Sincerely,

Ali Jones
Executive Intern

Murfreesboro Parks and Recreation Department
697 Veterans Pkwy * P.O. Box 748 * Murfreesboro, Tennessee 37133-0748
Phone 615 890 5333 * TDD 615 849 2689 * www.murfreesborotn.gov



City of Murfreesboro Coaches' Code of Ethics Policy

As a youth coach of Murfreesboro Parks and Recreation I hereby Pledge to live up to the Murfreesboro Parks and Recreation Coaches' Code of Ethics listed below:

- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will do my best to organize practices that are fun and challenging for all players.
- I will remember that I am a youth sports coach and that the game is for children and not adults.
- I will set a good example for participants and fans to follow, exemplifying the highest moral and ethical values.
- I will respect the judgement of officials and abide by rules of the event.
- I will treat opposing coaches, participants, and fans with respect.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will remember the rules are designed to protect the participants, as well as to set a standard for competition.
- I will adhere to all conduct policies and procedures as set forth by the Parks and Recreation Department and the City of Murfreesboro.

Consequences:

- Coaches guilty of violating any codes outlined in this document can be verbally reprimanded or receive other suitable actions deemed as appropriate by the City of Murfreesboro.
- Coaches can be suspended from a game or multiple games, depending on the severity of the infraction.
- Coaches can be suspended or dismissed from the Agency, depending on the severity and details of the infraction.

I _____ have read and understand the Coaches' Code of Ethics and accept my role as a coach with the Murfreesboro Parks and Recreation Department. I also understand that as a coach I will help further the cause of Parks and Recreation by adhering to policies and procedures that govern youth sports.

Print Coach's Name: _____ Sport/Season: _____

Coach's Signature: _____ Date: _____



May 4, 2022

For Murfreesboro Parks and Recreation Commission:

RE: Siegel Soccer Complex Affiliate Organization Partnership Program

As an item for the agenda of the May 4, 2022, MPRC meeting, it is recommended that the Parks and Recreation Commission approve the Siegel Soccer Complex Affiliate Organization Partnership program, effective for the Fall 2022 soccer season.

Background

The goal of the Siegel Soccer Complex Affiliate Organization Partnership Program is to promote the City's mission statement of providing a safe, progressive, and healthy community for its citizens to ensure the highest possible quality of life. To this end, the Parks and Recreation Department will continue to partner with local youth soccer organizations in order to achieve the City's mission in such a way that benefits the City, Murfreesboro residents, and all partnering organizations.

Fiscal Impact

The partnership program will financially operate on a per player basis, while promoting participation of Murfreesboro residents with a City-resident discount implemented. The cost per season (Spring/Fall) will be \$135.00 for residents and \$150.00 for non-residents, with an option for a yearly partnership at \$270.00 for residents and \$300.00 for nonresidents.

Recommendation

It is recommended that the commission approve this partnership program to be implemented beginning in the Fall 2022 soccer season.

Attachment

Siegel Soccer Complex Affiliate Organization Partnership Program Description

Sincerely,

JP Powers
Siegel Soccer Facility Coordinator



Siegel Soccer Complex Affiliate Organization Partnership

The goal of the Siegel Soccer Complex Affiliate Partnership Program is to promote the City’s mission statement of providing a safe, progressive, and healthy community for its citizens to ensure the highest possible quality of life. To this end, the City is continuing to partner with local youth soccer organizations in the implementation of this affiliate partnership.

Benefits of the partnership to the partnering organization include the following:

- Permanent established practice time during the Spring and Fall seasons
- One half grass field practice per week at no charge Monday-Friday
- Priority Scheduling for Tennessee State League (TSL) games
- One half turf field practice per week at no charge (excluding indoor turf field 5)
- Use of meeting space per availability at no charge
- Priority scheduling for tryouts held Monday-Thursday during regular seasons
- Scheduling of grass field games at no charge, depending on availability

The pricing of the Affiliate Organization Partnership is indicated on the table below and broken down on a per season and per year basis. The option to pay per season or per year is up to the discretion of the partnering organization. Pricing is on a per player basis and is dependent on the residency of each respective player.

Complete rosters of all partnering organization’s teams will be due to the Siegel Soccer Complex Coordinator no later than one month prior to the start of each season (fall and spring). Complete rosters must include first/last names of all players on each team, as well as residency status to include complete primary home address. Only teams submitted to the Siegel Soccer Complex Coordinator will be permitted to utilize fields as specified above under the partnership. Any additional field usage outside of this agreement, or any additional teams outside of this agreement will be required to pay the full reservation fee for field usage.

Siegel Soccer Complex Affiliate Organization
Partnership Program Fee Outline

	Murfreesboro Resident	Non-Murfreesboro Resident
Season	\$135.00	\$150.00
Year	\$270.00	\$300.00

Below are the new proposed fees for grass field usage, beginning with the implementation of this program.

	Standard Rate	TSSA Discount	RLP Provider Rate
Full day rental per field	\$215.00	\$183.00	\$194.00
Half day rental per field	\$145.00	\$123.00	\$131.00
Full Field Single Match	\$90.00	\$77.00	\$81.00
Full Field Double Match	\$135.00	\$115.50	\$121.50
Small Sided Field	\$45.00	\$38.00	\$41.00
1.5 Hr Practice (Full)	\$30.00	\$25.00	\$26.00
1.5 Hr Practice (Half)	\$20.00	\$17.00	\$18.00



May 2, 2022

For Murfreesboro Parks and Recreation Commission:

RE: Wilderness Station – Change in Operating Hours

As an item for the May 4, 2022, MPRC agenda, staff is recommending adjustments to the operating hours at the Wilderness Station.

Background

The Wilderness Station's operating hours during the summer season totals 80 hours per week from mid-May to mid-October. The operating budget allows for four part-time staff dedicated to operations of the facility. This year, with current staffing trends and pay scales, it is difficult to hire the needed staff to cover these hours. It is recommended that we decrease the operating hours during this time frame to 56 hours per week.

Fiscal Impact

Decreasing the operating hours will have a fiscal impact and a decrease of amenities to our park. Staff still feels like they can meet revenue goals through programming and events.

Recommendation

It is recommended that the commission approve the adjustment of operating hours to the Wilderness Station.

Sincerely,

Rachel Singer
MPRD Assistant Director



April 28, 2022

For Murfreesboro Parks and Recreation Commission:

RE: Changing Rate of Perform Murfreesboro Membership

As an item for the MPRC Agenda of May 4, 2022, it is recommended that you approve the changes and increase to the Perform Murfreesboro Membership.

Background

Perform Murfreesboro membership has not changed prices for over 10 years. With this membership, children receive a gift and a membership card. Staff has recently moved to providing a play specific t-shirt with each show. The families have loved this new addition. The cost per shirt has risen and is now \$16.00 a shirt. Cultural Arts staff would now like for the membership to be free and instead charge \$25.00 per play to each participant to cover the cost of the cast gifts and shirts for each show. And as always, the fee would be waived through our parks and recreation financial assistance program for any child who cannot afford this fee.

Fiscal Impact

This would allow us to be more fiscally responsible and still provide a great experience for a low cost.

Recommendation

It is recommended that the commission approve the price changes to the Perform Murfreesboro membership.

Susan M Hicks
Cultural Arts Supervisor



April 28, 2022

For Murfreesboro Parks and Recreation Commission:

RE: Recap of Battle of the Bands

As an item for the MPRC Agenda of May 4, 2022, I'd like to tell you about the success of the Battle of the Bands Competition.

Background

In March of this year, the Cultural Arts Division created a Battle of the Bands Competition. Each band had to come prepared to perform two original songs. Two industry judges and the audience judged the competition. The winning band received bragging rights and a \$250.00 stipend.

Fiscal Impact

Each band was charged a \$50.00 entry fee. Tickets sold for \$10.00, and seven bands entered the competition.

Recommendation

This event was a great way to give local artists a place to perform new works. Everyone was very pleased with the turnout and the success of this event. Staff hopes to provide this event again in the future.

Attachments

Band Photos

Susan M Hicks
Cultural Arts Supervisor







